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| **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:** |

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| **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.** |