

## University of Glasgow

### Academic Standards Committee – Friday 14 November 2014

#### Proposed Amendments to the Programme Approval Procedure at The Glasgow School of Art

Mrs Janet Allison, The Glasgow School of Art

The University of Glasgow's Academic Standards Committee is invited to consider and approve changes to the undernoted Programme Approval policies, following consideration and approval at the Glasgow School of Art's Academic Council meeting of 1 October 2014.

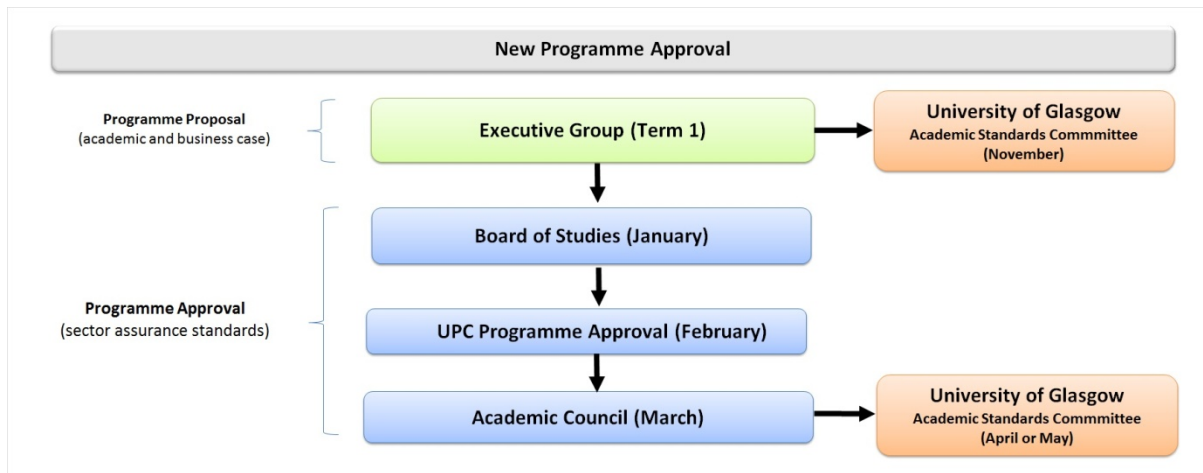
#### Context

Currently, and in alignment with the University of Glasgow's Code of Practice for Validated Provision, Programme Approval is considered over two academic sessions. This timescale impacts on GSA's ability to introduce programmes and respond to market demands. A streamlined process comprising two stages over one academic session is proposed, which would eliminate the need to have meetings of the Programme Approval Group but still ensure that sector expectations, together with academic quality and standards, are maintained.

#### Proposal

1. The first stage is the **Programme Proposal** which is equivalent to the Statement of Intent stage of the current process which takes place in the preceding academic session. All Programme Proposals would satisfy GSA's Executive Group in terms of the academic rationale and business case of the proposal. Approval from the University of Glasgow's Academic Standards Committee would be sought, thereafter, for programmes at degree level or above.
2. The second stage is **Programme Approval**. All Programme Approvals would satisfy Boards of Study, UPC Programme Approval and Academic Council, ensuring academic quality and standards are maintained. As in the current process, GSA would ensure that appropriate representation from the University of Glasgow would be included at UPC Programme Approval and at Academic Council. Approval from the University of Glasgow's Academic Standards Committee would be sought, thereafter, for programmes at degree level or above.
3. Programmes validated by the University of Glasgow will be advertised only when Programme Approval documentation has been fully considered and approved by GSA and final approval has been granted by Academic Standards Committee (after Stage 2).
4. The process for the revalidation of current programmes remains unchanged and is detailed in GSA's Periodic Review (Re-Validation) Policy.

The proposed two stage process would significantly shorten the current Programme Approval cycle without compromising GSA and UoG's expectations, reputation and standards. While there could be scope for this process to span two sessions, a proposed workflow for how this process would operate to approve programmes in a single session is set out as follows:



## Benefits

- GSA can be more responsive to changes in the market.
- Executive Group is added at the outset of the process, incorporating the business review currently undertaken by the Programme Pre-Approval Group, in line with the expectations of the QAA UK Quality Code for Higher Education.
- To ensure alignment with sector expectations, GSA would require the same degree of detail as currently provided, and the same quality of external input.

## Implementation

It is GSA's intention to implement this policy with immediate effect for programmes which do not require validation by the University of Glasgow. In terms of degree programmes validated by the University of Glasgow, it would be GSA's intention to implement the streamlined process following approval by Academic Standards Committee.

