University of Bolton
Teaching Intensive, Research Informed

Programme Approval Handbook 2021/22

Process Guide for the approval of new and modified taught academic programmes leading to University and external qualifications

Standards and Enhancement Office, September 2021

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PREFACE

This handbook is intended to provide detailed information about the University's requirements for the approval of new academic programmes and of modifications to existing academic programmes. It covers all types of programme approval activity for taught programmes leading to qualifications of the University and external bodies, including those delivered off-campus.

There are two routes to approval, as follows:

A. Route A is where a proposal is considered by the University Standing Panel, at one of its scheduled meetings on the Senate Calendar of Meetings.
B. Route B is where a proposal is considered by a specially convened Programme Approval Panel and Event

For proposed new or modified on campus programmes:
- Route A is the standard route, normally
- Route B is chosen by exception.

For proposed new or modified off campus programmes:
- Route A is chosen by exception,
- Route B is the standard route, normally.

For proposals about new or modified on-campus programmes that include an off-campus franchise arrangement:
- Route A of Route B may be chosen, as required to manage, mitigate or monitor risk associated with the proposal.

Appendices contain detailed information, protocols/ procedures, guidelines, templates. Mandatory Items are marked with an asterisk. For ease of use, the Appendices to this handbook are available as individual files on the Standards and Enhancement Office webpages labelled 'Programme Design and Approval/ Programme Approval Handbook'

Questions about the process can be addressed to members of the Standards and Enhancement Office (SEO), see Appendix 2.

Academic Registrar

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Appendices

*Also available for downloading as separate documents
from SEO's Programme Approval webpage*

Introduction

All proposed new and amended academic programmes of study are required to gain *Academic Approval* and *Programme Approval* (Appendix 3) **before** design and development begins. Where a programme either requires significant investment in resources or is intended for off campus delivery, then it is required to gain S*trategic Approval* before being submitted for *Academic Approval* (Appendix 3)

Strategic Approval is the formal process by which the University's Strategic Planning and Resources Development Committee (SPRDC) grants permission for the development of any of the following proposals:
- New partner organisations
- New programmes with a new or existing partner organisation
- Significant changes to the nature and academic level of provision with an existing partner organisation (e.g. a change from research to taught programmes; or a change from HE levels 4-6 to HE levels 7-8)
- On Campus developments that require significant investment in learning resources including staff.

Academic Approval is the formal process by which the University's Programmes Committee gives permission for the development of any of the following proposals:
- All new programmes
- Major modifications to an existing programme, for example change to the programme and/or module learning outcomes, programme title, programme structure and/or assessment. This includes both on campus and off campus programmes.

Programme Approval is the formal process by which the University's Senate gives permission that a programme may be offered for study. Senate is responsible for information about and the standards and quality of all programmes that lead to a University qualification. The Standards and Enhancement Office (SEO) manages Programme Approval and reports the outcomes of this quality assurance process as a recommendation to the Senate, for ratification. The normal period of programme approval is five years or until the next periodic review and reapproval.

The Programme Approval process includes confirmation that a proposed new or changed programme meets the University's expectations of standards, quality and information. The University has specified criteria for approval of programmes, which are based on the UK Quality Code for Higher Education (Appendix 5) and meet the regulatory requirements of the Office for Students. Where relevant, the approval process will consider the requirements of any relevant *Professional Statutory and Regulatory Body* and *external awarding body/organisation*. Programme Approval relies on *peer review* by approved University staff and student reviewers as well as external advisors (subject specialists) and reviewers. Approved programmes normally operate in accordance with University regulations, unless otherwise stated.

All proposed modifications to programmes that are delivered on campus, which have an off-campus version that is delivered by a partner organisation under a franchise agreement, must be made simultaneously. This is to ensure that the franchise version of a programme remains identical to the version taught on campus at the University.

Choice of approval route

As shown in Chart 1, there are two possible routes to Programme Approval, as follows:

1. Route A: the *standard route* is through an iterative process of design and development that ends with consideration of a Proposal Development Record (Appendix 6) at a meeting of the University Standing Panel (Appendix 7);

2. Route B: is the *standard route* for Off Campus programmes and *by exception* for on campus programmes. It uses an iterative process of design and development that ends with consideration of a Proposal Development Record (Appendix 6) by a Programme Approval Panel (Appendix 8) during a virtual event[1].

