

**CAP Guidance 4: Relationship between Course Re-Approval and Periodic Reviews**

**Course Re-Approval**

When courses are approved/re-approved they remain in approval subject to satisfactory annual evaluation.

Course re-approval can be triggered in a number of ways:

* A course team/School can request re-approval
* The effect of cumulative change
* Outcome from Department Periodic Review
* Quality & Educational Development Department can request a course is re-approved based on key metrics

Courses should be continually monitored and improvements recommended through the Annual Evaluation process. Course development and enhancement should be part of the Course Team’s ongoing reflection on the provision and in response to stakeholder & student feedback.

The University’s approach to managing Module and Course Amendments is underpinned by a commitment to proportionality based on the perceived level of risk, the impact on the course as approved, and the associated level of externality required to inform and confirm the revision. In the main, Module and Course Amendments are managed by the School through the College CMAS Committee.

The effect of minor changes over a period of time may lead cumulatively to a significant revision of the course as originally approved. An annual paper is prepared by the School for the College LTQE Committee (through the School AER process), identifying the volume and level of change made to modules, and makes recommendations for courses which should undergo re-approval.

Course Re-Approvals where material changes are being requested, such as changes relating to award title, mode of delivery and/or location of the course in order that consideration can be given to the implications for contractual liabilities, resource implications, public information, and communications with applicants and/or students, is subject to the agreement of APPG. Further information on this can be found in **APPG Guidance 1:** [Relationship between Course Change, Course Re-Approval and APPG](https://www2.worc.ac.uk/aqu/documents/APPG_Guidance_1.docx)

**Department Periodic Review**

Individual courses are no longer re-approved in a 6 year cycle since revising the Department Periodic Review process. Department Periodic Review does not re-approve courses – it can, however, recommend that a course should be re-approved. Courses remain in continuing approval subject to satisfactory annual evaluation, and it is expected that courses will continuously develop in response to feedback and evaluation.

The Department Periodic Review process focuses on the management of academic standards and quality at academic department level against a set of University expectations. The purpose of Periodic Review is to review and evaluate the management of academic standards and quality across the taught provision of a department, whilst also supporting continuous improvement in the student academic experience and in student outcomes. The Review panel comes to their judgements based on course-level documentation such as Programme Specifications, Module Specifications, and Course Annual Evaluation Reports.

An outcome from the Review may include a requirement to re-approve a course within a certain time period in order to guarantee standards or the quality of the student learning experience. Exceptionally, an outcome may be a recommendation for suspension or closure of a course.

Periodic Review includes the review of how a Department manages the oversight of collaborative provision although courses delivered under a collaborative arrangement will be reviewed as part of the Partnership Periodic Review process every six years. The Partnership Periodic Review process is the mechanism by which continuing approval of current partnership provision is confirmed or in some cases recommended for re-approval or exceptionally, suspension or closure.

**Partner Periodic Review**

The primary outcome of the Partnership Periodic Review process is the re- approval of the partnership and the associated course(s) for up to six further years. With respect to courses, Partner Period Review does not involve consideration of restructuring of provision (course re-approval/major change of courses). The intended outcome of PPR is to re-affirm the partnership, and courses within the partnership, normally for a further period of six years, subject to engagement with the terms of any action plan, as appropriate.

Where a collaborative course is classed as validated provision, the Partner Periodic Review re-approves the course for a further period of six years. Where a course is classed as franchised provision, the Partner Periodic Review re-approves the partner’s delivery of the courses for a further period of six years.

An outcome from the review may include a requirement to reapprove a course within a certain time period, in order to guarantee standards or the quality of the student learning experience.