The following policies, amended in line with the above rationale, are attached:

- Programme Approval (Validation) Policy (**Appendix 1**)
- Programme Proposal (**Appendix 2**)
- Programme Approval (Validation): Programme Information Document (**Appendix 3**)

[Programme Specification](#) and [Course Specification](#) pro formas are available on GSA's website.

# **Programme Approval (Validation) Policy**

**Academic Services**

**Date Approved by**

**Academic Council: December 2013**

## THE GLASGOW SCHOOL OF ART

### PROGRAMME APPROVAL (VALIDATION) POLICY

#### Context and General Approach

Procedures for the approval of new programmes exist to ensure that academic standards are maintained. GSA's excellent reputation relies on this.

Programme proposals are adopted after careful consideration of their relevance and appeal to potential students, their compatibility with other programmes offered, and the strategic objectives of the School and GSA as a whole. Consideration shall be given to the availability of resources, the coherence and academic standard of constituent courses, the quality of the student learning experience and the standard and appropriateness of awards offered on completion of the proposed programme.

There are two stages to the Programme Approval process: the first stage is *Programme Proposal*, the second is *Programme Approval*.

Programme Proposals are considered at the GSA Executive Group strategic planning sessions and at Executive Group meetings. Key considerations are the academic rationale and the business case, including an initial assessment of matters such as resource, recruitment and risk.

Following the approval of Programme Proposals by the Executive Group, Programme Approval documentation is developed by Programme Proposers, normally within one of the academic Schools.

School Boards of Studies are responsible for the detailed scrutiny of Programme Approval documentation and for making recommendations to the Undergraduate and Postgraduate Committee (UPC). It is to UPC that Academic Council has delegated responsibility for consideration on its behalf. UPC shall make approval recommendations to Academic Council.

GSA has published a Guidance Note on Programme and Course Design which establishes key principles and acts as a companion document to the programme approval process. GSA believes that programme design should be initiated in Schools, where design concepts arise from the experience of specialist academics and their departments, and in relation to changes in their discipline and the employment trajectories and potential of those who study in these and other cognate subject areas. These concepts are informally and formally explored, before a specific design process takes place, within the structures of the particular School – in programme management teams, for example.

All Schools are required to adhere to the procedures. If Schools identify any reason why they would need to divert from the standard procedures, they must notify Academic Services in writing, which shall consider the issue, in consultation with formal committees as appropriate.

[Please note there are specific policies and pro formas for course approval. Pathway introduction is considered as part of the specific programme/course changes pro forma.]

In terms of academic policy, the term "School" shall be taken to include Design, Fine Art, Mackintosh School of Architecture (MSA), Forum for Critical Inquiry (FoCI), the Digital Design Studio (DDS) and Research and the Graduate School. Clarification can be sought from Academic Services.

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## Precepts and Procedure

1. Proposers shall at an early stage discuss their outline proposal with Academic Services and engage with the Head of Learning and Teaching and the Head of Graduate School (if appropriate) for guidance.
2. Academic Services shall establish whether a standard or bespoke approach to programme approval is required and provide appropriate guidance to the proposer.
3. All new programme provision shall be compatible with the QAA UK Quality Code for Higher Education, Benchmark Statements, PSRB, SCQF Guidance and the academic standards of GSA and the University of Glasgow.
4. All Programme Proposals shall satisfy GSA's Executive Group that the academic rationale and the business case for proposed programmes are in keeping with GSA expectations and reputation.
5. All Programme Approvals shall satisfy Boards of Studies and Academic Council that the assurance and review of academic quality and standards is in keeping with GSA expectations and reputation.
6. Approval from the University of Glasgow is necessary for programmes at degree level or above. Formal approval requests shall be submitted in consultation with the University's Academic Collaborations Office.
7. Programme proposers should ensure that students are involved in programme design. This engagement may be sought in a variety of ways including participation in Staff Student Consultative Committees, at which informal discussions relating to the development of a new programme or related course may take place.
8. Programme proposers should be mindful of the requirement that the Programme Approval requires evidence of consultation with current and potential students at every stage of the process.
9. External subject specialist representation is expected at Programme Approval stage. External subject specialist representation precludes persons who have been a member of staff or a student at GSA in the three years prior or if they are currently a GSA External Examiner or has acted as an External Examiner at GSA at any point in the previous three years.
10. Appropriate representation from the University of Glasgow is expected at Programme Approval stage. In cases where the programme being proposed is a joint collaboration with the University of Glasgow, two representatives from the University should be invited to attend.
11. Proposals for programmes which are collaborative in nature will be required to undertake the additional requirement of the consideration and completion of pro formas which relate specifically to Collaborative Provision. Academic Services will advise proposers of the information, documentation and approval routes regarding their particular proposal.

