

**01.5A**

**GUIDELINES FOR SUBMITTING NEW  
ACADEMIC DEVELOPMENT  
PROPOSAL  
FOR  
INITIAL APPROVAL**

# Cardiff Metropolitan University

## Academic Development - New Programme Proposal [NPP]

### 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. If approval is granted the proposal may then be submitted to the University Portfolio Enabling Group (PEG) using the Curriculum Management System Dashboard at <https://cis.cardiffmet.ac.uk/cms/>.

PDC considers the strategic and business case for any new proposal based on key information provided to the Committee via school Deans. Details of the timing and information requirements for PDC approvals can be sought by contacting the Quality Enhancement Directorate on [qed@cardiffmet.ac.uk](mailto:qed@cardiffmet.ac.uk).

Following PDC approval of a proposal PEG considers the initial academic case for the programme and guidance on this process is included below.

The terms of reference of PDC and PEG are included at the end of this document.

#### 1.2 Proposal Timelines

Any New Programme Proposal must gain approval by PDC and PEG prior to any validation. Proposals must normally be submitted to PDC **no later** than its October meeting, and thereafter PEG no later than November, for new campus-based programmes intending to recruit in the following academic year. The validation event must normally be held by the middle of the following May. The normal expectation would be for the programme to start the September following a 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 or PEG as a condition of permitting a late application. Depending upon the imminence of the intended validation event, 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, normally within a week of the PEG meeting, to assure preparations are in place and will be kept on track.

### 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 Section 10.1 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 on please contact the Quality Enhancement Directorate.

## **1.7 Submission of proposals**

NPP submissions for PDC or PEG should be sent electronically to the Quality Enhancement Directorate.

## **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 validation event 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:

- 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];
- Employment 'demands' in terms of skills shortages; market demands – home and/or overseas; particular 'skills sets' offered that are in demand;
- 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 NPP is final and will be used as a steer for the validation panel chair. If anything in the business case changes prior to validation, it must be referred back to PDC for approval.

## 2.2 – Market Intelligence

This section should identify the following:

- 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.

### **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 Academic Development Fund approval].

## 3 Terms of Reference

### **PORTFOLIO DEVELOPMENT COMMITTEE**

Served By: Quality Enhancement Directorate

Reports To: Academic Board

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

The Portfolio Development Committee reports to Academic Board; and its responsibility is:

- 1.1 To ensure that the academic portfolio is responsive to the priorities of the new Strategic Plan (2017/18 –2022/23), informed by the Intake Management Group, the Financial Sustainability Group, Academic Quality and Standards Committee and the Annual Strategic Planning rounds.
- 1.2 To drive and monitor the activity of the Portfolio Enabling Group 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 oversee new and existing partner(s) proposal (s) including new, and additional campus(es), franchise and validation of programmes and progression/articulation agreements through the receipt of due diligence reports.
- 1.5 To approve via recommendation(s) from the Portfolio Enabling Group exit strategies, programme discontinuations, partner campus relocation and periodic due diligence through recommendations from the Portfolio Enabling Group.
- 1.6 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 the Annual Programme Review process.

## **2. Membership**

- Pro Vice-Chancellor Student Engagement (Chair)
- Dean of the Cardiff School of Art and Design, or nominee
- Dean of the Cardiff School of Management, or nominee
- Dean of the Cardiff School of Sport and Health Sciences, or nominee
- Dean of the Cardiff School of Technologies, or nominee
- Dean of the Cardiff School of Education and Social Policy, or nominee
- Director of Marketing and External Relations
- Director of Registry Services
- Deputy Director, Student Recruitment and Marketing
- Business Intelligence Analyst/Developer, Strategy Development Office
- Director of Global Engagement Directorate

## **3. Co-option**

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

## **4. Observer**

- Servicing officer of Portfolio Enabling Group

## **5. Attendance**

- At the invitation of the Chair

## **6. Quorum**

- Meetings of the Portfolio Development Group shall be quorate if 50% or more members are present

## **7. Frequency of Meetings and Conduct of Business**

### 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 Review process via AQSC to inform decision making on existing portfolio.

**8. Distribution for information:** Members of the Committee

**9. Terms of Reference reviewed and approved on (date):** Thursday, 11<sup>th</sup> September 2019

## **PORTFOLIO ENABLING GROUP**

### Membership

Pro-Vice-Chancellor Student Engagement – Chair  
Quality Operations Manager  
Marketing Intelligence Officer  
Director of Registry Services  
Head of Partnerships

### PEG Terms of Reference

The Portfolio Enabling Group will critically review all proposals for academic development and divestment, ensuring these are academically robust, reflect the priorities of the University's Strategic Plan and can be supported by Schools. This multi-faceted remit includes the following three categories of proposal types:

1. Proposals relating to the Programme Lifecycle
2. Proposals relating to the Partnership Lifecycle

**1. Programme Lifecycle:** The Group will consider and where appropriate approve all proposals to develop new programmes, franchise existing programmes and to suspend and discontinue programmes including, in particular:

- a) New Programme Proposals: instigate the programme design and development and validation/franchise processes in accordance with the direction of the Portfolio Development Committee.
- b) Programme Suspension: approve the suspension of programmes for up to two academic years.
- c) Programme Discontinuation: consider applications to discontinue programmes and make recommendations to Portfolio Development Committee.

**2. Partnership Lifecycle:** The Group will consider collaborative provision partnership proposals including:

- a) Periodic Due Diligence: reports on the outcomes of three-yearly due diligence checks of home and international partners and any interim checks triggered by a significant change to the partnership;

- b) Campus Relocations: proposals by partners to relocate approved

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programmes from the original approved location to a new location;

- c) Partnership Termination: exit strategies proposed by the Director of Global Engagement (GE), which give effect to partnership termination, and on approval will instigate the appropriate Collaborative Provision Committee (CPC) monitoring processes.

### **Authority**

In relation to items 1a) 1b) the Group is the decision-making body.

In relation to items 1c) and 2, the Group makes recommendations to the Portfolio Development Committee.

### **Reporting**

Summaries of PEG outcomes and recommendations about programme discontinuation and suspension will be routinely reported to the Portfolio Development Committee (PDC).

### **Frequency of Meetings**

Monthly

### **Quorum**

The meeting will be quorate if at least 50% of members are present.

### **Co-option**

Up to three co-opted members at the discretion of the Chair.

### **Observers**

At the invitation of the Chair.



**PDC/PEG APPROVALS FLOWCHART (Reflecting the Terms of Reference of the Portfolio Development Committee and the Portfolio Enabling Group)**

