University E-Consultation Posting Process for New Taught Provision, Changes to Taught Provision and Changes to Regulations

An integral part of the University’s approval processes for new taught provision, changes to taught provision (including the withdrawal of programmes and modules) and changes to degree regulations is an opportunity for formative feedback from individuals with leadership responsibilities in the areas of learning, teaching, assessment and the student experience from across the University and DUSA. This is achieved through an e-consultation process which is intended to provide a framework to allow such opportunities for formative feedback prior to Schools making a recommendation for approval to the University’s Quality and Academic Standards Committee (QASC). The e-consultation process is described below.

The relevant documentation should be submitted to the University Quality and Academic Standards (QAS) office. The QAS office will upload the documentation to BOX where it will be available to a group of University reviewers including relevant Vice- Principals, Associate Deans (Learning and Teaching, and Quality and Academic Standards), School managers and representatives from Professional Services (including Academic and Corporate Governance, External Relations, Registry, the LLC and CASTLE). The reviewer group will be alerted to the posting by email from the QAS office.

The email alert template shown below should be completed and submitted to Debbie Smith/Lauren Stewart at qualityandacademicstandards@dundee.ac.uk, along with the required paperwork, minimum of 3 weeks prior to QASC.

Blank text for the body of the email

School of:

Discipline:

Date posted:

What is proposed:

Further information from: [Indicate a School contact, normally the programme or module leader, who can respond to questions about the new or changed taught provision or regulations]

Comments to: [Provide the name of the School quality manager or other nominated member of staff]

Comments by: [Set a date to suit School processes for considering the proposal. This should allow 14 days for comments.]

Date for consideration by the relevant School committee:

Date for consideration by the QASC: