



leeds metropolitan university

# **Academic Principles and Regulations**

**Section B10:  
Undergraduate Combined Subject Awards:  
Approval and Review**

**August 2011**

Approved July 2010

<b>SECTION B10:</b>	<b>Undergraduate Combined Subject Awards: Approval and Review</b>	<b>1</b>
<b>B10.4</b>	<b>Undergraduate Combined Subject Awards: Approval and Review</b>	<b>1</b>
B10.4.1	Strategic Planning Approval	1
B10.4.2	Academic Approval	1
B10.4.3	Periodic Review	1
B10.4.4	Monitoring and Management of Undergraduate Combined Subject Awards	1
B10.4.5	Modifications to Schemes or Courses in Approval	1
B10.4.6	Annual Review and Enhancement	1
B10.4.7	Awards withdrawn from the University Portfolio	2
B10.4.8	Documentation and Records	2

## **SECTION B10: Undergraduate Combined Subject Awards: Approval and Review**

### **B10.4 Undergraduate Combined Subject Awards: Approval and Review**

#### **B10.4.1 Strategic Planning Approval**

The University requires that all proposed academic provision is subject to Strategic Planning Approval before it can be included within the University's portfolio.

Strategic Planning Approval for Undergraduate Combined Subject Awards must be prepared by staff responsible for the two main subjects.

A lead faculty must be identified at the planning stage. The lead faculty is responsible for submission of the Strategic Planning Approval.

Strategic Planning Approval must be submitted in accordance with section B1.

#### **B10.4.2 Academic Approval**

The University requires that all Schemes or Courses leading to an award of the University undergo a formal process of academic approval.

Academic Approval of Undergraduate Combined Subject Awards must be prepared by staff responsible for the two main subjects in accordance with section B2. The two subjects must be approved together to assure the academic coherence of the award and the student experience.

The lead faculty will be responsible for the management of the academic approval in accordance with section B2

#### **B10.4.3 Periodic Review**

Periodic review is the process whereby the progress of an approved Scheme or Course is critically appraised at intervals, determined by the University, by a Review Panel including external peers. All Schemes and Courses must be periodically reviewed within a 5 year period, without exception. The Dean of Faculty or Associate Dean must provide the Registrar and Secretary via the Head of Quality, Standards, Review and Enhancement with an annual Schedule of Approval and Review for the entire faculty portfolio for the current academic year by 30 September including details of periodic review. The lead faculty will include Undergraduate Combined Subject Awards on their schedule.

Periodic Review of Undergraduate Combined Subject Awards must be prepared by staff responsible for the two main subjects in accordance with section B3. The two subjects must be periodically reviewed together to assure the future academic coherence of the award and the student experience.

The lead faculty will be responsible for the management of periodic review.

#### **B10.4.4 Monitoring and Management of Undergraduate Combined Subject Awards**

All Awards of the University shall be managed and operated in accordance with University Regulations.

The lead faculty is responsible for appointing a Course Leader.

The Course Leadership Team will include appropriate representation from the two main subjects to facilitate effective management and delivery of the Undergraduate Combined Subject Award.

A schedule of contact names relating to delivery of the Undergraduate Combined Subject Awards and related activities will be established to facilitate liaison and effective management of the student experience. (An indicative schedule and calendar may be found in associated guidance documentation.)

#### **B10.4.5 Modifications to Schemes or Courses in Approval**

During the period of approval it may be necessary to make changes to the Scheme and/or Course. Regulations and procedures for the approval of changes will depend upon the scale of the modification(s) proposed. Modifications to Undergraduate Combined Subject Awards must be prepared by staff responsible for the two main subjects in accordance with section B5.

Major modifications will normally be considered by the Faculty Board or its sub committees of the lead faculty with appropriate representation from staff in the two main subjects.

#### **B10.4.6 Annual Review and Enhancement**

The University requires that all academic provision be kept under continuous review in order to ensure both that its quality and standards are operating as intended and that programmes of quality enhancement are developed, implemented and evaluated.

All activity pertaining to annual review and enhancement of Undergraduate Combined Subject Awards must be prepared by staff responsible for the two main subjects in accordance with section B6.

The lead faculty will be responsible for the management of annual review.

**B10.4.7 Awards withdrawn from the University Portfolio**

All activity pertaining to withdrawal of Undergraduate Combined Subject Awards must be prepared by staff responsible for the two main subjects in accordance with section B7.

The lead faculty is responsible for submission of withdrawal documentation.

**B10.4.8 Documentation and Records**

All activity pertaining to documentation and records of Undergraduate Combined Subject Awards honours awards will be managed in accordance with section B8.

The lead faculty is responsible for retaining a set of definitive course documentation.