

Appendix 0: Chart 1. Programme Approval Process, at a glance.

Step 1	-24 weeks
<p style="text-align: center;">Programme Proposer to secure approval from SPRDC and/or Programmes Committee</p> <p>SPRDC approval: if development requires investment or if new partner organisation or programme(s) Dates when SPRDC Secretary requires all papers containing proposals: 08 Sept 22; 06 Oct 22; 24 Nov 22; 02 Feb 23; 06 April 23; and 27 April 23. Dates when Programmes Committee Secretary requires all papers containing proposals: 30-Sep-22; 15-Dec 22; 09-Mar-23; and 18-May-23. In the case of new subject developments, please liaise in advance with the library.</p>	
Step 2	-18 weeks
<p style="text-align: center;">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)</p> <p>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.</p>	
Step 3	-17 weeks
<p style="text-align: center;">Virtual Planning Meeting</p> <p>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.</p>	
Step 4	-17 weeks
<p style="text-align: center;">Programme Design & Development</p> <p>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. In the case of new subject developments, please liaise in advance with the library.</p>	
Step 5	-16 weeks
<p style="text-align: center;">Stakeholder consultation: employers +/- PSRB</p> <p>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.</p>	
Step 6	-14 weeks
<p style="text-align: center;">Stakeholder consultation: Students</p> <p>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.</p>	
Step 7	-10 weeks
<p style="text-align: center;">External Scrutiny of Draft Documents & finalising of Programme Documents</p> <p>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.</p>	
Step 8	-8 weeks
<p>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.</p> <p style="text-align: center;">SEO Curriculum Design and Specification Scrutiny</p> <p>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.</p>	

Step 9	-6 weeks
Proposing team finalise PDR and AC (SELE) submits Report and signs off PDR	
<p>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.</p>	
Step 10	-5 weeks
PDR Completion Check	
<p>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 <i>or returns the proposal to the AC (SELE) and proposing team, if PDR found to be incomplete.</i></p> <p>Where PDR is complete, SEO Officer opens PDR to members of the Panel, at least 3 weeks before it meets.</p>	
Step 11	-4 weeks
SEO Officer's Overview Report	
<p>SEO Officer writes an overview report on design and development of the proposal and uploads to PDR.</p>	

Programme Approval Route A
<i>standard for on campus and by exception for off campus programmes</i>
Step 12: -3 weeks
University Standing Panel members (USP) consider PDR, submit comments by correspondence, prior to virtual meeting.
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.
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).
Step 14 B: ideally +1, 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).
Step 14 C: ideally +1, 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.
Step 15: ideally +1, up to +4 weeks
When approval is recommended, the USP Report is submitted to Education Committee and Senate.
Step 16: ideally +1, 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.

Programme Approval Route B
<i>standard for off campus and by exception for on campus programmes</i>
Step 12: -3 weeks
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
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
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: up to +4 weeks
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: up to +4 weeks
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: up to +4 weeks
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: up to +5 weeks
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.