12. In the case where the programme proposals includes a collaborative or joint undertaking with the University of Glasgow, proposers shall contact Academic Services at an early stage to ensure that the correct process is followed. Where GSA is the administering institution, the GSA's Programme Approval (Validation) process would apply. Where the University of Glasgow is the administering institution, the University's Programme Approval process would apply. Programme Proposers should also refer to GSA's suite of Collaborative Provision policies available from Academic Services.
13. The Annual Report to the Senate of the University of Glasgow is considered by the Joint Liaison Committee and shall be appropriately utilised to inform and update the University regarding new and proposed programme provision.
14. Academic Council shall be responsible for approving new programmes in terms of academic matters. Academic Services will advise proposers of the information, documentation and approval routes regarding their particular proposal.
15. The financial rationale must be submitted prior to finalisation of the Programme Proposal in order to enable the GSA Director of Finance and Resources to consider the resourcing and risk management of the proposal. Where the proposal relates to taught postgraduate provision, a copy must be sent within these timescales to the Head of Research and Graduate School. The proposal cannot proceed until there is approval, in principle, from the Director of Finance and Resources.
16. Throughout the Programme Proposal and Programme Approval stages of the process, programme proposers shall inform Academic Services and the Director of Finance and Resources of any change to the financial position of the programme proposal.
17. Boards of Studies shall not approve or recommend a Programme Approval without having been assured by the proposer that the proposal has been fully discussed with Academic Services and that the proposal has satisfied the guidance provided by Academic Services.
18. Schools and departments shall assist Academic Services in establishing a current, transparent and accessible archive of programme specifications and course specifications.
19. While there could be scope for this process to span two sessions, a proposed workflow for how this process would operate to approve programmes in a single session is set out below:



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## Programme Approval

20. Board of Studies consideration:
- a. may be delegated to an extraordinary meeting of the Board of Studies (which shall be open to all members).
  - b. shall include input from an Internal Critical Friend (from GSA but outwith that School).
  - c. shall be convened by the Head of School or Convenor of the Board of Studies.
  - d. shall include the Head of Learning and Teaching or Head of the Graduate School, if appropriate.
  - e. shall include external subject specialist input (normally written).
  - f. shall include employer input (normally written).
  - g. shall include student input (normally written and by representation).
  - h. shall consider the following documentation, in addition to that listed above:
    - i. Programme Proposal
    - ii. Programme Information Document
    - iii. Programme Specification
    - iv. Course Specifications
21. UPC Programme Approval consideration:
- a. Is normally delegated to an extraordinary meeting of UPC (which shall be open to all members).
  - b. shall be convened by the Convenor of UPC or nominee.
  - c. shall include student representation (exceptionally input may be written).
  - d. Shall include external subject specialist representation (exceptionally input may be written).
  - e. shall include University of Glasgow representation (exceptionally input may be written). In cases where the programme proposal under consideration is a joint venture with the University, two representatives should be in attendance,
  - f. shall consider the following documentation, in addition to any exceptional written input:
    - i. Programme Proposal
    - ii. Programme Information Document
    - iii. Programme Specification
    - iv. Course Specifications
22. UPC Programme Approval shall recommend approval on the basis that:
- a. the proposal is of an appropriate standard, or
  - b. recommendations are addressed (normally within the first year of operation), and/or
  - c. conditions are addressed (normally prior to Academic Council consideration).
23. The UPC Programme Approval report to Academic Council shall:
- a. specify any recommendation or conditions.
  - b. identify points of good practice.
  - c. identify how account was taken of student feedback and students' views in general.
  - d. recommend the date on which the delivery of the provision should commence (normally the next academic session).

- e. the length of the approval period (normally six years).
24. The Convenor of the UPC Programme Approval meeting is responsible for confirming to the next meeting of Academic Council that conditions have been appropriately satisfied.
25. The Convenor of Academic Council, supported by Academic Services, is responsible for confirming to the next meeting of the University of Glasgow's Academic Standards Committee that any outstanding conditions have been appropriately satisfied. This will normally be via a copy of the relevant extract of the Academic Council minute where the response has been considered.
26. In cases where the proposed new programmes and pathways are validated by the University of Glasgow, these may be publicised and marketed following full consideration of the Programme Approval documentation by GSA and the final approval (validation) of the University of Glasgow's Academic Standards Committee. It is important to note that marketing literature and offers of admission must clearly state that the provision is subject to the achievement of required student numbers.
27. Recruitment and admission to a new programme or pathway will take place in accordance with GSA standard regulations and practices, and should adhere to the minimum and maximum student numbers approved in the Programme Proposal. Responsibility for monitoring the level of recruitment rests with the relevant Head of School, in consultation with the Head of Student Recruitment and the Admissions Target Group. Where minimum numbers are not met, the relevant Head of School has primary responsibility for determining whether or not the provision will be offered in a given academic session using the agreed procedure. In such a situation the Directorate, and in all circumstances the Director of Finance and Resources, must be informed of the situation. The principle shall be that a programme should operate without incurring an overall deficit. However, the Directorate shall take into account the potential need for an element of underwriting for the initial years of a programme. Where maximum numbers are exceeded, the Head of School is responsible for confirming to the Director of Finance and Resources how the additional numbers will be accommodated and resourced.
28. As well as new programmes, existing programmes subject to major changes may, upon advice from Academic Services, follow the programme approval process. In such a circumstance the period of approval (validation) shall normally be the remainder of the outstanding period of approval for the original programme.
29. Where an existing programme is subject to a major modification, normally, both stages of the Programme Approval process outlined above shall be followed. Exceptionally and upon advice from Academic Services, this may take the form of an addendum to the Programme Information Document, but will include the appropriate scrutiny at both stages of the process. Further information outlining what constitutes a major programme change and what constitutes a minor programme change can be found on the University of Glasgow website:  
<http://www.gla.ac.uk/services/senateoffice/gea/progdesignapproval/progapproval/majorminor/>
30. The programme proposer is responsible for ensuring that the final version of the approved documentation is lodged with Academic Services.



31. Marketing, target setting and recruitment requirements shall be addressed in consultation with the Head of Student Recruitment and the Director of Marketing, Communication and Strategic Planning and evidenced in the Programme Proposal in the form of:

- a. analysis of the potential market for the programme in the UK and internationally, prepared in consultation with the Head of Student Recruitment, which includes
  - i. Analysis of enquirer data.
  - ii. Analysis of data on market trends e.g. HESA data or UCAS data if the programme primarily aims to recruit recent graduate students.
  - iii. Competitor analysis.
  - iv. Research with existing students.
  - v. Research with employers/potential funders showing evidence of industry demand.
  - vi. Examples of career paths available to graduates.
  - vii. Consultation with relevant professional bodies.
  - viii. Evidence of an EU/non-EU market

The role of Marketing and Communications in this process will not be to define whether or not there is a market for proposed postgraduate programmes but to review whether or not an appropriate level of market research has been undertaken and, on the basis of the evidence provided, to comment upon the likely demand for a programme and its probability of delivering the target number described.

- b. definition of an outline marketing strategy.
- c. definition of minimum and maximum student numbers and targets for the first five years of the programme.
- d. completion and submission of the Programme Assessment Template to the Head of Student Recruitment.

32. After approval of the Programme Proposal:

- a. a target number of offers to be made for the first year of operation shall be agreed between Head of School and Head of Student Recruitment.
- b. a marketing strategy shall be agreed between Head of School and Director of Marketing, Communication and Strategic Planning.
- c. applications shall be monitored twice monthly through the Admissions Target Group. The Head of School shall be responsible for maintaining oversight of progress towards targets. Registry shall routinely and regularly inform Schools of applicant numbers.

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- d. if admissions target has not been achieved by a specified date (determined by the Executive Group), the Head of School shall determine whether or not a programme will run taking into account the possibility of incurring a deficit or the need to have the programme underwritten by the Directorate.

**Pro Formas:**

- Programme Proposal (including the Programme Assessment Template pro forma which should be returned to the Head of Student Recruitment)
- Programme Information Document (including employer, student and external consultation pro formas)
- Programme Specification
- Course Specification

**Guidance:**

- Programme and Course Design: Principles and Guidance

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<b>THE GLASGOW SCHOOL OF ART</b>	<b>Programme Proposal</b>
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*This Programme Proposal should be approved by the Executive Group and submitted to Academic Services.*

<b>Submitted by: (Programme Proposer)</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

<b>Confirmed by: (Head of School)</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

<b>1. Programme Title</b>	Click here to enter text.					
<b>1.1 Award</b>	Click here to enter text.					
<b>1.2 Exit Awards</b>	Click here to enter text.					
<b>1.3 Length of Programme</b>	<b>Months</b>					
<b>1.4 Programme Level (please tick)</b>	<b>Undergraduate</b>	<input type="checkbox"/>	<b>Postgraduate Taught</b>	<input type="checkbox"/>	<b>Postgraduate Research</b>	<input type="checkbox"/>
<b>1.5 Mode of Delivery (please tick)</b>	<b>Full time</b>	<input type="checkbox"/>	<b>Part time</b>	<input type="checkbox"/>	<b>Distance Learning</b>	<input type="checkbox"/>

<b>2. Entry Qualifications</b>	
<b>2.1 Highers</b>	Click here to enter text.
<b>2.2 A Levels</b>	Click here to enter text.
<b>2.3 Other</b>	Click here to enter text.
<b>2.4 IELTS Score Required on Entry</b>	Click here to enter text.

