|  |
| --- |
| **PROGRAMME APPROVAL: OUTCOMES RESPONSE FORM** |
| Please complete this form and submit with your revised Programme Specification and any revised supporting documentation for consideration by the Programme Approval Committee.If you have any questions or would like further information, guidance and support, please visit [Academic Quality Services](http://qualityservices.swansea.ac.uk/?page_id=356) or contact academicprogrammes@swansea.ac.uk. |
| **Author of this document:**(please include your name with prefix and suffix and your role title) |  |
| **Programme Title:** |  |
| **College/School:** | **Subject Area:** | **Programme Director:** |
|  |  |  |
| **Date of Programme Approval Committee:** |  **Proposed Launch Date:** |
| **Deadline:** ***A date will be provided by Academic Quality Services****Conditions: must be addressed/resolved normally within one month of the PAC date**Affirmations/Recommendations: response only normally within one month – actions for affirmations will be required before the Programme is launched.* |
| **CONDITIONS/AFFIRMATIONS** |
| **Condition:** Action required which will prevent programme approval until complete**Affirmation:** Action required before programme is launched. Programme Approval Committee has confidence that actions are in progress and can be successfully delivered.Please provide a response for each Condition or Affirmation of approval, indicating how the programme has been /will be enhanced to address concerns raised. |
| **CONDITION/AFFIRMATION 1**The Committee **REQUIRED** … |
| Response: |
| **CONDITION/AFFIRMATION 2**The Committee **REQUIRED** … |
| Response: |
| **RECOMMENDATIONS** |
| **Recommendation**: No action required. Enhancement recommended by the Programme Approval Committee.Please provide a response for each Recommendation, indicating how the programme has been or will be enhanced following the recommendation, or the rationale for not making changes. |
| **RECOMMENDATION 1**The Committee **RECOMMENDED** … |
|  Response: |
| **RECOMMENDATION 2**The Committee **RECOMMENDED** … |
| Response: |
| **COMMENDATIONS ON EFFECTIVE PRACTICE** |
| Commendation: No action required. Areas of effective practice identified by the Committee which may be shared within the organisation.The Programme Approval Committee commended the College on the following elements of the proposal: |
| 1. |
| 2. |
| **CONFIRMATION OF PROCESS** |
| Please provide a response to your approach/progress in the following actions:1. Update all changes to Programme Specification and Modules via the Programme Approval and Management (PAM) prior to Programme Notification being sent. *(This is especially important regarding CMA compliance)*
2. Nominate appropriate External Examiner(s);
3. Complete Module and Programme Student Handbooks/information;
4. Promote the programme and recruit students;
5. Ensure Programme web pages are created, accurate and launched;
6. Assign the Programme to an existing Board of Studies or convene a new one;
7. Ensure appropriate pages are created and populated on the VLE.
 |
| Response: |
| **FEEDBACK ON THE PROGRAMME APPROVAL PROCESS** |
| **How do you think the Review and Approval process can be improved?** |
|  |
| **Other Comments/Feedback:** |
|  |
| **CONFIRMATION OF RESPONSE** |
| **Response completed by:** | **Name:** | **Date:** |
|  |  |  |
| *Internal Use Only* |
| **Conditions/Affirmations of approval met and programme fully approved** | **Chair:** | **Date approved by Programme Approval Committee:** |
| **Recommendations addressed** | **Chair:** | **Date:** |

This form should be returned to academicprogrammes@swansea.ac.uk.

![C:\Users\GJA5C0~1.THO\AppData\Local\Temp\1007-SwanUni-Eng 2017 [WHITE] v2.png]()