

MARP2024-25

Course Design, Development and Approval

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CD1 COURSE DESIGN AND DEVELOPMENT

CD1.1 Overview

- CD1.1.1 The University takes strategic approach to programme design, development and approval in order to ensure that its portfolio of provision reflects institutional strategic priorities and goalsTheacademicplanning and esourceallocationprocess equires departments to consider their programme provision in terms of the Strategic Plan and Faculty academic strategieshe Library and Professional Services are then required to ensure that their forward planning and priorities can properly support agreed academic priorities.
- CD 1.1.2 Course design and development is primarily undertaken by staff within academic departments (with external input) ecause it is recognised that this is where expert knowledge about academic provision in specific subject areas resides.
- CD1.1.3 However, saff in academic departments are encouraged to discuss any issues of principle or concern, or any particularly innovative or complex proposals, with Faculty Associate Deans, Faculty Quality Assurance and Enhancement Managed/ssr members of the Academic Quality, Standards and Cond/AcQSC team as early as possible in the design and development process.
- CD1.1.4 If necessary, for example where a proposed degree programme is outher www.9 (n)-0.6 (3.5 (4 (l)1.5

- CD2.1.2 All proposals for new awards, new programmes and modules, and revisienting programmes or modules must be considered and formally approved through procedures, agreed by the Senate, that involve appropriately constituted committees or designated officers at departmental, faculty and institutional levents all stages of the approval process, committees should consider whether the key areas set out in 2000 have been addressed in the design and development process.
- CD2.1.3 If a proposal for a new or revised programme of study will lead to a proposed new academic qualification (i.e. degree, diploma, certificate or other crieditring award) not already approved by Senate (see The Portfolio of Degree Awards, then Senate approval must be obtained for the new qualification as part of the programme approval process.
- CD2.1.4 All proposed new and amended programmes (and contributory modules) leading to degrees, diplomas, certificates and other awards of the University have to be approved at departmental and faculty levelHowever, the following must, in addition, be finally approved at institutional level (by the University body or officer with delegated authority from Senate):
 - x proposals for new programmes;
 - x the laying down of existing programmes;
 - $x \qquad \text{MTERparachan (d) es 7 the fine d a location of the U) follows (20) a location of the U) follows (20$

recorded and communicated to the levantfaculty committees when the proposal documentation goes forward for approval.

CD2.2.2 Where a new programme involves collaboration between more than one department, the proposal must be considered by all relevant departmental committees.

Faculty approval

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CD2.3 Information specific to the approval process for evisions to existing programmes and modules

Definitions

- CD2.3.1 A revision is defined aschange or changes made to a particular programme or programmes or to a particular module or modules reprocedural purposes, revisions to programmes and modules are categorised as 'minor' or 'marter' isions may be made for a variety of reasons, including:
 - (a) in response to student or external examiner feedback;
 - (b) in response to developments in the subject area;
 - (c) in response to a nomegotiable requirement of a PSRB;
 - (d) in response to practical issues, such as staff changes or changes to student numbers.
- CD2.3.2 A major revisioninvolves material changes that affect a programmamajor revision may be either a direct change to a programme and/or significating to a module or modules which significantly alter a programme and its delivery, for example, substantive revisions to educational aims, intended learning outcomes, teaching, learning and assessment strategies, academic level, changes to programmature. The University's Guidanceon revisions to programmes and modules contains examples of major revisions.
- CD2.3.3 A minor revision to a programme or module involves a change to the subject matter, method of delivery, or learning, teaching and assessment strategy that: (i) does not affect the programme learning outcomes; (ii) has no significant resources implications; and (iii) is inited to change involving no more than 25% of the programme credition apparently minor revisions may raise broader questions which require further information, fuller discussion or consideration as a major revision so that consideration is given as to whether or not the volume and nature of these changes significantly alters the programme and its deliver. University Suidance on revisions to programmes and modules contains examples of minor revisions.

Process

- CD2.3.4 There are three different groups potentially affected by planned revisions to programmes and modules.
 - (a) All year groups of students who have already begun the course and are currently registered–current cohorts
 - (b) Prospective students within the current admissions cycle between the time the offer of a place is made and registration is completedurent applicants
 - (c) Prospective students who may be interested in applying to Lancaster and who may look at public information, in particular publicity material oanren p(I)-1.0 >>BDC -0.00

- CD2.3.8D After sending the written communication, departments should organisensultation exercise whereby affected students can raise questions aboup this social (e.g. a departmental open meeting, or appointments with relevant academs taff).
- CD2.3.8E If, after that consultation exercise, the department still wishes to proceed thrith change they shall write to students indicating that students who disagreet height proposal have no less than seven calendar days to raise a reasoned objection to a nominated person.
- CD2.3.8F The department shall give due consideration to these objections, taking advirocthe UniversityAcademic Dea(or nominee) and/or the Head officademic Quality, Standards and Conductwhere appropriate.
- CD2.3.8G If the department still wishes to proceed, the process set out in CD 2.3.13 shall be followed, with the relevant Faculty and Institutional bodies being givenamary of any objections raised.
- CD2.3.8H Where the change is approved, a student who continues to object to the changelebe given the following options:
 - (a) to study the module as changed;
 - (b) where the module change is for only the coming academic **yea**intercalate for that year and resume studies the following year;
 - (c) to change A caute 29 fr D 2 a(h) -0.6 (a) -2.-46 0 Td [(f) -1 (o) -3 r1 -22.995 Td [(f) -(d -6 (u) -0.6 (es)

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happens Committee minutes should, wherever possible, be posted on appropriate web pages.

- Once the approval process for new or revised programmes or modules has been completed, details must be recorded in the LUSI course database and become part of the University's definitive programme recordinis record is then used for a variety of academic and student administration purposes FacultyQuality Assurance and Enhancement Managers ave formal responsibility for keeping the programme record up to date in LUSI as new and revised programmes and modules are appAQSCs responsible for monitoring the accuracy of the record in LUSIe programme information in LUSI can then be accessed via a variety of reports and views, one of which is the upto-date Programme Specification which must incorporate all approved revisions.
- CD2.4.3 The LUSI course database is the University's definitive programme record and includes key information about every approved qualification, programme and module (and details o(a)-2ald i po (i)-1.5hd k(d)-0.6 o ed

APPENDIX: Detail of in-year change made to chapter

Version	Date ofchange	Detail of change & section(s) altered	Approval of change
1.1	02/10/2024	CD 2.5.2-Inclusion of updated programme discontinuation forms	n/a - admin
1.2	05/11/2024	Accessibity updates: title page alteredemoval of course approval process diagram in section 2.1. This is available upon request.	
1.3	03/04/2025	Notice of suspension of CDDA wegionsduring the Curriculum Transformation Pgroamme, excepting povision laid out in paragraph 1.6 of the Programme & Module Approval Policy for Delivery of CTP	•