**New Programme Development Checklist**

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| **KEY KEY** |  | | **College /School Action** | **Relevant template** | **check** |
|  | | **Academic Quality Services** |
|  | | **Collaborative action AQS/College/School Academic Records. Consultation with Academies and PSRBs (as necessary)** |
|  | | **Key event** |
|  | | **Academic records action** |
| **Concept and Business Planning Phase** | | Idea for the new programme flagged within College/School | |  |  |
| College/School consultation with Business Planning | |  |  |
| College/School request market intelligence report from MRI | | **AQSPD002** |  |
| AQSPD004 to be completed if there is a proposal for a new type of award for example an Integrated Masters to enable academic records and new regulation to be established is necessary | | **AQSPD004** |  |
| Commencement of new regulations/new programme syllabus rules to be set up for above if necessary | |  |  |
| Consult students - existing and alumni as appropriate | |  |  |
| Consult industry - existing or intended employers | |  |  |
| Consult with the Academies, SALT, SAILS, SEA, CAS, Library, HT, and PSRBs where necessary | | Consultation continues into the detailed development stage |  |
| Complete Proof of Concept form | | **AQSPD001** |  |
| College/School level approval L&TC | |  |  |
| Provide completed Proof of Concept to AQS 2 weeks prior to PMB | | **AQSPD001** |  |
| AQC to distribute PMB agenda at least 10 days before PMB event | | PMB Agenda |  |
|  | | **Programme Management Board**  College/School reps including programme director (where appropriate/if appointed) attend PMB to present POC. PMB decides if the course can be advertised as ‘coming soon’ PAC aim date confirmed in minutes. | | Event with minutes |  |
|  | | College/School work with Marketing to devise ‘coming soon’ pages | |  |  |
| AQS will notify PMB decision re move to detailed development | | **AQSPD019** |  |
| AQS to consult with academic records and assessment team to ensure their awareness of new programme proposal | | AQS Meeting with Academic Records and Assessment |  |
| AQS to schedule approval at PAC | |  |  |
| **Development Phase** | | College/ School to work with AQS and academic records to set up PAM pages | |  |  |
| AQS to set up a shared programme development Team site and give appropriate permissions to academic staff and scrutineers | |  |  |
| Design programme in consultation with students and employers. | |  |  |
| Consultation with Academies continues | |  |  |
| Complete Programme specification | |  |  |
| Complete Module specifications | |  |  |
| Create programme structure diagram | |  |  |
| Complete curriculum map | |  |  |
| Complete assessment plan | |  |  |
|  | | College/School to nominate ESS for PAC in consultation with AQS | | **AQSPD005** |  |
| Approval of ESS Nominations.  PAC Chair on behalf of Pro Vice Chancellor Quality | | via email |  |
| **Scrutiny/Approval Phase** | | College/School to identify employer/s and secure completion of Employer Report form | | **AQSPD007** |  |
|  | | Complete programme UKVI template and check with compliance | | Scrutiny checklist PART A Appendix 1 UKVI |  |
| **College/School level approval L&TC** | | Event with minutes |  |
| AQS Identify and train ( if necessary) Lead Reviewer, Student Reviewer | |  |  |
| Consultation with existing external examiner of related programme if appropriate | |  |  |
| AQS to confirm date for PAC event | |  |  |
| **PAC - 4 weeks** | | 4 weeks before PAC College/School to send all documentation to AQS for internal scrutiny | |  |  |
|  | | AQS to lodge documentation on PAC Team site | |  |  |
|  | | AQS to confirm availability of ESS, set up contract and organise RTW check | |  |  |
| **PAC - 2 weeks** | | 2 weeks before PAC  AQS to send paperwork to above PAC, LR SR, ESS (minus market intelligence) | |  |  |
| **PAC - 2 weeks** | | AQS to send ESS report form | | **AQSPD006** |  |
| **PAC - 2 weeks** | | College to send completed employer form to AQS | | **AQSPD007** |  |
|  | | ESS to return completed scrutiny form before PAC event | |  |  |
| **PAC -10 days** | | AQS to distribute PAC agenda | |  |  |
|  | | **Programme Approval Committee** | | Event with minutes |  |
| **PAC +1 day** | | AQS to send out PAC Conditions Response | | **AQSPD016** |  |
| **PAC +5 days** | | AQS to distribute minutes | | PAC minutes |  |
| **PAC+ 4 weeks** | | College/School to act on conditions and return completed PAC Conditions Response to AQS | | **AQSPD016** |  |
|  | | AQS to confirm satisfactory response with PAC Panel | | via email |  |
| AQS to secure completed confirmation from ESS | | **AQSPD017** |  |
| AQS to send confirmation of PAC decision | | **AQSPD018** |  |
| College/School to ensure programme is complete on PAM | |  |  |
| Programme Build commences  Academic Records to provide Programme code send final notification - PROGRAMME APPROVED | |  |  |
| Nomination of new external examiner | |  |  |