

## **03.4**

# **GUIDELINES FOR SUBMITTING NEW ACADEMIC DEVELOPMENT PROPOSALS FOR PORTFOLIO DEVELOPMENT COMMITTEE APPROVAL**

# Cardiff Metropolitan University

## 1. General Guidance for Academic Development Planning

### 1.1 Introduction

Any new programme proposal must be presented to the Portfolio Development Committee (PDC) for approval in the first instance. Proposals for substantive changes to existing programmes, including proposals for new award titles, programme titles, modes of study or language of study must also be considered by PDC in the first instance. In each case, PDC considers the strategic and business case for the proposal based on key information provided to the Committee via school Deans and Professional Service Departments.

Proposals for substantive changes to existing programmes should be submitted to PDC using the 'Change to Programme: Business Case Approval Form' available on the QED [validation and review webpages](#).

Proposals for new programmes must be submitted to PDC using the Curriculum Management System Dashboard at <https://cis.cardiffmet.ac.uk/cms/>.

In each case, proposals should only be submitted by members of the school SMT and must be approved by the Dean prior to submission. Prior to submitting a proposal, the proposer should assure themselves that they have:

1. Informed the Quality Enhancement Directorate of the title and level of the proposal;
2. Received from QED confirmation of whether the proposal needs to be supported by an employability report and, where applicable, liaised with the Employability team to facilitate creation of the report;
3. Liaised with the Finance department, completed a business case form and received finance approval of the business case;
4. Have sufficient information from the Strategy Office or Marketing department to support the market case for the proposal.

Following PDC approval of a proposal, proposers must link with the QED to determine curriculum development support needs before submitting an academic proposal to the Programme Approval Standing Panel.

Full details of the approval process are available on the QED [Validation and Review webpages](#). The terms of reference of PDC are included at the end of this document.

### 1.2 Proposal Timelines

Any new programme proposal or proposal for a significant change to an existing programme must gain approval by PDC prior to any Standing Panel consideration. Proposals must normally be submitted to PDC **no later** than its

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October meeting, and achieve academic approval no later than March, for new campus-based programmes intending to recruit in the following academic year. TNE proposals should achieve academic approval no later than the June. The normal expectation would be for the programme to start the September following successful validation. Additionally, it is expected that new programme 'start up' would be no later than 18 months from initial approval by PDC. A programme that does not achieve validation within 2 years of PDC approval would normally be referred back for re-approval by PDC. A programme that achieves validation within the stipulated timeframes but does not run within three years of its validation will normally be referred back for re-approval by the PDC.

### Late Submission of New Programme Proposals

The submission of a draft programme specification may be required by the PDC as a condition of permitting a late application. Depending upon the imminence of the intended submission to the Standing Panel, the Committee may also require draft module descriptors and/or evidence of engagement with the Quality Enhancement Directorate (QED) about programme design. This measure is to ensure that there has been adequate preparation by the school in the lead-in to validation, especially when a cross-school development is proposed.

As a condition of initial approval, Schools must meet with the Quality Enhancement Directorate, within a month of the PDC meeting, to agree a timeline for academic approval and discuss curriculum development support needs.

### **1.3 Fast Track Proposals**

The PDC may be prepared to consider later proposals normally **ONLY** where the following criteria apply:

- developments with collaborative partners or external customers with a strong business case;
- developments which are needed to bring the University's programmes in line with statutory or professional body requirements, or any other mandatory external requirements;
- a proposal already approved is pending the outcome of discussions with outside bodies/organisations.

### **1.4 Award 'titles'**

The agreement for degree titles is based upon two criteria:

- the proportion of quantitative or scientific method modules in the degree programme
- traditional usage in the School proposing the award

Other determinants regarding award titles [i.e. – FdA/FSc or BA/BSc or MA/MSc] will include whether the proposed title is consistent with *either* –

- a) the traditional conventions of the discipline/s and the course/s under

scrutiny or

b] the current usage in the sector in the United Kingdom for similar courses.

PLEASE REFER TO THE Cardiff Metropolitan University ACADEMIC HANDBOOK – especially the notes in Volume 1, Section 10.1 (Modular Programmes Framework) on ‘Categories and Titles of Awards’ at:

[http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1\\_10\\_01.pdf](http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_10_01.pdf)

***NB the proposing teams should make it explicit whether they are basing their claim for a title on a] or b].*** If the title rests on (b), empirical evidence to support the claim should be provided with the proposal plan.

### **1.5 Internal Collaboration**

If the proposal involves collaboration with another School in Cardiff Metropolitan University, or with an external partner, the approval of the Academic Dean(s) of School(s) involved and external Dean/Pro-Vice-Chancellor/Principal must be included in the proposal.

### **1.6 Further Information/Help**

For further information or help, please contact the Quality Enhancement Directorate.

### **1.7 Submission of proposals**

Submissions for PDC should be sent electronically to the Quality Enhancement Directorate using the CMS form or the Change to Programme form referenced above.

## **2 Guidelines for Submitting a New Academic Development Proposal**

The following information serves as guidance notes for filling in each section of the proposal. Proposers should try to respond to the sub-heading inside each section wherever possible.