An SEO Officer is assigned to manage each programme proposal and convene a Virtual Planning Meeting at which detailed arrangements are confirmed (Appendix 9).

The choice of detailed arrangements will reflect the level of complexity of a proposal. Factors to be considered include:
- The number of programmes and complexity of the proposal
- The level of experience in programme design & development amongst the proposing team
- Whether the proposal is in a new or an existing subject area
- Any requirements for learning resources which are subject to confirmation
- The involvement and preferred approach of a PSRB
- Location of programme delivery
- Involvement of an off-campus partner organisation

The arrangements for *Academic Approval* and *Programme Approval* take account of the revised UK Quality Code for Higher Education, UKSCQA/02, March 2018 (www.qaa.ac.uk).

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[1] During the Covid-19 pandemic such meetings are being held virtually

Table 1: Programme approval process in detail: *all proposals undertake Steps 1-11*			
Step	**Activity**	**Description**	**Appendix**
Step 1	Programme Proposer to secure approval from SPRDC and/or Programmes Committee	The Programme Proposer and Academic Coordinator (SELE) discuss the proposal at subject level and/or with any relevant partner organisation and then seek approval from the University. University level approval is required to confirm that the proposing team may proceed with a programme development. To seek approval, the Programme Proposer and Academic Coordinator (SELE) should complete one or more of the approval forms, which can be obtained from the relevant <u>SEO webpage</u>. The form(s) should be submitted to the Secretary of the relevant Committee, at least five working days before the Committee meeting (Appendices 2 and 3) and include: • For SPRDC, proposer completes the *Strategic Approval Form (SAF),* if development requires investment or if there is a new partner organisation or partnership programme(s) Meeting Dates: 16/09/21; 14/10/21; 09/12/21; 10/02/22; 07/04/22; 09/06/22. • For Programmes Committee, proposer completes the *Programme Approval Form (PAF); Apprenticeship Approval Form (AAF)* or *Change Approval Form (CAF).* Meeting Dates: 23/09/21; 04/11/21; 20/01/22; 17/03/22; 19/05/22.	Appendices 2 and 3
Step 2	Standards and Enhancement Office (SEO) Scoping Meeting.	Once a proposal gains approval to proceed, the Standards and Enhancement Office (SEO) will: • assign an SEO Officer to manage the process • assess required level of academic support • +/- assigns Internal Advisor • refer the Programme Proposer and Academic Coordinator (SELE) to the List of TIRI Professors who are willing to advise on University requirements, as *critical friends.* The SEO Officer will • convene a Virtual Planning Meeting, • set up the Proposal Development Record (PDR) on Moodle and notify the Programme Proposer and AC (SELE) • issue Course Code(s) to the Programme Proposer and AC (SELE) • create blank Programme Specification template(s) in the Programme Database for use by the Programme Proposer and AC (SELE)	Appendix 9 Appendix 6a Appendix 2

		• advise that the Programme Proposer and Academic Coordinator (SELE) contact a member of Student Data Management (Appendix 2) for the Module Codes and the creation of blank Module Specification templates in the Module Database. • record decisions/ outcomes of the Planning Meeting. The Proposal Development Record (PDR) is a virtual folder that contains evidence of the design, development and approval of a programme. Access is given to key participants in the process to enable them to submit items of evidence to the folder. The contents of the PDR-folder comprise the formal record of the process of design, development and consultation - including all final programme documents. Once the provision is approved, the access rights to the folder will be restricted to members of SEO and the PDR will become the *definitive set of programme documents.*	Appendix 6a
Step 3	Virtual Planning Meeting	Invitees: Academic Coordinator (SELE); Programme Lead; Head / Ops Lead; +/- OfCD SPM/APM; Chair. Items for consideration include: • Completed Nomination form and CV for new External Advisor (EA) or Member(s) of EA Pool • Programme Design and Development Slides • List of *critical friends* for consultation • Dates for development milestones and of the target University Standing Panel (Route A) or of the Programme Approval Panel (Route B).	Appendices, 0, 1, 4, 6a, 9, 10c
Step 4	Programme Design & Development	AC (SELE) and Programme Proposer consult the information in Appendices 6 and 13, that from any PSRB for guidance on programme design, consultation and development, as follows: • Programme design, consultation and development • Alignment with the OfS Regulatory Framework including the Core Practices in the Revised UK Quality Code for Higher Education • University regulations • Setting academic standards, designing a good quality student experience and ensuring that information for students is clear and accurate • Securing the views of students, employers and any relevant PSRBs • Securing the views of any partner organisation(s) which currently or in future will franchise the programme(s) • Taking account of any relevant Apprenticeship Standard and End Point Assessment	Appendix 12

