

## Quick Guide: New Programme Development

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This is a guide to support the interim implementation of the programme development guidance.

This guidance is intended to:

- guide staff through the timeline from conception of idea, designing new programmes and pathways through to launch and review
- represent a common reference point for implementation of new programme approval

**NB** The timelines indicated reflect the maximum recommended

Before commencing the development of new taught programmes, the undernoted reference points and criteria should be taken into consideration

- Curriculum Design Principles (add link)
- [Scottish Credit and Qualifications Framework \(SCQF\)](#)
- [UK Quality Code \(QAA\), Advice and Guidance: Course Design and Development](#)
- Characteristics Statements for [Doctoral](#), [Master's](#) and [Higher Education Apprenticeships](#)
- [Subject Benchmark Statements](#) (QAA)
- Relevant Professional, Statutory and Regulatory Bodies (PRB's) guidance
- [Collaborative Partnerships Code of Practice \(Global Partnerships\)](#) where a programme is delivered as part of a collaborative partnership
- How the programme supports the strategic objectives of the University and the respective School(s) - [University strategy](#)
- Evidence of market demand - [MIDAS](#)
- The student experience and graduate prospects [NSS results](#)
- Accessibility, equality, diversity and inclusion - [ED&I strategy](#)

Examples can include, but not limited to

- New programme approval
- Programme Withdrawal
- Partnership approval (academic)
- Creation of a new category of award for a programme (e.g. ProfDoc, MBA, BEng)
- Development of a new programme model or type (e.g. apprenticeships)
- Development of a [MOOC](#)

## New Programme Development Checklist

KEY		School Action	Relevant paperwork	Timeline	Check
		Academic Quality Services			
		Collaborative action - School consultation with Students, Academics, Stakeholders, Professional Services and PSRBs (as necessary)			
		<b>New Programme Indicative Timeline</b> — completed 1 year prior to first intake		1 academic year Initiation to Approval	
Identification of idea		New programme – Proposer to undertake Market Research using tools including the University’s Market Intelligence Data Analysis System <a href="#">MIDAS</a> , feedback from students, external stakeholders		Schools set paperwork submission deadline	
		Proposer submit idea to School Executive Group (SEG)			
		SEG approves idea to be taken forward. SEG may wish to see the proposal return then they add this as a requirement at this stage.			
Initiation		Proposal allocated appropriate risk level in discussion with Associate Dean Quality and Academic Standards and School QAS Admin Lead			
		Proposer discusses with Associate Deans Quality and Academic Standards and Learning and Teaching to complete New Programme Initiation Template	• <a href="#">New Programme initiation template</a>		
		Submit New Programme Initiation Template to Programme Approval Group (PAG) Committee dates can be found <a href="#">Academic Calendar</a>	• New Programme initiation template	Minimum 10 days before PAG	
		Following PAG approval, Proposer/School QAS Admin Lead submit the New Programme Initiation Template proposal to SEG if requested	• New Programme initiation template		
		Following approval by PAG then SEG, SEG appoints a Responsible Person who may be an academic or professional service staff member to take the proposal forward.			
		Responsible Person to undertake in-depth consultation with wide range of stakeholders including students, academics, professional service directorates, external academic and/or industry/PSRB experts through a range of focus groups, surveys/questionnaires, one to one or other means as appropriate. The outcome and feedback should be used to inform the in-depth development of the programme, to provide a clear map of the curriculum, recruitment strategy, sustainability, recruitment target/market			
Development		Responsible Person to discuss with QAS Admin Lead to set programme development timelines aligned to School QASC schedule of meetings to allow the submission of paperwork		Schools set submission deadline	
		School identifies individuals in advance to be involved with the Consultation and Engagement Event	Consultation and Engagement panel		
		Design programme in ongoing consultation with students, Professional Services, stakeholders, PSRBs and employers			
		Consultation with Academics continues			

	Complete Financial Planning Spreadsheet in consultation with School finance business partner to accompany the New Programme Rationale and Business Case.	<ul style="list-style-type: none"> <li>• <a href="#">Financial Planning Spreadsheet</a></li> <li>• <a href="#">New Taught Provision Rationale and Business Case</a></li> </ul>		
	Complete relevant Programme specification	<ul style="list-style-type: none"> <li>• <a href="#">Undergraduate Programme specification</a></li> <li>• <a href="#">Postgraduate Programme specification</a></li> </ul>		
	Complete Module Specifications	<ul style="list-style-type: none"> <li>• <a href="#">Module Specifications</a></li> </ul>		
	Consultation and Engagement Event - normally in the form of a face-to-face meeting supported by QAS Admin Lead, should normally include stakeholders listed in Appendix B			
	School QAS Admin Lead supports Consultation and Engagement Event			
	Responsible Person reports outcome and submit supporting paperwork including Consultation and Engagement Event minutes, PAG Initiation Template and revised Programme and Module Specifications (where applicable) from Consultation and Engagement Event to School Quality and Academic Standards Committee (or equivalent)	<ul style="list-style-type: none"> <li>• New Programme initiation template</li> <li>• Programme and Module specifications</li> <li>• Feedback from stakeholders</li> </ul>		
<b>Approval</b>				
	School QAS Admin Lead report outcome and submit minutes, PAG Initiation Template, Financial Planning Spreadsheet and revised Programme and Module Specifications to QAS Office. Committee dates can be found <a href="#">Academic Calendar</a>	<ul style="list-style-type: none"> <li>• New Programme initiation template</li> <li>• Programme and Module specifications</li> <li>• Financial Planning Spreadsheet</li> <li>• Report/Outcome</li> </ul>	Schools set paperwork submission deadline	
	QAS Office send out paperwork for E-Consultation, copying in School QA Admin Lead	<ul style="list-style-type: none"> <li>• New Programme initiation template</li> <li>• Programme and Module specifications</li> <li>• Report/Outcome</li> </ul>	3 weeks prior to QASC	
	School QAS Admin Lead collate feedback/questions and submit responses (where applicable) to QAS Office			
<b>Implementation</b>				
	Following approval by QASC, QAS Office will inform relevant parties including Course Operation Group (COG) to initiate opening of programme to applications, assigning UCAS code, course code, module codes etc.		Post QASC	
	New Programmes to be reviewed: Student feedback Annual programme and module enhancement reporting PAG will review performance in the first 3 years Interim Periodic Programme Review (PPR) after 3 years Full PPR in 6 years	<ul style="list-style-type: none"> <li>• <a href="#">Annual Programme Review Report Template</a></li> <li>• <a href="#">Annual Module Review Report Template</a></li> <li>• <a href="#">Periodic Review of Taught Programmes</a></li> </ul>		