



QH Supplement 1A: Requirements for ensuring the currency and health of a course

1. Introduction

- 1.1 The prime responsibility for ensuring the currency and health of a course of study lies with the course leader. The course leader reports to a Head of Department and, through that post, to the Executive Dean of School. The Executive Dean has overall responsibility for the currency and health of courses in the School through this executive reporting line.

2. The role of the course committee

- 2.1 It is the role of the course committee to ensure that the course remains current. Course committees agree minor changes to modules as part of the routine maintenance of the course. Where the course committee considers that changes have a wider impact beyond an individual module and/or affect the course as a whole in some substantive way, the process for very low, low, medium or high impact changes is followed.

3. The role of School Academic Standards and Quality Committees (SASQCs)

- 3.1 A SASQC's prime means of undertaking a currency check is through its annual scrutiny of Interim Course Reports / Course Development Plans (see Quality Handbook Section 6) and, therein, reflections on external examiner reports.
- 3.2 Every three years, a SASQC facilitates a Periodic Course Review which provides the opportunity to reflect on a wide range of evidence in a face-to-face meeting with members of the course team and other stakeholders. This review ensures the continued strategic and subject currency of the course.
- 3.3 Typically, a SASQC is able to advise the Executive Dean that the School's courses are current and in good health. However, SASQCs are also required to inform the

Head of Department or Executive Dean where an aspect of course operation or student experience is causing particular concern.

4. Oversight

- 4.1 SASQCs maintain an overview of high, medium, low and very low impact changes made to courses on a spreadsheet or other suitable method. They also record the outcomes of Periodic Course Reviews.

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	None
Sept 2017	12.09.17	01.10.17	None
Sept 2018	12.09.18	01.10.18	None
Sept 2019	11.09.19	01.10.19	None
Sept 2020	16.09.20	01.10.20	None
Sept 2021	07.09.21	01.10.21	Minor updates to reflect impact level approach to determining the route of academic approval for changes
Sept 2022	22.09.22	01.10.22	None
Sept 2023	14.09.23	01.10.23	None
Sept 2024	19.09.24	01.10.24	None

Equality Impact Analysis		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Sept 2016	20.07.16	CADQ