| Approval and Reporting Routes – New Courses |
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**New Courses**

| **Course Approval Stage:** | **First considered by:** | **Subsequent decision by:** | **Authority to approve recommendations:** | **Onward reporting for information:** | **Final record of decision:** |
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| **Institutional Validation (New Partner Institution)** | Validation Panel | AQSC, Education Committee and Senate | Senate | N/A | Senate Minutes |
| **Development Stage Approval (approval for publicity purposes)** | Head of Department | Faculty Dean(s) and QUAD | Executive Dean | To FEC, AQSC and EC | New Course Developments Report to FEC |
| **Final Stage Approval: Category 1** | Head of Department | Faculty Dean(s) and QUAD | Executive Dean | To FEC, AQSC and EC | New Course Developments Report to FEC |
| **Final Stage Approval: Category 2** | Head of Department | FEC members given opportunity to comment (virtually if necessary) | AQSC | To EC and Senate | AQSC Minutes |
| **Final Stage Approval: Category 3** | Validation Panel | FEC members given opportunity to comment (virtually if necessary) | AQSC | To FEC, EC and Senate | AQSC Minutes |
| **Implementation of a Sub-Degree Framework** | Head of Department | Faculty Dean(s) and QUAD | Executive Dean | To FEC, AQSC and EC | New Course Developments Report to FEC |

**Notes**

* The above table refers to the following University Committees: Faculty Education Committees (FEC), Academic Quality and Standards Committee (AQSC) and Education Committee (EC).
* **The report of Executive Dean approval of a Category 1 course** will include: confirmation of the course title, department, first delivery date, period of approval, and a statement as to whether approval was subject to any conditions/recommendations.
* **The report of FEC recommendations to AQSC to approve a new course** will include: the extract of the FEC minutes, the course title, department, first delivery date, period of approval and details of any conditions and recommendations. The programme specification and module map would be attached to the FEC report to AQSC as an appendix.
* **The paper to AQSC from a Validation Panel** will include the validation report and responses, with any additional comments made by the (virtual) consultation with FEC members.
* **Reporting from AQSC to EC and Senate** will include confirmation of the course title, department, first delivery date, period of approval and a statement as to whether approval was subject to any conditions/recommendations.
* **Sub-degree framework** refers to the introduction of lower-level awards based around the same programme structure as an existing award, for example introducing a Diploma of Higher Education (DipHE), Certificate of Higher Education (CertHE) or Foundation Degree where a BA/BSc already exists or introducing a Postgraduate Diploma (PGDip) or Postgraduate Certificate (PGCert) where an MA/MSc already exists.

| Approval and Reporting Routes – Changes to Courses |
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**Course Variants and Progression**

| **Type of Change:** | **How to submit the request:** | **Approval Level:** | **System updated by:** | **Final Record of Decision:** | **Further Information:** |
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| [**Variation to the Rules of Assessment (RoA)**](https://www1.essex.ac.uk/quality/university_policies/Statement_variation.asp) | QUAD Manager | AQSC, Education Committee and Senate | Assessment Team will update online documents. | Senate minutes | The Assessment team ([Exam Boards](mailto:examboardqueriesstaff@essex.ac.uk)) should be consulted and the proposal considered by the RoA Advisory Group before approval by Education Committee and Senate. |
| **Introduction of a year zero, placement year or year abroad to an existing course** | QUAD Manager | Executive Dean | Admissions | FEC report (reported to AQSC, EC and Senate) | Treated as a new course approval, contact the relevant QUAD Manager for advice. |
| **Mode of study (e.g. part time, modular, blended learning, distance learning)** | QUAD Manager | Faculty Dean | CRT | FEC report (reported to AQSC, EC and Senate) | Further consultation may be required with other teams, e.g. Partnerships with regards to distance learning. |
| **Introduction of an exit award** | QUAD Manager | Faculty Dean | CRT | FEC report (reported to AQSC, EC and Senate) | Exit awards can either be an award that is available to students unable to fulfil the requirements of the course in which they are enrolled but who have completed the requirements of another qualification. This may also refer to courses that are not open for admission but are available for students to transfer onto. |
| **Introduction of a pathway (open for admission)** | QUAD Manager | Executive Dean | CRT | FEC report (reported to AQSC, EC and Senate) | Pathways are combinations of modules under a master course that lead to a different title, these can be admitted to, or only open for transfer for existing students. |
| **Introduction of a pathway (not open for admission, only transfer for existing students)** | QUAD Manager | Faculty Dean | CRT | FEC report (reported to AQSC, EC and Senate) | Pathways are combinations of modules under a master course that lead to a different title, these can be admitted to, or only open for transfer for existing students. |
| **Introduction of a qualifier (only awarded on exit)** | QUAD Manager | Faculty Dean | CRT | FEC report (reported to AQSC, EC and Senate) | Qualifiers refer to a combination of modules that students can take that lead to a different course title on award by the exam board (e.g. students on the BA Liberal Arts take a defined number of credits in Politics and can opt in to be awarded a BA Liberal Arts (with Politics) by the exam board. |
| **Temporary suspension of recruitment** | QUAD Manager | Faculty Dean & Executive Dean | CRT | FEC report (reported to AQSC, EC and Senate) | Department should complete the [Course Suspension and Discontinuation Form](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/course-suspension-discontinuation-form.docx?la=en).  Courses and modules that have not recruited in the previous three years should be withdrawn except where a case to retain the provision is approved by the Executive Dean. |
| **Reinstatement of a suspended course** | QUAD Manager | Faculty Dean & Executive Dean | CRT | FEC report (reported to AQSC, EC and Senate) | Requests to reinstate a course before the period of suspension has ended should be emailed to the QUAD Manager. Any updates to the course prior to its reintroduction should be made ahead of the appropriate deadlines and submitted in the indicated way, dependant on the change. |
| **Discontinuation** | QUAD Manager | Faculty Dean & Executive Dean | CRT | FEC report (reported to AQSC, EC and Senate) | Completed [Course Suspension and Discontinuation Form](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/course-suspension-discontinuation-form.docx?la=en) sent to the Faculty Executive Dean for approval, and reported to Faculty Education Committee (FEC) and Academic Quality and Standards Committees (AQSC). |