<b>3. Proposed Start Date</b>	Click here to enter a date.
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<b>4. School</b>	Click here to enter text.
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<b>5. Department</b>	Click here to enter text.
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<b>6. Subject Area of the Programme (e.g. Interior Design)</b>	Click here to enter text.
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<b>7. Source of Funding (e.g. SFC)</b>	Click here to enter text.		
<b>7.1 Indicative Tuition Fees(Home/Overseas)</b>			
<b>Home</b>	<b>£</b>	<b>Overseas</b>	<b>£</b>

<b>8. Outline academic rationale and purpose of the programme: <i>Please explain the academic reasons for developing this programme.</i></b>
Click here to enter text.

<b>9. Is there substantive overlap in terms of subject provision at this level in GSA? <i>You may wish to comment in more detail below if there is inter-disciplinary overlap.</i></b>	
<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
If yes, please provide details of the other programmes below:	
<b>Programme</b>	Click here to enter text.
<b>School</b>	Click here to enter text.
<b>Programme Leader</b>	Click here to enter text.
<b>Please confirm this overlap has been discussed with the relevant School</b>	<b>Yes</b> <input type="checkbox"/>
<b>Further comment?</b>	Click here to enter text.
<b>Please confirm this overlap has been discussed with Student Recruitment</b>	<b>Yes</b> <input type="checkbox"/>
<b>Further comment?</b>	Click here to enter text.

<b>10. Minimum and maximum student numbers required to ensure that the provision is academically viable and appropriately resourced:</b>			
<b>Home/EU Students</b>			
<b>Minimum</b>		<b>Maximum</b>	
<b>RUK Students</b>			
<b>Minimum</b>		<b>Maximum</b>	

<b>Overseas Students</b>			
<b>Minimum</b>		<b>Maximum</b>	
<p><b>Please provide an explanation of the numbers given:</b>  <a href="#">Click here to enter text.</a></p>			

<b>11. Please confirm the following:</b>	
<b>a. A financial rationale has been approved by the Director of Finance and Resources. Any capital bids envisaged in the next four years for undergraduate programmes and three years for postgraduate programmes have been included in the financial rationale.</b>	<input type="checkbox"/>
<b>b. Attached is a copy of the financial rationale.</b>	<input type="checkbox"/>

<b>12. Analysis of the potential market for the programme in the UK and internationally, carried out in consultation with Marketing &amp; Communications, and leading to formulation of marketing strategy: <i>Please provide an overview of the current and future market conditions.</i></b>
<a href="#">Click here to enter text.</a>

<b>13. Anticipated demand on staffing, resources and services (including English language support and welfare): <i>Please list the expected FTE required for teaching and tutorials, all accommodation and workshop requirements. Also, state any monetary costs that would not be routine.</i></b>
<a href="#">Click here to enter text.</a>

<b>14. If a collaboration with other institutions is proposed, please provide the following:</b>	
<b>Partner Institution:</b>	<a href="#">Click here to enter text.</a>
<b>Nature of Collaboration (please tick)</b>	
Joint programme – single awarding institution – University of Glasgow	<input type="checkbox"/>
Joint programme – single awarding institution – other than UoG	<input type="checkbox"/>
Joint Programme – GSA delivery to UoG programme	<input type="checkbox"/>
Joint Programme – UoG delivery to GSA programme	<input type="checkbox"/>

Delivery of GSA programmes overseas	<input type="checkbox"/>
Articulation to a GSA programme	<input type="checkbox"/>
<b>If a Joint Programme, please state the administering institution:</b>	

<b>15. Please confirm the following:</b>	
<b>a. A market analysis has been undertaken in consultation with the Head of Student Recruitment and has been discussed with the Director of Marketing, Communications and Strategic Planning and is set out in this Programme Proposal. A marketing strategy has also been agreed as part of this discussion.</b>	<input type="checkbox"/>
<b>b. The proposal and any resource implications have been discussed with the Head of Technical Services.</b>	<input type="checkbox"/>
<b>c. The proposal has been discussed with the Head of Learning Resources and <i>the</i> attached 'Implications for Library/Learning Resources Provision' form has been completed.</b>	<input type="checkbox"/>
<b>d. The proposal has been discussed with the Estates Manager and the attached 'Implications for Estates Provision' form has been completed.</b>	<input type="checkbox"/>
<b>e. Please confirm that the proposal has been discussed in detail with the Head of Learning and Teaching.</b>	<input type="checkbox"/>
<b>f. If the proposal relates to postgraduate provision, please confirm that the proposal has been discussed in detail with the Head of Research and the <i>Head</i> of the Graduate School.</b>	<input type="checkbox"/>
<b>g. If the proposal relates to joint provision with the University of Glasgow, please confirm that the proposal has been discussed in detail with staff at an appropriate level in the relevant College.</b>	<input type="checkbox"/>

**IMPLICATIONS FOR LIBRARY/LEARNING RESOURCES PROVISION** *(to be completed by GSA Library)*

<b>DATE of this document</b>	Click here to enter a date.
<b>PROPOSED COURSE</b>	Click here to enter text.

