

Course Development and Design Policy

1. Internal and External Reference Points

- 1.1 The London Metropolitan University policy and process for course design have been developed in consultation with the QAA Quality Code published in March 2018, and the QAA Advice and Guidance on Course Development and Design published in November 2018.
- 1.2 Course teams should consult and consider internal (Academic Regulations, General Student Regulations) and external reference points in the development of courses including Subject Benchmark Statements, the Framework for Higher Education Qualifications in England (FHEQ), Apprenticeship Standards and any Professional, Statutory and Regulatory Bodies (PSRB) requirements.

2. Course Development and Approval

- 2.1 London Metropolitan University aims to develop and provide courses that meet appropriate threshold standards, provide students with an inclusive and up to date curricula, prepare students for employment, and provide students with a high-quality experience and positive outcomes. To ensure this all courses at London Met, including those at collaborative partners, are subject to course development, approval, and validation procedures.
- 2.2 Academic Portfolio Committee (APC) has delegated responsibility on behalf of Academic Board for the business case approval of new courses at London Met and its collaborative partners. Once a business case is approved, AQD appoints a panel to consider course approval at a Validation event. Outcomes of Validation events must be confirmed by the Chair of each panel before courses can commence.
- 2.3 Course teams must follow the course development and approval process and a course will not go to validation until a completed business case is submitted and approved by APC. Collaborative partners will also need to have an approved business case and progression to a validation event will only occur once institutional approval is in place.
- 2.4 Once a business case is approved by APC, the course will need to be validated within two academic year cycles. If the validation is not completed within the time, the Course team will need to revise and resubmit the business case

proposal to APC. This is to ensure that the curriculum is still relevant and that there is a market demand for the course.

- 2.5 Courses are approved through a validation event. For courses based at London Met, this will normally take place online. For partners this will also apply although an exception can be made on a case-by-case basis for the event to take place at the partner institution. Validation events will include internal and external panel members including academic and industry representatives, and a student panel member. The panels will confirm that threshold standards are met for the course to be approved.
- 2.6 Course design and validation events take into consideration any requirements from PSRBs where applicable and ensure that any naming conventions related to courses with PSRB requirements are met. Where a validation event is jointly held with the PSRB, London Met will ensure that all the PSRB requirements are covered within the joint event.
- 2.7 Courses are normally approved for a period of 5 years. Thereafter they will be expected to be revalidated through the periodic review process. Collaborative Academic Partner courses are initially approved for a 3-year period, or as outlined in the collaborative agreement.

3. Course Modifications

- 3.1 Changes to courses are subject to modification procedures as outlined in section 7 of the Quality Manual. Courses that exceed material modifications of 30% of core modules, or 20% of core modules and another material change such as a change of title in a validation cycle will trigger a Periodic Review.