		that has been published as approved by the Institute for Apprenticeships (IfA) • Writing the module specifications and programme specification. Meeting the University requirements: • The UoB Curriculum Philosophy (Appendix 13) • UoB Graduate Attributes Matrix for Employability (Appendix 13) • Operational aspects of programme design, consultation and development • How to build in alignment with the University's TIRI agenda (Appendix 13) • How to reflect the requirements of the Learning, Teaching and Assessment Strategy and the Student Experience Strategy. • How to ensure the proposal addresses the University's enhancement priorities. Writing the Programme documents and the Process documents for the PDR (Appendix 6) AC (SELE) and Programme Proposer begin to complete draft programme specification & module specifications, with early input on programme design from the External Advisor. Advice from the SEO Advisor about any of the above is available on request. The Proposer notifies the SEO Advisor about any training needs amongst members of the programme/ proposing team. The SEO Advisor arranges bespoke training for the team members.	Appendix 13 Appendix 13 Appendix 6
Step 5	Stakeholder consultation: employers +/- PSRB	Proposing team consult stakeholders with an outline of proposed new/modified programme via email and upload the relevant Consultation Report (Appendix 12a) with other relevant communications to PDR. The following documents contain an outline of the new/modified programme: • Draft marketing information (course leaflet/ prospectus entry) • Draft programme specification. It is a *formal University requirement* that programmes meet the needs of: • Employers/ professionals – e.g. members of the Industry Advisory Panel for each School • Any relevant Professional Statutory, Regulatory Body (PSRB) • The Trailblazer Group for any relevant Apprenticeship Standard and End Point Assessment • Partner organisation(s) that plan to offer the programme. A record of the discussion to be uploaded to the PDR.	Appendix 12
Step 6	Stakeholder consultation: Students	It is a *formal University requirement* that programmes are developed in consultation with	Appendix 12

		students. Proposing team use comments from employers/ PSRB to complete programme documents. Proposing team consult student in one or more virtual meeting(s) and upload the relevant Consultation Report (Appendix 12a) with any other communications to PDR. The following documents contain an outline of the new/modified programme: • Draft marketing information (course leaflet/ prospectus entry) • Draft programme specification.	
Step 7	External Scrutiny and Finalising Programme Documents	Consulting the approved External Advisor (EA) or PSRB representative is a *formal requirement* and the External Advisor is asked to complete a <u>Consultation Report</u> (Appendix 10d.) Proposing team +/- AC (SELE) • refer the External Advisor /PSRB representative(s) to the documents in the PDR; • upload the EA's Consultation Report to PDR, • use the comments to update and finalise all documents in the PDR, taking advice as required. The SEO Officer invites the External Advisor to complete and submit a claim for the fee and expenses and arranges payment.	Appendix 10 Appendix 10e
Step 8	• Academic Coordinator (SELE) to confirm documents ready for Curriculum Design and Specification Scrutiny • SEO Curriculum Design and Specification Scrutiny	• Proposing team present all documentation to AC (SELE) who assists with the finalising the PDR and confirms that all documentation in PDR is ready for SEO scrutiny, by placing a note in the 'Forum' on the PDR. • SEO Officer completes scrutiny of Programme Specification(s) and Module Specifications annotating documentation with amendments and suggested changes. Annotated documents are uploaded to 'Scrutiny Feedback Section' on the PDR. In complex situations, the SEO Officer/AC SELE can refer items for scrutiny to the SEO Advisor (LC/HB), if necessary. In complex situations a meeting between the SEO Officer and Proposing team may be necessary to clarify any issues.	

Step 9	Proposing team finalise PDR and AC (SELE) submits Report and signs off PDR	Proposing team use annotated documents from Step 8 to finalise all documents and upload them to the PDR, clearly identifying the School Approved (finalised) versions of all documents. If Proposing team decides not to adopt proposed amendments, written justification must be provided in PDR. AC (SELE) completes a Consultation Report (Appendix 11b) within which s/he signs off the PDR as ready for University level scrutiny.	Appendix 11b
Step 10	PDR Completion Check	SEO Officer undertakes completion check including sample audit of requested amendments to documents (STEP 8). SEO Officer advises proposing team whether proposal can progress to the Panel *or returns the proposal to the AC (SELE) and proposing team, if PDR found to be incomplete.* Where PDR is complete, SEO Officer opens PDR to members of the Panel, at least 3 weeks before it meets.	
Step 11	SEO Officer's Overview Report	SEO Officer writes an overview report on design and development of the proposal and uploads to PDR.	Appendix 14

Programme Approval Route A

(standard for on campus and by exception for off campus programmes)

Step	Activity	Description	Appendix
Step 12	University Standing Panel members (USP) consider PDR, submit comments by correspondence, prior to virtual meeting.	The University Standing Panel ONLY considers programme proposals with a complete Proposal Development Record that has been confirmed as 'ready for' at Step 11. The USP Secretary provides members of the University Standing Panel with access to the PDR containing the relevant documents for consideration by the USP. Prior to the meeting of the University Standing Panel, members review the Proposal Development Record. The date and location of meetings of the University Standing Panel are given in the annual Senate Calendar that is published on the SEO webpage for Committees. The dates for meetings of the University Standing Panel are included in Appendix 1. The terms of reference and membership of the University Standing Panel (USP) are given in Appendix 7a. The role of USP is to confirm that due process has been followed in programme design and development.	Appendix 7 Appendix 1b
Step 13	Virtual Meeting of USP Proposer/AC SELE (+/- OfCD SPM/APM) to be on standby to join meeting, if necessary.	USP Secretary convenes the meeting. Panel decides whether to recommend approval of the proposal to Senate and the nature of that recommendation. The USP determines whether: • due process has been followed; • a complete and acceptable set of final programme documents has been produced; • the programme is ready for recruitment and delivery. A Report of the USP Proceedings is produced by the USP Secretary.	Appendix 7
Step 14 A	USP decides whether to recommend approval of the proposal to Senate	Where USP decides to recommend approval of the proposal (normally without any conditions or recommendations) the Chair of USP signs off the programme and the PDR. USP Secretary completes USP Report and uploads it to the PDR and places a note in the forum to disseminate the outcomes to all involved simultaneously. *NB: For Off Campus programmes the relevant signed contract must be available to the Chair of USP to enable sign-off. For Apprenticeship programmes the EPAO must be appointed to enable USP sign-off.*	Appendix 7

Step 14 B	USP decides NOT to recommend approval of the proposal to Senate	If USP chooses NOT to recommend approval of the proposal, the proposal is returned to the appropriate previous step. The USP Secretary records detailed reasons for non-approval and requirements to be completed in the USP Report. The USP report to specify either that the modified proposal can be re-submitted to USP or, exceptionally, considered under Chair's action (Appendix 7d). Once the Report has been approved by the USP Chair, the USP Secretary uploads it to the PDR and places a note in the PDR Forum to disseminate the outcomes to all involved simultaneously.	Appendix 7
Step 14 C	Following a decision by USP to NOT recommend approval, proposing team responds to conditions, and when conditions have been met, USP Chair completes Programme Approval Sign Off form.	Proposer and AC (SELE) to respond to USP requirements and generate required information and an annotated version of the requirements to indicate whether the action has been completed or not. The completed response is signed off by the AC (SELE) who uploads it to the PDR-folder and places a note in the PDR Forum to alert the USP Secretary that the response has been approved by the School and is ready for University level scrutiny. Normally a subsequent USP reviews the revised proposal at its next meeting. Exceptionally the USP Chair and USP Secretary consider the response to the USP requirements under Chair's action. Where USP decides to recommend approval of the revised proposal the Chair signs the Programme Approval and Sign-Off Form.	Appendix 7
Step 15	After Step 14A, the USP Report is submitted to Education Committee and Senate.	USP Secretary submits the USP Report to Education Committee, which is invited to consider and endorse the USP Report under delegated authority from Senate. Senate is invited to accept and approve the USP Report. NB Reports only go to Senate when there are no conditions and/or when any conditions have been met and any required contract has been signed.	Appendix 7
Step 16	Once approved programme has been signed-off by the Chair, SEO Officer sets it up on SITS; Proposing team/ AC (SELE)/ SEO Officer complete progression of programme & module specifications on the databases ready for recruitment.	Once the proposal has been approved and confirmed as such, the PDR becomes the definitive record of programme documentation (at this point write-access to the PDR is restricted to SEO). For off-campus provision, the written agreement is signed for the University. The SEO Officer activates the programme(s) on SITs after receipt of the completed Programme Approval and Sign–Off Form, (Appendix 7d); and, for off-campus provision, the *signed* Annex to the written agreement. ONLY THEN can students be recruited and commence to study the programme(s). If *either* document is missing, the provision retains *subject to validation (STV)* on SITs and the programme cannot commence. The SEO Officer activates the programme in SITS, by removing STV and sends out the SRL. This action will activate the web-based course database that is used for marketing the programme(s) and STV references will be removed from the web content (this may require further input from the Proposal team/Academic Coordinator and/or Head of School).	

