

**QUALITY ASSURANCE HANDBOOK 2018/19****SECTION A: APPROVAL OF A NEW QUALIFICATION****Contents:**

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A1 FORM	New qualification proposal form	

**Introduction:**

- A1: A new qualification is one not currently offered by the University (e.g. MEng).
- A2: The Academic Board will consider and approve any proposals for a new qualification. It will consider proposals in the context of the existing University qualifications and their relationship to each other and to the qualifications of other bodies. In particular the Academic Board will consider the proposed qualification in terms of:
- its position within the national qualifications frameworks,
  - the characteristics and level of the proposed qualification that would both distinguish it from existing qualifications and relate it to them,
  - the rationale for the new qualification (including any proposed new course of study that is intended to be offered as that qualification type), and
  - the likely demand for and recognition of the proposed qualification by institutions, students and employers.
- A3: This process is not for the approval of specific additions to the University's portfolio, which will be considered separately through the portfolio planning process (section B) and will require the completion of a new course proposal form (Form B1).

**Process:**

- A4: An A1 form must be completed by the relevant Executive Dean of Faculty / Principal and Chief Executive of OCA.
- A5: The completed A1 form will be considered by the proposing Faculty Management Team / OCA Management Team.
- A6: Once signed off by the Faculty Management Team / OCA Management Team, the A1 form will be considered by the Academic Board, which will consider:
- the alignment of the proposal to the Academic Strategy,
  - the rationale for offering the new qualification type, and
  - any regulatory implications of the new qualification type.

- A7:** Following approval by the Academic Board the new Qualification will be added to Annex 2 of The Awards of the University regulations and incorporated within the appropriate academic framework (either the Common Credit Framework or the OCA Academic Regulatory Framework). The regulatory changes will be considered by the Academic Quality Committee prior to approval by the Academic Board.