|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROGRAMME DEVELOPMENT: QUALITY & STANDARDS INITIAL SCRUTINY FORM** | | | | | | | | |
| **Author of this document:** (please include your name with prefix and suffix and your role title) | | |  | | | | | |
| **Full Title:** | | | | | | | | |
| **Full Title(s) in Welsh:** | | | | | | | | |
| **All Nomenclatures Required:** | | | | | | | | |
| **All Modes of Study Required:** | | | *Full time/part time/blended/distance* | | | | | |
| **Additional Years Required** | | | *Foundation/industry/abroad* | | | | | |
| **Specific Information:** | | | *Award Type/Collaboration/Innovation/Degree Apprenticeship* | | | | | |
| **College/School:** | | | | | **Subject Area:** | | | |
| **Programme Director:** | | | | | **Contact Details:** | | | |
| **New Proposal/Amendment:** | | |  | | **Type of Amendment:** | | | |
| **PAM Reference:** | | | **Paper Ref:** | | **Programme Code:** | | | |
| **L&T Committee Approval:** | | **Date:** | **Finance BP Approval:** | | | | | **Date:** |
| **Collaborative Partner:** | | | | | **Proposed Launch Date:** | | | |
| **Proposed PAC Meeting Date:** | | | | |  | | | |
| **Scrutinised for Academic Quality Services by:** | | | | | | | | |
| **QUALITY AND STANDARDS OF PROPOSAL** | | | | | | | | |
| Please indicate whether the following aspects of the Programme Proposal are complete:  Please use the following symbols to complete this form: **🗸 🗴 NA** | | | | | | | | |
| **Programme Management Board Approval:** | | | **Date:** | | | |  | |
| **Programme Specification Submitted (PAM):** | | | **Date:** | | | |  | |
| **Module Proformas complete/updated and approved by College/School L&T Committee** | | | | | | |  | |
| **Programme Structure** | | | | | | |  | |
| * Syllabus Rules Created/Updated and Modules added? | | | | | | |  | |
| **Programme Standards and Regulations** | | | | | | |  | |
| * New Award Nomenclature Required/Confirmed? | | | | | | |  | |
| * New Regulations Required/Confirmed? | | | | | | |  | |
| * FHEQ Level Confirmed and Evident? | | | | | | |  | |
| **Learning and Teaching Information** | | | | | | |  | |
| * Inclusive and Innovative Learning and Teaching Evidenced? | | | | | | |  | |
| * Embedded Study Skills Evident? | | | | | | |  | |
| * Learning Outcomes Quality and Level? | | | | | | |  | |
| * Curriculum Map and Transferable Skills Map Provided? | | | | | | |  | |
| **Employability and Entrepreneurship** | | | | | | |  | |
| * Employer’s Report Received? | | | | | | |  | |
| * Graduate Destinations Clear? | | | | | | |  | |
| * Entrepreneurship and Skills Development Evidenced? | | | | | | |  | |
| **Assessment and Feedback** | | | | | | |  | |
| * Assessment & Feedback Strategy/Summary – Balanced Assessment Load? | | | | | | |  | |
| * Inclusive Assessment and Feedback Evidenced? | | | | | | |  | |
| **Funding and Finance** | | | | | | |  | |
| **Student Experience and Support** | | | | | | |  | |
| **Facilities and Resources** | | | | | | |  | |
| **Admission and Induction** | | | | | | |  | |
| **Student & Alumni Involvement in Programme Design & Development** | | | | | | |  | |
| **UKVI Compliance (see Appendix A)** | | | | | | |  | |
| **COLLABORATIVE PARTERSHIPS** | | | | | | | | |
| **Due Diligence Complete** | | | | | | |  | |
| **Site Visit Complete** | | | | | | |  | |
| **Risk Assessment Complete** | | | | | | |  | |
| **Collaborative Partnership Board Approval** | | | | | | |  | |
| **RECOMMENDATIONS FOR ENHANCEMENT** | | | | | | | | |
|  | | | | | | | | |
| **EXTERNALITY** | | | | | | |  | |
| External Subject Specialist Type Required: | | | | *External Examiner* | | | *External Subject Specialist* | |
| External Subject Specialist Approved by Chair: | | | | | | |  | |
| External Subject Specialist Confirmed: | | | | | | |  | |
| External Subject Specialist’s Report Received: | | | | | | |  | |
| **RECOMMENDATIONS FOR ENHANCEMENT** | | | | | | | | |
|  | | | | | | | | |
| **RISK FACTORS** | | | | | | | | |
|  | | | | | | | | |
| **OUTCOME** | | | | | | | | |
| **Initial Scrutiny Outcome:** | **Proceed to PAC on:** | | | | | **Referred to College on:** | | |
| **Reason(s) for Referral to College:** | | | | | | | | |



|  |  |
| --- | --- |
| **APPENDIX A - UKVI COMPLIANCE RISK ASSESSMENT**  (Consult with Student Compliance and Legal where areas of potential concern identified) | |
| **Full Time Only** |  |
| * Degree or above |  |
| * Programmes below Degree level – min 15hrs per week, classroom-based study |  |
| * Holiday period reasonable/broadly similar to other courses |  |
| **Level** |  |
| * FHEQ/RQF Level 3 or above |  |
| * Course awarded by Swansea University |  |
| **Award** |  |
| * Does the completion of this course result in award from Swansea University? |  |
| **ATAS (Academic Technology Approval Scheme)** |  |
| * Might the programme require ATAS? |  |
| * Has the correct JACS code been applied? |  |
| **Duration** |  |
| * If course below degree level, can the student complete course within 2 years? |  |
| * If course degree level or above (excluding PhD) can the student complete this course in combination with other courses within 5 years? |  |
| * If course is PhD level, can the student complete this course in combination with other courses within 8 years? |  |
| **Delivery** |  |
| * Is the course being delivered at Swansea or on one of its partner sites? |  |
| * Is the course being delivered under exceptional arrangements listed on the licence? |  |
| * Is the course bring taught outside of the UK? |  |
| **Attendance** |  |
| * Can we monitor attendance under SU policy? |  |
| * Will all the teaching sessions take place in Swansea? |  |
| * Is there at least one weekly contact? |  |
| * Does attendance monitoring fall outside of SU scan and sit policy? |  |
| * How will attendance be monitored? |  |
| * Does alternative attendance monitoring procedures need to be put in place? |  |
| * Are there any gaps in teaching at the start, end or throughout the course? |  |
| **Location of Study** |  |
| * Is the study in the UK? |  |
| * Will the students be studying at one of the sites, partnerships or exceptional arrangements listed on the licence? |  |
| **Period of Study Abroad** |  |
| * Are students able to complete the course solely in the UK? |  |
| * If not: Can the University continue to monitor the Tier 4 obligations? |  |
| * Do the students require an additional visa? |  |
| **Study Placement** |  |
| * Is the placement an assessed and integral part of the course? |  |
| * If the course is below degree level, is the placement less than 33% of the course? |  |
| **Please confirm/Report all new Programmes outside of standard University programmes with Student Compliance and Legal.** | |