<b>a. Position Statement</b>
<i>To be covered in this section:</i> <ul style="list-style-type: none"><li>• <i>Review of current position of Library/Learning Resources in meeting the requirement of the proposed course</i></li><li>• <i>Outline of areas for development/expansion</i></li><li>• <i>Further relevant comments e.g. availability or cost of materials or preferred mode of delivery</i></li></ul> Click here to enter text.
<b>b. Current Collection Strengths</b>
Click here to enter text.
<b>c. Current Collection Weaknesses</b>
Click here to enter text.
<b>d. Indicative Costs for Addressing Collection Weaknesses</b>
Click here to enter text.

**IMPLICATIONS FOR ESTATES PROVISION** *(to be completed in liaison with Estates Management)*

<b>DATE of this document</b>	Click here to enter a date.
<b>PROPOSED PROGRAMME</b>	Click here to enter text.

<b>a. What spatial area will be required for the new programme? (Please see item 10)</b>

<b>b. Where will the new programme be physically located?</b>

<b>c. How will the location of the new programme impact on or be impacted on by current co-located programmes?</b>

<b>d. What are the potential physical challenges with the space for the new programme? (Please see Estates for a room data check sheet to assist)</b>

<b>e. What are the financial implications of refitting the current space to make it fit for purpose for the new programme? (Please see item 11.a)</b>



<b>THE GLASGOW SCHOOL OF ART</b>	<b>Programme Approval (Validation)</b>  Programme Information Document
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<b>Submitted by: (Programme Proposer)</b>	Click here to enter text.
Date	Click here to enter a date.

<b>Confirmed by: (Head of School)</b>	Click here to enter text.
Date	Click here to enter a date.

<b>Programme Title</b>	Click here to enter text.
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<b>Please confirm that there are no outstanding conditions or required adjustments from the Executive Group or University of Glasgow</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please explain:	Click here to enter text.

**Section A – to be completed by the programme proposer**

<b>1. Please confirm that the academic rationale and programme aims for the programme is unchanged from the Programme Proposal:</b>	<input type="checkbox"/>
If these have changed, please provide details of the changes:	
Click here to enter text.	

<b>2. Please confirm the following:</b>	
<b>a. A financial rationale has been approved by the Director of Finance and Resources. Any capital bids envisaged in the next four years for undergraduate programmes and three years for postgraduate programmes have been included in the financial rationale.</b>	<input type="checkbox"/>
<b>b. Attached is a copy of the financial rationale.</b>	<input type="checkbox"/>

<b>3. Please confirm that the financial rationale for the programme is unchanged from the Programme Proposal (e.g. tuition fees, SFC funded places, industrial sponsorship, revenue and capital):</b>	<input type="checkbox"/>
If this has changed, please confirm Directorate approval and provide details the change:	
Click here to enter text.	

<b>4. Please confirm that the marketing strategy for the programme is unchanged from the Programme Proposal:</b>	<input type="checkbox"/>
If this has changed, please provide details of the change:	
Click here to enter text.	

<b>5. Please confirm that there are no other substantive changes (for example implications for Learning Resources, the Estates provision etc.) from the Programme Proposal. Please consult with Academic Services if you are unsure.</b>	<input type="checkbox"/>
If there have been changes, please provide details of the changes:	
Click here to enter text.	

<b>6. Please confirm the language of instruction is English</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please specify:	Click here to enter text.

<b>7. Outline the educational aims of the programme: <i>Please state the overall educational aims and list any that are specific to a stage of the programme.</i></b>	
<b>7.1 Overall Aims:</b>	
Click here to enter text.	
<b>7.2 Stage Aims:</b>	
Click here to enter text.	

<b>8. Outline the learning outcomes of the programme: <i>Please give an overview of what all students should be able to do or to demonstrate, in terms of particular knowledge and understanding, qualities, skills and other attributes. More detailed learning outcome descriptions will be required in Programme and Course Specifications.</i></b>	
Click here to enter text.	

<b>9. Provisional Programme Structure:</b>				
<b>Stage</b>	<b>Course</b>	<b>Level</b>	<b>Credit</b>	<b>Core/Optional</b>
	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

<b>10. Does this programme share courses with other programmes?</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify:	Click here to enter text.

