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.

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 offer 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 The Academic Board has responsibility for the business case approval of new courses at London Met. Business cases for collaborative partners require approval by the Collaborative Partnerships Committee (CPC) and progression to validation will only occur if institutional approval is also in place.

2.3 Once a business case is approved for a campus-based course, it is expected that the course will be validated within two academic year cycles. If the validation is not completed within this timescale, the Course team will be required to update and resubmit the business case proposal. This is to ensure that the curriculum is still relevant and that there is a market demand for the course.

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 as stated on the business case. The approval event will be timely and take into account 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. 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   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.

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 re-validation.