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 CADQ services (please see QH5 for a list of teams who can provide advice and support).	Executive Dean for Learning and Teaching and Head of Academic Quality (CADQ) to meet with Deputy Deans and School Standards and Quality Managers	• Executive Dean for Learning and Teaching • School Deputy Dean.	• Deputy Dean (or equivalent) • School Standards and Quality Manager • Executive Dean for Learning and Teaching • Head of Academic Quality.	Submission of Approval to Proceeds (AtPs) for identified proposals.
2. **Planning meeting**	Approval of Approval to Proceed (AtP) in CourseLoop *Following submission of AtP, allocate 3.5 weeks for the approval of AtP*	• School colleagues are walked through and understand the process and key milestones, including when they may have to update the Academic Approval Tracker; • Senior Quality and Standards Advisors are walked through and understand the course proposal and key features; • All parties agree on level of support required and can be given; • All parties agree on the chosen method for including external input into the design of the course (see stage 4 below) and method of leadership check (stage 6 below).	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 (CADQ) Submission of the Outline Summary (within 10 working days of meeting)

		• All parties agree an estimated timeline to approval.				

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 *Following submission of Outline Summary, allocate 3.5 weeks for the approval of Outline Summary*	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 • CADQ 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, Green Academy, Language Centre at NTU, Library.	Drafting of the Business Case (if not already in progress)
First of the viability checks (Registry) – runs alongside the above	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 • Student Loan Company funding eligibility - checking the courses eligibility for funding, to be taken in conjunction with the Student Finance Team. *Additional supplement 'QHS 5K' will be created in 2024 and hold more information on viability criteria.*	• Registry • CADQ	• Academic Quality • Registry	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 +	• Gain important external perspectives into the currency and suitability of proposed course features;	Method of delivery is optional. Any chosen method of delivery should include a bare **minimum of a student**	Responsibility is dependent on method of delivery chosen by School. **If** School-led engagement activities (existing channels	• 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) +

	a presentation about the proposal (CADQ can provide a template for CADQ Stakeholder Consultation); draft CLOs; Curriculum Map(s) and Assessment and Feedback Plan.	• Further refinement of the Business Case by course contacts ahead of the final phase (Approval)	**stakeholder and an expert in the subject.** • School-led engagement activities • CADQ-organised stakeholder consultation • Any other judged effective. *Operational notes* • *Key stakeholders will be invited to attend the CADQ-organised stakeholder consultation.* • *It would be advantageous to the course team to consider consulting the Senior Quality and Standards Advisor as stakeholders at this stage.* Please see QHS 5D for guidance on External input in course design.	used to consider external views) are chosen, then, • School contact • School Standards and Quality Manager • Staff stakeholder contacts can be provided by CADQ. **If** CADQ-organised stakeholder consultation is chosen, then, • Set-up by Academic Quality Administration • Online • 2-3 hours • Supporting documents disseminated by School • Led and facilitated by School contact or School Standards and Quality Manager (or delegated School colleague).		Submission of the Business Case for approval + SQM inputs date(s) of completed external input event(s) into the Academic Approval Tracker. *Following submission of Business Case, allocate 3.5 weeks for the approval of Business Case.*
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.
Second of the viability checks – runs alongside the above **Please note that these will only commence later in 2024**.	Completion of all course and module information in CourseLoop (as notified by the School to the SQSA) + Submission of Business Case in CourseLoop	Ensure the continued viability (and apprenticeships compliance where appropriate) of the proposed course	Please see QHS 5B to see viability criteria	• Strategic Planning and Change • CADQ • Registry (including timetabling) • Apprenticeships (where appropriate)	NA	TBD
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.	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	• Assigned School Leader (i.e., Head of Department or Deputy Dean) or SASQC Chair.	NA	SQM informs SQSA of completed leadership check.

		Please see QHS 5C for some questions that can be used to facilitate this check.	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.			
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.	• Completion of a short summary report (with input from the school) with cover page referencing notable features of the course that the sub-committee may want to consider. • To be submitted to the Chair of the sub-committee to later than a week before a meeting date. The allocated Senior Quality and Standards Advisor will require all course and module 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 1- 2 times per academic term (dates TBD by Executive Dean for Learning and Teaching). • To be chaired by a member of E/UET.	Executive Dean for Learning and Teaching	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						

Policy owner

CADQ

Change history

Version:	Approval date:	Implementation date:	Nature of significant revisions:
Nov 2023	02.11.23	23.11.23	New Supplement
Sept 2024	19.09.24	01.10.24	None

Equality Impact Analysis

Version:	EIA date:	Completed by: