

QH Supplement 5B: Course Design and Approval Implementation model

1. Introduction

This document defines the Course Design and Approval implementation model.

FIRST PHASE - Establish						
Stage	Minimum actions required at this stage (Business Evaluation)	Aim(s)	Method of delivery (this is optional)	Stakeholder(s) responsible	Stakeholders involved	Post-stage actions
1. Deputy Dean meeting	Agreement with Heads of Department with regards to portfolio intentions and priorities	- Establish School-level portfolio priorities for the current academic year (and suggest which term they are likely to fall); - Identify where there are courses still not approved from last academic year; - Agree suitable sub-committee dates where possible; - Identify a course contact (who will be invited to the Planning Meeting, see stage 2 below); - Agree what support courses will require from list of EQP services.	Executive Director of Education Quality and Partnerships and Head of Academic Quality (EQP) to meet with Deputy Deans and School Standards and Quality Managers	Executive Director of Education Quality and Partnerships School Deputy Dean.	- Deputy Dean (or equivalent) - School Standards and Quality Manager - Executive Director of Education Quality and Partnerships Head of Academic Quality.	Submission of Approval to Proceeds (AtPs) for identified proposals.
2. Planning meeting	Approval of Approval to Proceed (AtP) in CourseLoop <i>Following submission of AtP, allocate 3.5 weeks for the approval of AtP</i>	- School colleagues are briefed and understand the process, key milestones and when updates to the Academic Approval Tracker are required; - Senior Quality and Standards Advisors are briefed on and understand the course proposal and its key features; - All parties agree the level of support required and available; - All parties agree how external input (Stage 4) and leadership check (stage 6) will be incorporated. - All parties agree an indicative approval timeline.	One-hour, online planning meeting, set up by allocated Senior Quality and Standards Advisor.	- Senior Quality and Standards Advisor - School Standards and Quality Manager.	- School contact (usually course leader or sponsor) - School Standards and Quality Manager - Senior Quality and Standards Advisor.	Proposal created in CourseLoop (EQP) Submission of the Outline Summary (within 10 working days of meeting)
SECOND PHASE – Design						

Stage	Minimum actions required at this stage	Aim(s)	Method of delivery (optional)	Stakeholder responsible	Stakeholders involved	Post-stage actions
3. Designing the course	Approval of the Outline Summary <i>Following submission of Outline Summary, allocate 3.5 weeks for the approval of Outline Summary</i>	Further design decisions are made, and the Business Case is refined.	- Locally (School) managed and coordinated design activity; - Course-team led design; - Any other judged effective. It is recommended that a student from the School and/or in similar subject area is consulted during the design phase.	- School contact (usually course leader or sponsor) - School Standards and Quality Manager.	- School contact (usually course leader or sponsor) - School Standards and Quality Manager - EQP support (as agreed at the Deputy Dean and/or Planning meeting – see stages 1 and 2, above) - Other School colleagues with expertise to offer to course design (Learning and Teaching Manager; Employability Manager) - Other School colleagues with capacity to organise and coordinate in-person activities (School Administration Manager and team) - Others including relevant PSRBs and Language Centre at NTU, Library.	Drafting of the Business Case (if not already in progress)
<i>Viability checks – runs alongside the above</i>	Approval of the Outline Summary + For the following information to be available in CourseLoop – Final award and level of the course (UG/PGT) Modes of study (Full time, part time etc) and attendance type (e.g., part day or part time evening, distance learning) Duration (in weeks) of those modes of study	To check the current viability of the proposed course.	Viability checks includes: - Student Route eligibility - Student finance eligibility	EQP	- Academic Registry - Student Support Services.	Information received by School for School Leadership consideration and inputted into the sub-committee final report.
4. External input	A full draft of the Business Case in CourseLoop + a presentation about the proposal (EQP can provide a template for EQP Stakeholder Consultation); draft CLOs; Curriculum	- Gain important external perspectives into the currency and suitability of proposed course features; - Further refinement of the Business Case by course contacts ahead of the final phase (Approval)	Method of delivery is optional. Any chosen method of delivery should include a bare minimum of a student stakeholder and an external expert in the subject. - School-led engagement activities - EQP-organised stakeholder consultation - Any other judged effective.	Responsibility is dependent on method of delivery chosen by School. If School-led engagement activities (using existing channels to gather external input) are chosen, then, - School contact - School Standards and Quality Manager	Please see QHS 5D for a full list of recommended external stakeholders.	Completion of all course and module information in CourseLoop (notified to the SQSA) + Submission of the Business Case for approval + SQM inputs date(s) of completed external input

