**Course Planning and Approval Process Flowchart**

The flowchart below sets out the relative responsibilities of Course Proposers/Schools and AQU Officers in the various stages of the [Course Planning and Approval Process](http://www.worc.ac.uk/aqu/655.htm).

**AQU Officer's responsibilities**

**Course Proposer/School’s responsibilities**

Discuss proposed course within School and with other interested parties, to draw up proposal.

Arrange preliminary meeting with Course Proposer and School Quality Co-ordinator to discuss scheduling of the approval process and role and choice of External Advisers.

Submit formal proposal to Academic Planning and Portfolio Committee via the Course Proposal Form/s. Once agreed by APPC, recommendation for approval to be confirmed by Vice Chancellor’s Advisory Group (VCAG).

Receive and review ITA form to identify risks and how these will be managed/mitigated, any specific requirements for process and/or documentation, forward completed form to Director of QED to approve External Advisers.

Engage in discussions with AQU about process and timing.

Complete [Intent to Approve Form (ITA)](https://www.worc.ac.uk/aqu/655.htm) including details of External Advisers.

Once ITA form has been approved contact the Course Proposer, inform central services (i.e. Student Records, LTTU, etc.), and the External Advisers with information on roles.

Develop draft course documentation: module specs, programme specs and handbook.

Make arrangements for final approval meeting: date, room booking/venue, catering, hotel booking for External Adviser 2 if required and recruitment of Chair, internal and student panel members. Comment on draft programme specification and, where relevant, regarding variations to regulations liaise with Director of QED and Academic Registrar.

Consult with AQU Officer, internal stakeholders (Student Records, Comms, etc.), employers and External Adviser 1.

Engage in relevant School internal scrutiny process to check and finalise course documentation.
Request report from External Adviser 1.

Submit final draft documentation to AQU Officer with
[form signed by School Quality Co-ordinator/Head of Department](https://www.worc.ac.uk/aqu/655.htm) confirming suitability for circulation, with resource statement and EA1 report,
**normally 3 weeks before final approval meeting**.

Distribute documentation (electronically) for final approval meeting to attendees including External Adviser 2. Circulate indicative draft agenda based on participants’ comments and any matters raised in the report of External Adviser 1.

**ASQEC confirm Approval/Re-approval followed by notification to Academic Board. AQU Officer to notify all relevant parties including Comms for information for prospective students. AQU Officer to complete/issue agreement for collaborative courses.**

Consider and respond to any actions required from final approval meeting and provide written response and updated documentation as appropriate.

Produce report of meeting, including action plan template where required and circulate with response deadline date.

Check actions have been appropriately addressed (consulting with Chair and External Adviser 2 where appropriate).
Send final prog spec to DQED for final sign off.

Submit completed action plan with any amended documentation to AQU Officer by agreed deadline date.

Submit final report with completed action plan to the next Academic Standards and Quality Enhancement Committee.

**Attend final approval meeting (with course team), with Chair from another School, External Adviser 2, member of staff from another School, Student Representative and an AQU Officer in attendance.**