

## APPROVAL OF NEW OR REVISED PROGRAMMES AND MODULES



Loughborough  
University

There is a two-stage process for approving new and revised programmes and modules: strategic and operational. Formal guidance on the process is available at:

[http://www.lboro.ac.uk/services/registry/pgtp/agphandbook/3\\_progs-of-study/](http://www.lboro.ac.uk/services/registry/pgtp/agphandbook/3_progs-of-study/)

Both Operations Committee and Learning and Teaching Committee (LTC) approvals are required for all proposals for new programmes, acknowledging that the primary concerns are different. Major changes to existing programmes may also require scrutiny by Operations Committee. Operations Committee will normally consider the strategic and financial business case, while LTC members provide an overview of the academic implications, through Curriculum Sub-Committee (CSC) and Programme Approval Panels (PAP). One form is used for all strategic programme proposal submissions to both Operations Committee and Learning and Teaching Committee.

Section 7 of the “Proposal for Strategic Programme Approval” form (available from the [Template Shop](#)) clarifies where the submission has strategic or resource implications, using tick boxes. If there is a tick in any of the boxes, Operations Committee approval will be required.

### 1. Strategic Approval

In providing the strategic approval for new or major programme proposal revisions, Operations Committee is concerned with the following:

- Required resources for delivering the programme. This may be either through a redirection of existing capacity or new. Operations Committee will require confirmation that the programme proposal costings have been produced with the Finance Business Partners.
- That the market research analysis supports the proposal, indicating a clear student market, with a high entry tariff
- Consultations with other schools to investigate both potential conflicts of interest or opportunities for joint working
- Links to research and enterprise activities are clear

All proposals for new programmes and major changes to existing programmes should be submitted on the “Proposal for Strategic Programme Approval” form. The Operations Committee paper is made up of the following four elements:

- \* “Proposal for Strategic Approval” Form (2 to 3 pages)
- \* Market research report from Paul Redfern/ Abbie Loney (2 to 3 pages)
- \* Course Costings from Finance Business Partner (2 pages)
- \* Internal consultation responses, with text from response summarised into a table (of no more than one or two pages in length)

No physical signatures are needed on the form, just type in the name. The original Word or Excel version of each form should be sent, not scanned versions.

For overseas provision, early engagement with the Market Research Team and other Professional Services colleagues is essential. Schools should liaise with the International Office, Academic Registry, and the Finance Office (with particular reference to tax implications) prior to approaching Operations Committee for strategic approval.

The AD(T) should submit the completed "Proposal for Strategic Programme Approval" form to the Secretary to CSC, Martine Ashby [m.a.ashby@lboro.ac.uk](mailto:m.a.ashby@lboro.ac.uk) ten days before the Operations Committee meeting (held monthly, print deadlines and dates are here: <http://www.lboro.ac.uk/committees/operations/printdeadlines>).

If queries are raised, then a resubmission to Operations Committee may be required, delaying approval. Please plan ahead and give due consideration to the impact of missing critical recruitment milestones (e.g. paper prospectus, recruitment fairs). Depending on the timing of the first cohort of students to the programme, staffing resources may be detached from the programme approval and deferred closer to the start date for the course. Detailed consideration of staffing would normally be within the weekly Ops Briefing meeting.

A programme may be publicised to potential applicants once strategic approval has been given. Schools are not permitted to make offers and accept applications for admission on a programme until Operational Approval has been given by Learning and Teaching Committee. The online Undergraduate and Postgraduate Prospectuses should be kept up to date with programme developments as these are approved.

Please email Vicky Meldrum ([V.V.Meldrum@lboro.ac.uk](mailto:V.V.Meldrum@lboro.ac.uk)) with any programme developments for the undergraduate on-line prospectus and Hayley Sleigh ([H.Sleigh@lboro.ac.uk](mailto:H.Sleigh@lboro.ac.uk)) with programme developments for the postgraduate on-line prospectus.

## **2. Operational Approval**

### **Major Proposals/Changes**

Schools are strongly encouraged to seek the advice of staff within the Centre for Academic Practice when preparing proposals for new programmes or major changes to programmes and to inform the Admissions Office at an early stage if they intend to make major changes to an existing programme during the recruitment cycle.

The AD(T) should submit the proposal to Martine Ashby [m.a.ashby@lboro.ac.uk](mailto:m.a.ashby@lboro.ac.uk).

Once operational approval has been given by Curriculum Sub-Committee on behalf of Learning and Teaching Committee, the new programme will be set up on the student record system. At this point, the School will be permitted to make offers and accept applications for admission to the programme.

### **Minor Proposals /Changes**

Minor changes are subject to the approval of the School AD(T) on behalf of CSC, during the annual update of programmes and modules using forms available here:

[http://www.lboro.ac.uk/admin/ar/lps/programme\\_admin/index.htm](http://www.lboro.ac.uk/admin/ar/lps/programme_admin/index.htm)

Details of the annual update process will be issued to Schools during the Autumn Term.