

**Report of the Final Course Approval/Re-approval meeting for [course] held on [date] at St John’s Campus/City Campus, University of Worcester**

*Ensure that this title includes details of any collaborative arrangements and if venue is partner site as appropriate e.g. Final Approval Meeting for the FdSc Zoology to be taught at West Midlands College by UW Staff/WMC Staff.*

**Participants**

*All participants should be listed, with the Chair first and then alphabetically, followed by External Adviser 1 details and then any Apologies. Please include the participant’s role at the event and, for student reps, the School that they are representing. Employer representatives should have the name of their company provided in full.*

|  |  |
| --- | --- |
| XXX (Chair) | [Title], University of Worcester |
| XXX (External Adviser 2) | [Title and Employer] |
| XXX (Representative from another School) | [Internal Title], University of Worcester |
| XXX (Student Representative) | [Course, School] |
| XXX (Course leader) | [Title], School of XXXX |
| XXX (Course team members) | [Title], School of XXXX |
| XXX (School Quality Coordinator) | [Title], School of XXXX |
| XXX (Academic Quality Officer) | University of Worcester |
| External Adviser 1  (Report provided by correspondence) | [External Title and Employer] |

**Background to proposal**

*Note here the nature of the programme (e.g. level and award it leads to, primary student market, whether full or part time, collaborative and where/who delivers, any special or ‘non-standard’ features, whether PSRB endorsed/accredited etc.) (summarised from the first part of the programme specification). State also the development process (e.g. how External Adviser 1 was involved, whether by correspondence or meetings (see Briefing Paper for this information)*

**Documents supplied for Final Approval/Re-approval Meeting:**

*(Copied over from Briefing Paper)*

**Proposed start date for first intake:**

**Approval/Re-approval Outcomes**

*Adjust these statements when necessary to ensure that they are appropriate for the specific nature of the approval or re-approval and the proposal.*

Participants at the meeting, including External Adviser 2, were able to conclude that (subject to completion of the action plan set out below)

* Academic standards are appropriate and have been aligned with the FHEQ and take account of relevant subject and/or qualification benchmark statements and/or professional body requirements
* Learning opportunities (curriculum, arrangements for learning, teaching, assessment, academic support, etc) as set out in the course and module documentation are appropriate
* *[Please state here whether the programme specification Section 18 includes any specific admissions requirements beyond the standard UW requirements, e.g. specific qualifications in English or Maths].*

The course has standard UW admissions requirements.

*Or*

The course has additional admissions requirements which are consistent in the programme specification and the website information, i.e. xxx

* The Provision of Information for Prospective Students template is accurate and ready for publication on the UW website.
* *[Please state here whether there are any variations to standard regulations and if so, include a completed/signed off Variation to Regulations Request form as an appendix to this report for submission to ASQEC].*

The course(s) is(are) consistent with University requirements and policies and will operate under the Taught Courses Regulatory Framework.

*Or*The course(s) have variations to the standard Taught Courses Regulatory Framework (see appended form for details). These have been discussed and agreed with the Academic Registrar and Director of Quality and Educational Development.

* Resources to support the course(s), including staffing, learning resources and physical and specialist accommodation and facilities where relevant, are appropriate.
* Where collaborative, CVs for staff teaching on the course(s) are appropriate for subsequent acceptance as registered lecturers.
* The arrangements for managing the course(s) are robust and appropriate.
* The course *will/will not* be included in the UWIC portfolio.

It is therefore recommended to the Academic Standards and Quality Enhancement Committee that the course should be approved/re-approved, subject to a satisfactory response to the action plan.

**Tour of Resources**

*If a tour of resources takes place, provide brief details of what was seen and its appropriateness, as well as details of staffing, student/staff access to learning resources using bullet points (Collaborative Courses: if no tour required, include information about how resources have been assured).*

**Summary of resources and key matters discussed at Approval Meeting**

**Key issues discussed**

The following matters were considered at the approval/re-approval meeting **(Action points)**:

*This section should be a list of the key issues discussed, indicating where a related action is noted or anything for the Course Team to be aware of (see below for examples).*

***The emphasis here should be on endorsing key messages to the Course Team, and indicating to ASQEC that there has been robust discussion.*** *The Course Approval meeting should represent the culmination of the planning and development of the proposal based on meetings, discussions and review of documentation by the Course Team/External Adviser 1.*

***Therefore there should normally be few Actions required by this stage.***

*Use headings based on the agenda, with bullet points, and specify agreed Actions.*

***Actions must be able to be addressed prior to the course being formally approved/re-approved and before it commences/re-commences.*** ***Other issues raised which may be broader or more long-term can be considered as recommendations or suggestions within the report,*** *for example, where monitoring or further development is required once the course has started being delivered (for example relating to staff development, monitoring, external accreditation, etc.).*

*e.g.*

*1. Employers links: a number of suggestions for developing employer links were explored and the importance of engaging employers in the review and development of the course, including through guest sessions and as part of project panels, was endorsed.*

*2. Admissions requirements: greater clarity about RPL needed* ***(Action 1)***

*3 Assessment strategy:*

* *approach to formative and diagnostic assessment**requires clarification* ***(Action 2)***
* *innovative assessments commended by External Adviser 2* ***(Good Practice 1)***
* *grading of placement module requires marking grid* ***(Action 3)***
* *preparation of students for placements discussed but no issues.*

**Commendations /good practice**

The following commendations and/or good practice were identified:

1.

**Action plan for course team**

The course team is required to address the following actions:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** | **Team response** | **Document reference (give page ref and doc title)** |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |

The Team is also asked to finalise the documentation in line with the comments/corrections provided.  *(Add if appropriate – “See Annexe A for details”. These can be formatted as landscape instead of portrait).*

The completed action plan, together with final copies of all relevant course documentation should be provided to the Chair and AQU Officer by *deadline date.*

The report and response will be presented to ASQEC for approval on *date.* The AQU Officer will notify all relevant parties by email when the course has been approved/re-approved and will upload the Programme Specification to the AQU web pages.

The Course Leader should send any amendments to the Provision of Information for Prospective Students to their College Director for approval, and then to Communications and Participation so that these can be updated on the website and any previous versions replaced.

AQU Officer’s name

Date

Report Approved by Chair: *name……….*

Date

|  |
| --- |
| For ASQEC  Completed action plan approved by Chair *date*  Complete final documentation received by AQU *date*  Final programme specification sent to Director of QED for approval *date* |

Example Annexe if needed.

**Annexe A**

|  |  |  |
| --- | --- | --- |
| **Document** | **Description** | **Confirm completed** |
| **Modules** |  |  |
|  |  |  |
|  |  |  |
| **Course Handbook** |  |  |
|  |  |  |
| **Programme Spec** |  |  |