Programme Approval Route B
(standard for off campus and by exception for on campus programmes)

| Step 12 | Programme Approval Panel reviews PDR completes and submits lines of enquiry form to SEO Officer. Lines of enquiry sent to Proposing Team via PDR Forum. | The Programme Approval Panel ONLY considers programme proposals with a complete Proposal Development Record that has been confirmed as 'ready for' at Step 11.

The terms of reference and membership of the are given in Appendix 8. The SEO Officer will convene a Programme Approval Panel and arrange an event in accordance with decisions taken at the Planning Meeting (STEP 2). Normally the External Advisor appointed for STEP 8 is invited to serve as external panel member.

The SEO Officer provides members of the Programme Approval Panel with access to the PDR containing the relevant documents for consideration by the Panel. Prior to the virtual meeting of the Programme Approval Panel, members review the Proposal Development Record and submit lines of inquiry through the PDR Forum.

The SEO Officer, in conjunction with the Chair of the Panel, collates the lines of inquiry and any requests for additional evidence. The SEO Officer sends them to the Proposing team for information and action with a copy to the Panel. This is *very important* in ensuring the transparency of the process and is intended to enable the proposing team to prepare for the Event.

The Programme Proposer is invited to share lines of inquiry with the programme team and may be asked to submit any required additional evidence by an agreed date *in advance* of the Programme Approval Event. | Appendix 8 |
| Step 13 | Virtual Meeting (Zoom) of Programme Approval Panel with Proposing Team, Head/Ops Lead, AC (SELE), (+/-OfCD SPM/APM). | Virtual meetings are held to enable the Panel to meet staff and students and discuss the proposal in detail. A sample schedule for a Programme Approval Event is given in Appendix 8b and the precise details for a given event will be agreed at the Virtual Planning Meeting (Planning Meeting Notes). The Panel decides whether to recommend approval of proposal to Senate, and if so, Chair completes Programme Sign Off form.
NB: For Off Campus programmes the relevant signed contract must be available to the USP to enable sign-off. For Apprenticeship programmes the EPAO must be appointed to enable final sign off.
If the Panel decides to NOT to recommend approval of the provision, until completion of conditions +/- recommendations, a date is set for completion of the necessary action. | Appendix 8