<b>11. Does the programme have a break in study at GSA i.e. Year Out, International Study, etc)? When?</b>	Click here to enter text.
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<b>12. Please provide an overview of the Research Teaching linkages this programme will have:</b>
Click here to enter text.

**13. Please describe an overview of any knowledge exchange potential and benefits arising from the programme:**

Click here to enter text.

**14. Please describe how the programme will support and accommodate part-time learners:**

Click here to enter text.

**15. Please provide an overview of the use of the VLE in the delivery of this programme:**

Click here to enter text.

**16. Please describe any opportunities for Professional Development and income generating short courses regarding this programme:**

Click here to enter text.

**a. Please describe how the programme is to be promoted with regards to these opportunities:**

Click here to enter text.

**17. Nature of any proposed collaboration with other institutions:** *Please state the name of the institution(s) and how much input or involvement they have in the programme. Please also provide an outline of the consultation and discussions held with relevant staff at the other institution.*

Click here to enter text.

**18. Compatibility of the proposal with GSA's existing portfolio of programmes:** *Please provide a brief description.*

Click here to enter text.

**19. Compatibility with the strategic plans of the proposing School and of GSA:** *Please provide a brief description of how the programme satisfies the goals and objectives of the school/department.*

Click here to enter text.

**20. Outline marketing strategy:** *Please state how the programme is to be promoted in order to take advantage of any potential demand and achieve the number of students required to make the programme viable.*

Click here to enter text.

**21. Please identify the resources required, (outwith those identified in the Programme Proposal Financial Rationale), that are in addition to those already available to the School e.g. teaching staff, support staff, accommodation, equipment, consumables, library, computing, workshop, or audio visual.**

Click here to enter text.

**22. Please confirm, for those resources identified in Question 21, that if additional resources are required this has been agreed by the relevant budget controller and provide their name and designation.**

Yes  No

<b>Budget Controller</b>	Click here to enter text.
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<b>Designation</b>	Click here to enter text.
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**23. Sustainability** *Please describe how the programme aligns with GSA's sustainability strategy*

Click here to enter text.

**24. Equality** *Please describe how the programme addresses the Public Sector Equality duty and contributes to GSA's Equality strategy*

Click here to enter text.

**25. Internationalisation** *Please describe how the programme aligns with GSA's internationalisation strategy*

Click here to enter text.

**26. Employability and Work Related Learning** *Please describe how the programme aligns with GSA's employability and work related learning strategy*

Click here to enter text.

**27. Work Based Learning** *Please detail specific aspects of work based learning in the programme and how this aligns with GSA strategy.*

Click here to enter text.

**28. Widening Participation** *Please describe how the programme aligns with GSA's widening participation strategy*

Click here to enter text.

**29. EDIA. Please confirm that the proposal has been subject to an Equality and Diversity Impact Assessment**

Yes  No

If no, please explain:

Click here to enter text.

**30. Please confirm the following:**

	Yes	No	Comment
<b>Programme Specification attached</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
<b>Course Specifications attached</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
<b>Regulations discussed</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

Date of Policy Production/Revision

August 2014

<b>with Academic Services</b>			
<b>Do proposed programme regulations conform to generic or other existing regulations?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
<b>Are proposed programme regulations consistent with the proposed programme?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
<b>Regulations attached</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

<b>31. Please confirm that the following consultations have taken place:</b>		
	<b>Yes</b>	<b>No</b>
<b>External Subject Specialist</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Students</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employer</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Academic Services</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Learning Resources</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recruitment</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Marketing</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head of Learning and Teaching</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head of the Graduate School</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head of Research</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head of Technical Services</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Support and Development</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PSRBs</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The University of Glasgow (for Joint programme proposals only)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Please comment if appropriate:</b>		
Click here to enter text.		

**Section B - to be completed on behalf of the Board of Studies**

<p><b>1. Is the proposal in accordance with current GSA Programme Approval policy?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If no, please explain:</p>	<p><a href="#">Click here to enter text.</a></p>

<p><b>2. Is the proposal clear and consistent?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If no, please explain:</p>	<p><a href="#">Click here to enter text.</a></p>

<p><b>3. Is the proposal compliant with the Scottish Credit and Qualifications Framework?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If no, please explain:</p>	<p><a href="#">Click here to enter text.</a></p>

<p><b>4. Are the notional learning hours and assessment methods appropriate to the level of, and number of credits assigned to the programme?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If no, please explain:</p>	<p><a href="#">Click here to enter text.</a></p>

<p><b>5. Are the Intended Learning Outcomes written following consultation with the Head of Learning and Teaching and/or the Head of the Graduate School?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If no, please explain:</p>	<p><a href="#">Click here to enter text.</a></p>

<p><b>6. Are the Intended Learning Outcomes capable of being assessed by the indicated instruments of assessment?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If no, please explain:</p>	<p><a href="#">Click here to enter text.</a></p>

<p><b>7. Is there adequate provision for, and monitoring of, the external supervision of project work, work placement, etc, where this is an integral part of the</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<b>programme?</b>	
If no, please explain:	Click here to enter text.

