

**CAP FORM 2: Briefing Paper for Attendees of Final Course Approval/**

**Re approval Meeting**

**1. Course information**

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| **Course or award title:** |  |

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| **Date approved by APPG:** |  |

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| **Date of final approval/re-approval meeting:** |  |

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| **Names of Course Leader, Course Team, School Quality Co-ordinator attending:** |  |

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| **Proposed start date of the award(s):** |  |

**2. Development of the proposal to date**

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| **Briefly outline the process that has been followed since APPG approval and during the consultation stage of the process** (i.e. dates of meetings and/or discussions and key decisions made). |
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| **Briefly outline the development and engagement process with External Adviser 1 any other key inputs** (e.g. internal members of the University such as the Director of Quality Assurance and Enhancement, the Head of Collaborative Programmes, members of Registry Services, AQU, Library Services). |
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| **Briefly outline your approach to and feedback from engagement with external stakeholders/groups or other contacts such as PSRB members or industry representatives and current students and/or graduates** |
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| **Briefly outline your engagement with and outcomes from UW toolkits and its associated self-evaluation questionnaires such as Inclusion Toolkit and Graduate Attributes.**  |
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**3. Documents supplied for final approval/re-approval meeting**

AQU to amend as appropriate

* Proposal Form as submitted to Academic Planning and Portfolio Group (for information)
* Completed Provision of Information for Prospective Students template, supplied to APPG and updated as required.
* Programme Specification/Award map/s
* Module Specifications
* Draft Course Handbook (subject to summer changes prior to start date)
* Staff CVs (for all staff who will be teaching on the course)
* Resource statement completed by Head of School (or, if applicable, Principal/Chief Executive for collaborative courses)
* Report from External Adviser 1, plus any reports or comments from employer external advisers or placement providers regarding the proposal (as applicable)
* Draft course agreement (for collaborative courses, prepared by AQU) (if applicable)
* Where WBL or placements: WBL/Placement Audit, guidance for students, guidance for mentors/employers
* Other – as identified on the Intent to Approve form (e.g. management of programme, online materials).

**4. Participants in the final approval/re-approval meeting**

AQU to amend as appropriate

The final approval/re-approval meeting will normally be scheduled for a half day, although in some cases (e.g. courses that are collaborative and/or delivered off-site or through flexible and distributed learning), there may be additional participants and/or meetings (e.g. with resource and quality managers, mentors, employers, etc.) in which cases, the final approval/re-approval meeting may be more than a half day.

The final approval/re-approval meeting will be chaired by a senior member of staff from another School who will be allocated to the role by AQU. Other participants in the final approval/re-approval meeting are:

* Course Leader/Proposer for the course
* Head of Department
* Representation from the Course Team (normally this should be key teaching staff only)
* External Adviser 2
* Academic member of staff from another School
* Student representative
* AQU Officer
* Head of Collaborative Programmes (as appropriate)
* Employer representative/s (as appropriate)
* PSRB representative (as appropriate)
* Service users (as appropriate).

**5. Guidance on roles of participants**

AQU to amend as appropriate

Participants will be asked to focus on aspects of the documentation as follows and to provide comments in advance of the meeting (by email to the AQU Officer) on perceived strengths of the proposal and matters for discussion:

* **Chair**: consistency with University policies and regulations, appropriateness of documentation (clarity, accuracy and comprehensiveness)
* **External Adviser 2**: alignment with external benchmarks (particularly FHEQ, subject benchmark statements, etc.) and currency of curriculum, appropriateness of learning opportunities and resources
* **Student Representative:** the student journey (arrangements for induction through to graduation); academic support arrangements; access to resources; arrangements for course committees and student representation/feedback; and the effectiveness of approaches to learning and teaching
* **Member of staff from another School**: extent to which proposal meets internal policy requirements (e.g. employability, personal academic tutoring, graduate attributes, inclusion, internationalisation, etc
* **AQU Officer**: consistency with University regulations and course structures, appropriateness of documentation (clarity, accuracy and consistency), production of the approval report
* **Head of Collaborative Programmes** (collaborative courses only): matters related to the management of the collaborative course (and, as appropriate, matters relating to FD programmes).

**A typical schedule for an approval/re-approval meeting might be as follows:**

* Resource tour with Course Leader (if applicable
* Informal introductions (usually meetings will start with or finish with lunch)
* Meeting of **all participants** to discuss matters identified for agenda. (There should not need to be any separate agenda-setting meetings or “private” meetings without the Course Leader/Team present).
* Additional groups/members of staff may be asked to join the meeting to discuss specific issues (determined in advance)
* Conclusions, including recommendation for approval and actions.

The Chair is responsible for ascertaining that the agenda covers all issues that participants wish to discuss. It may be necessary in certain circumstances to update/add to the agenda at the start of the meeting. The meeting should explicitly cover the formal requirements confirming academic standards and quality matters (as set out on the report template) and reach clear conclusions and outcomes, including identification of good practice/commendations and actions, including where necessary any specific arrangements for confirming responses to actions (see below).

**6. The purpose of the final approval/re-approval meeting is to:**

* Confirm the course is consistent with external and internal reference points/policies etc
* Confirm that the necessary resources are in place (or will be in place) for the course to commence
* Discuss any outstanding matters identified and determine actions to resolve these as appropriate

When the above points are explicitly confirmed, the Chair/Secretary will propose that a formal recommendation is made to Academic Standards and Quality Enhancement Committee (ASQEC) to approve/re-approve the course.

**Therefore the outcome of the final approval/re-approval meeting will be either:**

* Recommendation to ASQEC that the course be approved/re-approved (subject to any actions for the Course Team/School), **or**
* Recommendation that final approval/re-approval is postponed until a further ~~approval~~ meeting has been held (with advice provided on matters to be addressed/developed and suggested timing for further meeting).