

Curriculum Framework 2019/2020
Curriculum Framework Approval Process



Academic Standards, Quality and Partnerships
Department of Student and Academic Administration

For further guidance about the approval routes please contact your Associate Dean (Academic) (AD(A)) or the Head of Academic Standards, Quality and Partnerships. Please also see further notes at the end of this table.

Type of approval route and timescale	Process and Panel	Appropriate for courses where	Consultation with Students	Documentation required
<p><u>Route A</u></p> <p>All Approval Events and subsequent revisions to be completed by 30th November 2018</p>	<p><u>Departmental Curriculum Framework Approval Committee</u></p> <p>All courses for approval via Route A to be presented at single event, including any collaborative franchise courses</p> <p>Panel:</p> <ul style="list-style-type: none"> • Chair: <i>either</i> Head of ASQP, <i>or</i> Associate Dean (away Faculty) (Academic or 	<p>At undergraduate level where there are substantial changes to modules/courses which affect 120 credits or more across the whole course (160 credits for integrated masters). This means a third or more than a third of the course has had substantial change (excluded from this is moving modules from long thin to short fat). For top up programmes changes to an equivalent of a third of the course will prompt an approval event.</p> <p>Postgraduate courses can use this process also where there has been substantial change which affect 60 credits or more</p>	<p>Consultation with all L4/5 students, and part time postgraduate students, where relevant, via existing Material Changes Consultation Process pre any Approval Event.</p> <p>Applicants to be informed of Material Changes through the University Admissions Centre*</p> <p><i>*Normally aim to achieve by the 15th January 2019</i></p>	<p>Rationale for changes paper per course (approx. 1 page) to include an executive summary of changes and a summary of outcomes from student consultations.</p> <p>New Course Specification/s</p> <p>Curriculum Maps</p> <ul style="list-style-type: none"> - Hallmarks Map and Checklist - Subject Benchmark Map - Assessment Map

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	<p>Students) <i>or</i> Head of Academic Development</p> <p>Panel members:</p> <ul style="list-style-type: none"> • HoD (or representative) • Home AD(A)/AD(S) • Faculty Member • Independent External Assessor • Student (not compulsory) 	<p>across the whole course. (Excluded from this is moving modules from long thin to short fat structures).</p> <p>Substantial changes include any combination of the following:</p> <ol style="list-style-type: none"> 1. Removing a core or optional module 2. Adding a core module 3. Changing a module from optional to core 4. Changing a core module mode of delivery (from/to campus/DL) 5. Changing the credit volume of a core module 6. Substantially changing the course Learning Outcomes 7. Adding a January intake 		<ul style="list-style-type: none"> - Learning Outcomes Map <p>New Module Specifications</p> <p>Course Structure (forms or diagrams)</p> <ol style="list-style-type: none"> a) marked up changes b) new course structure
<p><u>Route B</u></p> <p>All Course Structures to be approved by the Faculty by the relevant deadline. Please check with your Faculty Office</p>	<p><u>Existing Course Structure Approval Process</u></p>	<p>All other changes to courses, including changing modules from long thin to short fat will be managed through the Course Structure approval process.</p>	<p>Consultation with all L4/5 students, and part time postgraduate students, where relevant, via existing Material Changes Consultation Process.</p> <p>Applicants to be informed of Material Changes</p>	<p>Course Structure Change process documentation</p> <p>New Course Specification</p> <p>Curriculum Maps</p> <ul style="list-style-type: none"> - Hallmarks Map and Checklist - Subject Benchmark Map

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for the data			through the University Admissions Centre* <i>*Normally aim to achieve by the 15th January 2019</i>	<ul style="list-style-type: none"> - Assessment Map - Learning Outcomes Map <p>New Module Specifications</p> <p>Course Structure (forms or diagrams)</p> <ul style="list-style-type: none"> a) marked up changes b) new course structure

Notes:

- 1) Where a course significantly changes its course Learning Outcomes but less than 120 credits have been changed across the whole course at undergraduate level, then it is at the academic judgement of the Associate Dean (Academic) as to whether or not the course is presented for approval through **Route A**.
- 2) Even if there are no changes to undergraduate or postgraduate modules or courses, all Programme Specification Documents need to be transferred to the new Course Specification Document and all units need to be transferred to the new Module Specification Form. These new templates have been designed to be more student-relevant, include good practice from the sector, capture the Hallmarks of a Portsmouth Graduate and require less annual updating.
- 3) **All modules and courses which are not considered by Route A or B must have a new Course Specification and Module Specification by December 2018.**