### **Section 1 – Proposal Overview**

This section should give a clear working, title; intermediate awards; lead school; partner school[s]; main proposer – the intended programme director **must** be identified; potential collaborative partners, either local, national, or international; proposed start date and programme duration; main modes of study; where the programme will be delivered; progression routes where applicable; external funding support and possible links with professional, statutory, or regulatory bodies. If applicable, an intention to include related short courses in the proposal should be referenced here and, if possible, at this early stage, their titles should be identified.

### **Section 2 – Business Case**

#### **2.1 – Rationale**

This section should address the following issues:

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- How the idea for the proposal originated;
- An account of the strategic fit of the proposed development, i.e. how it meets the priorities laid down in the University's Corporate Plan, and the School Plan;
- Why you believe it will be successful [i.e. – student numbers/recruitment; potential short course spins-offs; high employability potential];
- How the proposal aligns with market intel provided by the Strategy Office or Marketing team;
- Employment 'demands' in terms of skills shortages; market demands – home and/or overseas; particular 'skills sets' offered that are in demand (this should be supported with and refer to any employability report provided by the Employability team);
- Specific types of jobs/employment a successful graduate from the programme might be expected to gain;
- Continuity and progression – if appropriate – from/with FE partners;
- Anticipation of potential funding sources, i.e. HEFCW or commercial.

**Note:** When approved by PDC, the business case for the proposal is final and will be used as a steer for the Standing Panel chair. If anything in the business case changes prior to academic consideration, it must be referred back to PDC for approval.

## 2.2 – Market Intelligence

This section should identify the following:

- How does the proposal align to any market intelligence provided by the Strategy Office or Marketing team?
- What external factors support the development of this new proposal?
- Details of other regional and national institutions that offer any similar provision;
- Projected entrants from the region, nationally and internationally;
- Projected cohort sizes over the initial three years and evidence for your assumptions;
- Projected links with regional, national, or international employment needs;
- How the proposal could be most effectively marketed.

**Note** That you should evidence endorsement by the Director of Global Engagement of any claim regarding the potential demand for the proposed programme from international markets.

## **Section 3 – Resources**

This section is designed to identify what **additional or change in** resources are required to run this programme over the next three years. If none, please enter 'not applicable'. All proposals need to have been submitted to Finance and had approval of a business case prior to PDC consideration. If the proposal requires higher than usual student-staff contact hours (higher than approximately 48 hours per 20-credit

module) this should be noted here and in your business case.

### **Approval**

This section requires the lead Academic Dean to approve the new development and confirm that **all** resources are in place to allow it to proceed [possibly subject to HRPG approval].

## **3 Terms of Reference**

### **PORTFOLIO DEVELOPMENT COMMITTEE 2021-2022**

**Serviced by: Quality Enhancement Directorate**

**Reports to: Academic Board**

#### **1. Terms of Reference:**

1.1 To ensure that the academic portfolio is responsive to the priorities of the Strategic Plan (2017/18 –2022/23), informed by the Human Resources Planning Group, Academic Quality and Standards Committee and the Annual Strategic Planning rounds.

1.2 To drive and monitor the activity of the Programme Approval Standing Panel and receive reports from this to support the strategic overview of portfolio development activity.

1.3 To approve a business case on changes to existing home programmes (new programme title, final award, mode of delivery and addition of Welsh language).

1.4 To approve business cases for short courses and micro credentials.

1.5 To oversee new and existing partner(s) proposal(s) including new, relocated and additional campus(es), franchise and validation of programmes and to approve the outcomes of periodic due diligence of partners.

1.6 To approve via recommendation(s) for exit strategies and programme discontinuations.

1.7 In addition to supporting the strategic ambition of the University, to conduct periodic reviews of the full academic portfolio, deploying financial, space resourcing, economic and other performance indicators supplied through annual programme planning rounds.

#### **2. Membership:**

- Deputy Vice-Chancellor (Chair)
- Pro Vice-Chancellor Partnerships and External Engagement (Vice-Chair)
- Dean of the Cardiff School of Art and Design
- Dean of the Cardiff School of Management

- Dean of the Cardiff School of Sport and Health Sciences
- Dean of the Cardiff School of Technologies
- Dean of the Cardiff School of Education and Social Policy
- Director of Marketing and External Relations
- Director of Registry Services
- Director of Quality Enhancement Directorate
- Head of Strategy, Planning and Performance
- Director of Finance
- Director of Student Services, or nominee

### **3. Co-option:**

- Director of Human Resources
- Director of Environment and Estates, or nominee

### **4. Substitutes:**

Where a member is unable to attend, substitution shall be at the discretion of the Chair.

### **5. Observers:**

At the invitation of the Chair.

### **6. In Attendance:**

Clerk to the Committee.

### **7. Quorum:**

Meetings of all committees shall be quorate if 50% or more members are present.

### **8. Frequency of meetings:**

Termly

Meeting 1: To set the annual cycle of validation and review activity for the University.

Meeting 2: To monitor progress of the University's validation and review activity and receive reports of applicant activity.

Meeting 3: To note quality indicators from the Annual Programme planning rounds to inform decision making on existing portfolio.

### **9. Distribution for information:**

Members of the Committee.

### **10. Terms of Reference reviewed and approved on:**

Wednesday, 30<sup>th</sup> June 2021