**Course Structure and Content**

| **Type of Change:** | **How to submit the request:** | **Approval Level:** | **System updated by:** | **Final Record of Decision:** | **Further Information:** |
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| **Course structure (change to status of modules as core / compulsory / optional; term changes)** | Curriculum Update | QUAD (delegated from Faculty Deans) | CRT | ESIS | If changes are extensive, the department may need to submit an updated module map to show how the new structure meets the approved aims and learning outcomes. |
| **Option groups** | Curriculum Update | Department | CRT | ESIS | N/A |
| **Programme specification (aims, learning outcomes and HEAR summary)** | Curriculum Update | Faculty Dean | CRT/Department | ESIS | An updated programme specification in Curriculum Update system is updated by CRT on ESIS. A module map with updates and tracked changes should be submitted for approval by the department. |
| **Course title** | QUAD Manager | QUAD (delegated from Faculty Deans) | CRT | FEC report (reported to AQSC, EC and Senate) | QUAD will liaise with Communications and External Relations (CER). |
| **Credit model** | Curriculum Update | Faculty Dean | CRT | FEC report (reported to AQSC, EC and Senate) | N/A |
| **JACS/HECoS codes** | Curriculum Update | Planning and Data Insights | CRT | Planning and Data Insights | Requests should be sent to Planning and Data Insights. |
| **Length of course** | QUAD Manager | Faculty Dean & Executive Dean | CRT | FEC report (reported to AQSC, EC and Senate) | Faculty Dean for academic approval and Executive Dean for resourcing. |
| **Change of start date** | QUAD Manager | QUAD | CRT | FEC report (reported to AQSC, EC and Senate) | N/A |

**Admissions and Recruitment**

| **Type of Change:** | **How to submit the request:** | **Approval Level:** | **System updated by:** | **Final Record of Decision:** | **Further Information:** |
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| **Exceptional fees** | Via Fees Group | Fees Group | CRT | Fees Group minutes | Requests should be submitted to [Student Funding and Fees Group](https://www1.essex.ac.uk/committees/CommitteeResults.asp?committee=SSFG) for approval. |
| **Course entry requirements (amendment to criteria agreed with admissions)** | Via Admissions | PVC (Education) | Admissions | Education Committee report | Requests should be sent to the relevant [undergraduate](mailto:ugadsnr@essex.ac.uk) or [postgraduate](mailto:pgadsnr@essex.ac.uk) Admissions team for processing and approval. |
| **Change to admitting status** | QUAD Manager | Faculty Dean & Executive Dean | CRT | FEC report (reported to AQSC, EC and Senate) | The relevant [undergraduate](mailto:ugadsnr@essex.ac.uk) or [postgraduate](mailto:pgadsnr@essex.ac.uk) Admissions team should be consulted. |

**Overarching Course Information**

| **Type of Change:** | **How to submit the request:** | **Approval Level:** | **System updated by:** | **Final Record of Decision:** | **Further Information:** |
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| **PSRB accreditation** | Box and Curriculum Update | Department | Department | Department’s central accreditation Box folder as allocated by QUAD | Departments are responsible for maintaining links with PSRBs and updating ESIS via Curriculum Update. If changes affect any of the items that require a higher-level approval, these will still need to follow the university process. More information is available on the [QUAD webpages](https://www.essex.ac.uk/staff/academic-standards-and-quality/external-regulation-and-monitoring). |
| **Teaching, learning and assessment strategies** | Curriculum Update | Faculty Deans | Department | Curriculum Update | Departments should conduct a review of the teaching, learning and assessment strategies every year as part of the Curriculum Update process. |
| **Higher Education Achievement Record (HEAR)** | ESIS | Faculty Deans (for any non-standard text) | CRT | ESIS | CRT create the HEAR on systems initially using the Word document text provided as part of the course approval process.  Departments should ensure that the HEAR information remains current. Any changes should be sent as a Word document with tracked changes to QUAD by the Curriculum Update deadline. |

**Notes**

* The above tables refer to the Course Records Team (CRT) and Quality and Academic Development (QUAD).
* Approval for certain types of changes has been delegated to QUAD from the Faculty Deans. However, these types of changes may still be referred to the Faculty Dean for final approval, depending on the significance of the change and any other contributing factors.

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