	Map(s) and Assessment and Feedback Plan.		<i>Operational notes</i> • Key stakeholders will be invited to the EQP-organised stakeholder consultation. • Course teams are encouraged to consult the Senior Quality and Standards Advisor as stakeholders at this stage. Please see QHS 5D for guidance on External input in course design.	• Staff stakeholder contacts (available via EQP). If EQP-organised stakeholder consultation is chosen, then, • Set-up by Academic Quality Administration • Delivered online (2-3 hours) • Supporting documents disseminated by School • Led and facilitated by School contact, School Standards and Quality Manager or delegated School colleague.		event(s) into the Academic Approval Tracker. <i>Following submission of Business Case, allocate 3.5 weeks for the approval of Business Case.</i>
Stage 5 – Review of course design						
5a. Senior Quality and Standards Advisor Check	Completion of all course and module information in CourseLoop + Submitted Business Case	• Check that all course information and structure are completed and appropriate; • Ensure adequate rationale has been provided for chosen approaches and strategies including Assessment and Learning and Teaching; • Check that inputted module and course information (in CourseLoop) continues to align with the 'academic' aspects of the submitted Business Case.	• An asynchronous check of the of information in CourseLoop. • School Quality and Standards Manager is contacted if there are any issues likely to be picked up in the final approval report. Recommendations for quality enhancement should be discussed as part of stage 4 (above).	• Senior Quality and Standards Advisor	• Senior Quality and Standards Advisor; • School Quality and Standards Manager.	SQSA informs School of check completion.
5b. School Leadership check	Completion of SQSA Check + Approval of the Business Case	Confirm that the proposed course (as articulated through the course and module information on CourseLoop and in the approved Business Case) is: a) deliverable, and b) sustainable to run. Please see QHS 5C for some questions that can be used to facilitate this check.	Method of delivery is optional The purpose of the School Leadership check is to review the design of the modules and course(s) on CourseLoop in light of the approved business case. For example, will the proposed course design achieve the deliverables in the business case and does the business case adequately support/resource the proposed course design. This review can be undertaken by/ at: • Head of Department • Deputy Dean • SASQC.	• Assigned School Leader (i.e., Head of Department or Deputy Dean) or SASQC Chair.	NA	SQM informs SQSA of completed leadership check.
FINAL PHASE – Approve						

Stage	Minimum actions required at this stage	Aim(s)	Method of delivery	Stakeholder responsible	Stakeholders involved	Post-stage actions
6. Senior Quality and Standards Advisor Report Completion	- For all course and module in CourseLoop to be finalised - Completion of all viability checks - Confirmation of date/ methods of external input - Completion of School Leadership Check.	- Provide the sub-committee with a summary of the provided module and course information, including dates and methods of External Input and School Leadership check; - Note where previous issues were not addressed or addressed but continue not to align with Section 12 features.	- A short summary report is completed (with input from the school), including a cover page referencing notable features course features for sub-committee consideration. - The report must be submitted to the Chair of the sub-committee no later than one week before the meeting date. The allocated Senior Quality and Standards Advisor requires all course and module details in CourseLoop to be finalised at least 10 working days before the sub-committee paper deadline.	Senior Quality and Standards Advisor	NA	The sub-committee members receive a copy of the report.
7. The sub-committee	All of the above, and, The Senior Quality and Standards Advisor Report is complete and has been sent in a timely manner.	- Receive the Senior Quality and Standards Advisor Report (at least one week before the sub-committee sits) - Confirm that the proposed course is academically sound and viable.	- Sub-committee to take place monthly (dates TBD by Executive Dean for Learning and Teaching). - To be chaired by a member of E/UET.	Executive Director of Education Quality, and Partnerships	Please see Section 1 for the Terms of Reference of the sub-committee.	The School are alerted to the sub-committee’s decision.
Post-approval activity						