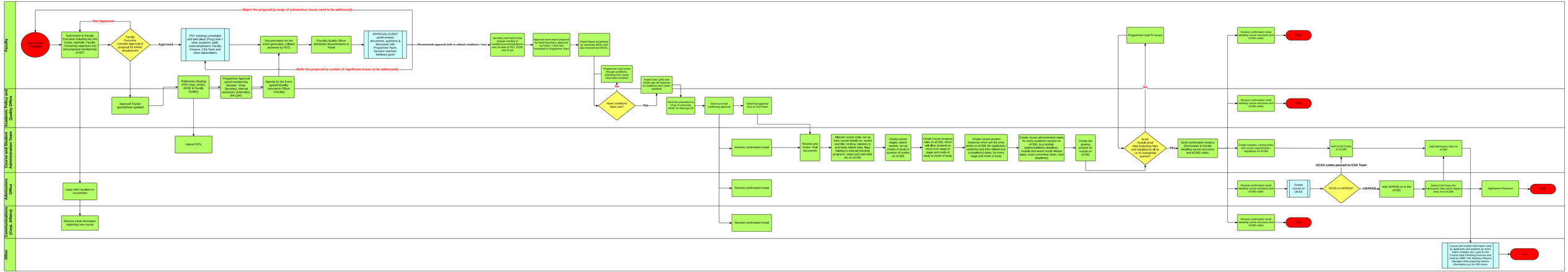
Faculty
Academic Policy and Quality Office
Course and Student Administration Team
Admissions Office
Communications (Comms, Alliance)
Other
New Course Proposal
Submission to Faculty Executive including key info (costs, rationale, Faculty +University objectives etc) and proposed membership of PDT
Not Approved
Faculty Executive consider approval of proposal for further development
Approved
Approval Tracker spreadsheet updated
Liaise with Faculties re: recruitment
Receive initial information regarding new course
Reject the proposal (a range of substantive issues need to be addressed)
PDT meetings scheduled and take place (Prog Lead + other academic staff, external advisors, Faculty Finance, CSA Team and other stakeholders
Refer the proposal (a number of significant issues to be addressed)
Preliminary Meeting (PDT Chair + APQO, ACSE & Faculty Quality)
Attend PDTs
Programme Approval panel membership decided: Chair, Secretary, internal assessors, external assessors, link QAO
Agenda for the Event signed [Quality Assurance Officer +Faculty]
Documentation for the event generated, collated (actioned by PDT)
[Faculty] Quality Officer distributes documentation to Panel
APPROVAL EVENT: panel reviews documentation, presentations & discussion with Programme Team. Decision reached, feedback given
Recommends approval (with or without conditions / rec)
Secretary and Panel Chair produce conditions/rec and circulate to PDT, ADSE and FLQA
Approval event report prepared by Panel Secretary, approved by Panel + Chair and forwarded to Programme Team
Panel Report scrutinised by University AESC and also received by FAESC
Programme Lead works through conditions, confirmed when have been resolved
Have conditions been met?
No
Yes
Panel Chair, QAO and ADSE sign off response to conditions form (when satisfied)
Send documentation to Chair of University AESC for final sign off
Send out email confirming approval
Send final approval docs to CSA Team
Receive confirmation email
Receive and review final documents
Allocate course code, set up main course details inc. award and title, funding, statutory & prof body related data, flags relating to internal checking programs, status and start date etc on eCSB0
Create course stages, attach modules to stages, define UG and PG duration of modules on eCSB0
Create course progress rules on eCSB0, which define how students move from stage to stage and mode of study to mode of study
Create course position instances which are the entry points into the course (year of study/entry and their related entry requirements), dates, for every stage and mode of study
Create course administration dates for every academic season on eCSB0 (UG, PG, PGR, add/accreditation deadlines, module and award result release dates, exam committee dates, resit deadlines)
Create the grading scheme for course on eCSB0
Receive confirmation email
Receive confirmation email
Programme Lead fix issues
No
Is the module level data (including rules and regulations) all in eCSB0 and ready for scanner?
Yes
Send confirmation email to Directorates & Faculty detailing course structures and eCSB0 codes.
Receive confirmation email detailing course structures and eCSB0 codes
End
Receive confirmation email detailing course structures and eCSB0 codes
End
Create modules, running times and course requirements / regulations on eCSB0
Add UCAS Codes on eCSB0
UCAS codes passed to CSA Team
Add Admissions roles on eCSB0
Receive confirmation email detailing course structures and eCSB0 codes
Create course on UCAS
UCAS or UKPASS?
UKPASS
Add UKPASS on to the eCSB0
Inform CSA Team the Admissions role eCSB0 require entry etc in eCSB0
Applications Received
End
Receive confirmation email detailing course structures and eCSB0 codes
End
Course and module information used for various purposes (e.g. for select modules etc), used for the Course Data Checking Exercise and also for the Course Data Manager to manage when preparing returns information e.g. the KIS return..
End