University of Glasgow

Academic Standards Committee – date

Audit Report on Course Approval Activity from the College of xxxx

Name of report author

Schools have responsibility for considering and approving all course proposals (new, amend and withdraw). However, Colleges are required to audit this approval activity to ensure that the standard of proposal documentation remains high and that Schools are adhering to the published procedure.

In line with this recommendation, the College has spot-checked a sample of proposals, for which the full documentation for the proposals have been examined.

Proposals approved by Schools in the College of xxx during session xxx:

|  |  |  |
| --- | --- | --- |
| ***Proposal Type*** | ***Number of proposals approved*** | ***Number of proposals audited*** |
| ***New course*** |  |  |
| ***Amend course*** |  |  |
| ***Withdraw course*** |  |  |

The following **new course** proposals were audited:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Course Title*** | ***School*** | ***Documentation complete and of required standard\**** | ***Consultations completed prior to School approval\**** |
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\*’No’ responses to these should be given further explanation, and information on how the problem has been resolved.

The following **amend course** proposals for substantive changes were audited:

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| --- | --- | --- | --- |
| ***Course Title*** | ***School*** | ***Documentation complete and of required standard\**** | ***Consultations completed prior to School approval\**** |
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\*’No’ responses to these should be given further explanation, and information on how the problem has been resolved.

The following **withdraw course** proposals were audited:

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| --- | --- | --- | --- |
| ***Course Title*** | ***School*** | ***Documentation complete and of required standard\**** | ***Consultations completed prior to School approval\**** |
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\*’No’ responses to these should be given further explanation, and information on how the problem has been resolved.