<b>8. Is the proposal compliant with the Common Academic Framework?</b>	<b>Yes, UG CAF</b> <input type="checkbox"/> <b>Yes, PG CAF</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If no, please explain:	Click here to enter text.

<b>9. If undergraduate, please confirm that this includes a common 1<sup>st</sup> year course:</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If no, please explain:	Click here to enter text.

<b>10. If postgraduate, please confirm that this includes the common research methods course:</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If no, please explain:	Click here to enter text.

<b>11. Is the proposal compliant with the GSA Code of Assessment?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If no, please explain:	Click here to enter text.

<b>12. Does the proposal comply with current GSA Academic Council policies regarding Academic Standards and Quality Assurance?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If no, please explain:	Click here to enter text.
<b>Name of Convenor of Board of Studies</b>	Click here to enter text.
<b>Date of Board of Studies Approval</b>	Click here to enter a date.
<b>Please attach or insert the Board of Studies minutes/report showing the requirements and recommendations following consideration of the documentation.</b>	
Click here to enter text.	

<b>13. Please confirm that there are no outstanding conditions or required adjustments from the Board of Studies approval:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please explain:	<a href="#">Click here to enter text.</a>

<b>Programme Title</b>	Click here to enter text.
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<b>School</b>	Click here to enter text.
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*(Note to proposed course/programme co-ordinator: The external subject specialist should be given the Programme Proposal and the draft Programme Information Document, draft Programme Specification and draft Course Specifications before being asked to complete this form.)*

Consultation should take place with an external subject specialist whom the department would normally approach to become an External Examiner such a programme.

<b>Are the following aspects of the programme appropriate? <i>Please comment as necessary</i></b>	
<b>a. Aims</b>	Click here to enter text.
<b>b. Intended Learning Outcomes</b>	Click here to enter text.
<b>c. Methods of assessment</b>	Click here to enter text.
<b>d. Level of the courses comprising the programme</b>	Click here to enter text.
<b>e. The credit rating of the courses comprising the programme</b>	Click here to enter text.
<b>f. Any other comments</b>	Click here to enter text.

### Response from School

Please provide your response regarding the above comment(s), noting any changes made as a result of external subject specialist comments:

Click here to enter text.

### Submitted by:

<b>External Subject Specialist's name</b>	Click here to enter text.
<b>Designation</b>	Click here to enter text.
<b>Organisation</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

### Reviewed by:

<b>Programme Proposer</b>	Click here to enter text.
<b>Date</b>	Click here to enter text.
<b>Head of School</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

**Programme Title** Click here to enter text.

**School** Click here to enter text.

**You may wish to consult students who are undertaking a related programme or who may wish to progress to the proposed programme.**

Please describe which students were consulted and when, i.e. class(es) and number of students consulted. If an entire class was consulted indicate which class was involved.

Click here to enter text.

<b>Please confirm that student views were specifically sought regarding:</b>	<b>Yes</b>	<b>No</b>
<b>Whether the programme would be challenging</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Whether the programme would be stimulating</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Whether the programme would meet their expectations</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The proposed workload</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Methods of teaching, learning and assessment</b>	<input type="checkbox"/>	<input type="checkbox"/>

**If for any of the above a No answer is given, please clarify:**

Click here to enter text.

**How was the information presented to the students?**

Click here to enter text.

**Summary of student feedback**

Click here to enter text.

**Submitted by:**

<b>Programme Proposer</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

**Reviewed by:**

<b>Head of School</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

<b>Programme Title</b>	Click here to enter text.
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<b>School</b>	Click here to enter text.
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*(Note to Programme Proposer: The employer should be given a copy of the Programme Proposal and Programme Information Document and Programme Specification before being asked to complete Section 1 of this form. Thereafter Section 2 should be completed by the Programme Proposer following consultation with the Head of School.)*

**Section 1: Employer**

<b>Name</b>	Click here to enter text.
<b>Designation</b>	Click here to enter text.
<b>Organisation</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.
<b>Please provide your views on the proposed programme below; particularly in terms of preparing graduates for employment:</b>	
Click here to enter text.	

**Section 2: Response from School**

<b>Please provide your response regarding the above comment(s), noting any changes made as a result of employer comments:</b>
Click here to enter text.

**Submitted by:**

<b>Programme Proposer</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.

**Reviewed by:**

<b>Head of School</b>	Click here to enter text.
<b>Date</b>	Click here to enter a date.