Appendix 9 |

Step 14A	Summary Report	SEO Officer generates summary report, within five working days which, when approved by Panel Chair, is sent to Proposing team and AC (SELE). The summary report is submitted to Senate.	Appendix 8d
Step 14B	*Completion of any conditions and recommendations*	*If Panel has specified conditions of approval, proposing team completes follow up action on conditions.* *Proposer uploads response to any conditions to PDR and alerts SEO Officer via PDR Forum.* *Proposer and team complete any required action on conditions and recommendations and provide evidence of meeting such conditions and recommendations.*	
Step 14C	*Panel Chair considers any required response to conditions.*	*The Proposer submits the revised documents to the PDR folder by the designated date and places a note in the forum to alert the SEO Officer that revised documents are ready for scrutiny.* *Panel Chair considers any required response to conditions and, when conditions have been met, completes Programme Approval Sign Off form. For Off Campus programmes the relevant addendum to the contract must be available to enable sign off. For UoB Apprenticeship programmes the EPAO must be appointed to enable sign-off. If the Chair confirms that the required action has been completed satisfactorily, the proposal proceeds, if not, the proposal is returned to the appropriate earlier step. For Off Campus programmes the relevant addendum to the contract must be available to enable sign-off.*	
Step 15	Full Report	SEO Officer generates full report within 20 working days. Chair approved report is sent to the proposing team and AC (SELE) and submitted to Education Committee. Education Committee is invited to consider and approve the Full Report, under delegated authority from Senate.	Appendix 8e
Step 16	Programme Set Up	Once approved programme has been signed-off by the Chair, the Proposing team/ AC (SELE)/ SEO Officer complete progression of programme and module specifications on the databases ready for recruitment. In order to activate the programme in SITS, the SEO Officer removes STV and sends out the SRL. This action will activate the web-based course database that is used for marketing the programme(s) and STVreferences will be removed from the web content (this may require further input from the Proposal team/Academic Coordinator and/or Head of School).	

Step 1	-22 weeks
Programme Proposer to secure approval from SPRDC and/or Programmes Committee SPRDC approval: if development requires investment or if new partner organisation or programme(s) 16/09/21; 14/10/21; 09/12/21; 10/02/22; 07/04/22; 09/06/22. Programmes Committee – 23/09/21; 04/11/21; 20/01/22; 17/03/22; 19/05/22.	
Step 2	**-**18 weeks
SEO's Scoping Meeting, to include risk assessment of required level of academic support for proposing team and set up of Proposal Development Record (PDR) SEO assigns Officer to manage the process; assesses required level of academic support +/- assigns Internal Advisor; assigns Chair of Planning Meeting. SEO Officer sets up: the proposed programme(s) on SITs; the PDR; programme specification 'stubs' in the database; and convenes Virtual Planning Meeting.	
Step 3	-17 weeks
Virtual Planning Meeting **Invitees**: Academic Coordinator (SELE); Programme Lead; Head / Ops Lead; +/- OfCD SPM/APM; Chair. **Items for consideration include**: Nomination form and CV for Member(s) of EA Pool; Programme Design and Development Guide; List of critical friends for consultation (new); development timeline & Panel date.	
Step 4	-17 weeks
Programme Design & Development AC (SELE) and Programme Proposer consult the information in Appendices 6 and 13, from any PSRB and draft programme specification & module specifications, with early input on programme design from the External Advisor. Advice from the SEO Advisor is available according to level of risk and on request.	
Step 5	-16 weeks
Stakeholder consultation: employers +/- PSRB Proposing team consult employers (e.g. Industry Advisory Panel), relevant PSRB(s) with outline of proposed new/modified programme via email and upload completed report with comms to PDR.	
Step 6	-14 weeks
Stakeholder consultation: Students Proposing team use comments from employers/ PSRB to complete programme documents. Team capture students' views about Programme Specification and upload report of students' views with comms to PDR.	
Step 7	-10 weeks
External Scrutiny of Draft Documents & finalising of Programme Documents Proposing team +/- AC (SELE) makes available draft programme documents in PDR for consideration by External Advisor (EA)/PSRB representative(s) for subject specific advice and comments in the EA Report. Proposing team upload the EA Report to PDR, using the comments to update and finalise all documents in the PDR, taking advice as required from the AC SELE, +/- advice from a critical friend on UoB requirements. Proposing team indicate on the EA Report how they have responded to comments.	
Step 8	-8 weeks
Academic Coordinator (SELE) to confirm documents ready for Curriculum Design and Specification Scrutiny Proposing team present all draft documentation to AC (SELE) who assists with finalisation of the PDR and confirms that all documentation in PDR is ready for SEO scrutiny in a note in the 'Forum' on the PDR. **SEO Curriculum Design and Specification Scrutiny** SEO Officer completes scrutiny of Programme Specification(s), Module Specifications and key programme documents, which s/he annotates with any required amendments. Annotated documents uploaded to 'PDR Scrutiny Feedback' section on the PDR. In complex situations referral by the SEO Officer/AC SELE to an SEO Advisor can be arranged, if necessary. In complex situations a meeting between the SEO Officer and Proposing team may be necessary to clarify any issues. SEO Advisor to review the assessment strategy and advise, as required.	

