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 June 2024 and the QAA Advice and Guidance on Course Development and Design published in November 2018. The focus is on meeting the requirements of the Office for Students B Conditions, by providing a high-quality educational experience

1.2 Course teams should consult and consider internal (and external reference points in the development of courses including University (Academic Regulations, General Student Regulations, 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 offer courses that meet appropriate threshold standards, provide students with an inclusive and up to date curricula, enabling the development of relevant skills, and providing students with a high-quality learning experience leading to 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 The Academic Portfolio Committee (APC) has delegated responsibility on behalf of Academic Board for the approval of business cases for new courses at London Met. Business cases for collaborative partners require approval by the Collaborative Partnerships Committee (CPC) through its delegated responsibility from Academic Board. Progression to validation will only occur if institutional approval is also in place.

2.3 Once a business case is approved, it is expected that a campus-based course will be validated within a two academic year cycle. If the validation is not completed within this time scale, the Course team will be required to update and resubmit the business case proposal to ensure that the curriculum is still

relevant and that there is market demand.

2.4 For Collaborative Partnership provision, once a business case is approved in principle by CPC, AQD will schedule an approval event in accordance with the anticipated start date of the course stated in the business case. The approval event will be timely and consider the time needed for marketing and recruitment by the partner before the course starts.

2.5 For new courses based at London Met, validation/approval 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.

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 Outcomes of Validation events must be confirmed by the Chair of each panel before courses can commence. Courses are normally approved for a period of 5 years. Thereafter, they will be expected to be approved through the re-validation process. Collaborative Academic Partner courses are initially approved for a 3-year period, or as outlined in the collaborative agreement.