Step 9	-6 weeks
Proposing team finalise PDR and AC (SELE) submits Report and signs off PDR Proposing team use annotated documents from Step 8 to finalise all documents and complete the PDR, clearly identifying the School Approved versions of all documents. If Proposing team decides not to adopt proposed amendments, written justification must be provided in PDR. AC (SELE) completes a Report within which s/he signs off the PDR as ready for University level scrutiny.	
Step 10	-5 weeks
PDR Completion Check SEO Officer undertakes completion check including sample audit of requested amendments to documents (STEP 9). SEO Officer advises proposing team whether proposal can progress to the Panel *or returns the proposal to the AC (SELE) and proposing team, if PDR found to be incomplete.* Where PDR is complete, SEO Officer opens PDR to members of the Panel, at least 3 weeks before it meets.	
Step 11	-4 weeks
SEO Officer's Overview Report SEO Officer writes an overview report on design and development of the proposal and uploads to PDR.	

Programme Approval Route A	Programme Approval Route B
standard for on campus and by exception for off campus programmes	*standard for off campus and by exception for on campus programmes*
Step 12: -3 weeks	**Step 12:** -3 weeks
University Standing Panel members (USP) consider PDR, submit comments by correspondence, prior to virtual meeting.	Programme Approval Panel reviews PDR completes and submits lines of enquiry form to SEO Secretary. Lines of enquiry sent to Proposing Team via PDR Forum.
Step 13: Week 0	**Step 13:** Week 0
Virtual Meeting of USP Proposer/AC SELE (+/- OfCD SPM/APM) to be on standby to join meeting if necessary. Panel decides whether to recommend approval of the proposal to Senate. For Off Campus programmes the relevant addendum to the contract must be available to the USP to enable sign-off. For Apprenticeship programmes the EPAO must be appointed to enable USP sign-off.	Virtual Meeting (Zoom) of Programme Approval Panel with Proposing Team, Head/Ops Lead, AC (SELE), (+/- OfCD SPM/APM). Panel decides whether to recommend approval of proposal to Senate, and if so, Chair completes Programme Sign Off form.
Step 14 A: up to +1 week	**Step 14 A:** up to +1 week
Where USP decides **to recommend approval,** the Chair of USP signs off the programme and the PDR. USP Secretary completes USP Report and notifies the SEO Officer of outcome. SEO Officer sends USP Report to the proposing team & AC (SELE).	SEO Officer generates summary report, within five working days which, when approved by Panel Chair, is sent to Proposing team and AC (SELE). The summary report is submitted to Senate.
Step 14 B: ideally +1, up to +4 weeks	**Step 14 B:** up to +4 weeks
If USP chooses **NOT to recommend approval**, the proposal is returned to the appropriate previous step. The USP Secretary records detailed reasons in the USP Report which, once approved by the USP Chair, is passed to the relevant SEO Officer, for onward communication to proposing team and AC (SELE).	If Panel has specified conditions of approval, proposing team completes follow up action on conditions. Proposer uploads response to any conditions to PDR and alerts SEO Officer via PDR Forum.
Step 14 C: ideally +1, up to +4 weeks	**Step 14 C:** up to +4 weeks
Following a decision by USP to **NOT recommend approval,** proposing team responds to conditions, and when conditions have been met, USP Chair completes Programme Approval Sign Off form.	Panel Chair considers any required response to conditions and, when conditions have been met, completes Programme Approval Sign Off form. For Off Campus programmes the relevant addendum to the contract must be available to enable sign off. For UoB Apprenticeship programmes the EPAO must be appointed to enable sign-off.
Step 15: ideally +1, up to +4 weeks	**Step 15:** up to +4 weeks
When approval is recommended, the USP Report is submitted to Education Committee and Senate.	SEO Officer generates full report within 20 working days. Chair approved report is sent to the proposing team and AC (SELE) and submitted to Education

	Committee.
Step 16: ideally +1, up to +5 weeks	**Step 16:** up to +5 weeks
Once approved programme has been signed-off by the Chair; Proposing team/ AC (SELE)/ SEO Officer complete progression of programme & module specifications on the databases ready for recruitment.	Once approved programme has been signed-off by the Chair; Proposing team/ AC (SELE)/ SEO Officer complete progression of programme and module specifications on the databases ready for recruitment.