



University  
of Glasgow

## Programme and Course Approval Process

### Consultations

#### The Purpose of Consultations

Consultations are a critical part of the approval process as they provide the opportunity for independent review of the proposal, thus confirming that academic standards are appropriate and enhancing the transparency of the process. The external academic consultation also contributes to the confirmation of standards of provision at Glasgow.

Possible consultations that might need to be undertaken:

- External Academics
- Students/Applicants
- Marketing, Recruitment & International Office
- Potential Employers
- Other Contributing Schools/RIs
- Professional/Regulatory Bodies
- Space Management & Timetabling
- Academic Services
- Glasgow International College

Not all consultations are compulsory. Some are mandatory but others are required only in particular cases. For instance, if a programme or course is accredited by a professional/regulatory body, that body should be consulted – e.g. the British Psychological Society, the Institute of Physics, the General Medical Council, etc.

Please see the guidance grid for a quick overview of which consultations are required for which proposals.

#### **Mandatory consultations for programme proposals:**

- External academics (all programme proposals)
- Students/Applicants (all programme proposals)
- Marketing, Recruitment & International Office (new/amend programme proposals)
- Glasgow International College (withdrawal proposals for programmes that might be taken by GIC students)

#### **Mandatory consultations for course proposals:**

- External academics (all course proposals)
- Students/Applicants (all course proposals except in the case of withdrawal where the course being withdrawn has had no students enrolled for at least one session)
- Space Management & Timetabling

Note that, in line with the resolution of Senate that Wednesday afternoons should be kept free of teaching, any request for timetabling on Wednesday afternoons may be declined if there has been no prior consultation with SMTT.

## Guidelines for Consultations:

### ▪ **External Academics**

An external academic will normally be the External Examiner where one is in place. If the course or programme is new, and there is no External Examiner yet in place, the external academic should be a person whom the School might approach to become an External Examiner.

- Documentation: ([External Academic Consultation Proforma](#)) – both sections must be completed **before** the proposal is submitted to the College Board of Studies (or the School/Research Institute, in the case of course change/withdrawal proposals). The course/programme team must provide detailed information on how they have responded to any matters raised by the External Academic.

### ▪ **Students/Applicants**

Those students participating in a consultation exercise need not be a group of students on that course or programme (previously a problem where there was no similar course on offer), but rather Schools should consult the group of students which is academically closest to the proposal. Any existing applicants should also be consulted.

- Documentation: ([Student Consultation Proforma](#)) – this must be completed **before** the proposal is submitted to the College Board of Studies (or the School/Research Institute, in the case of course change/withdrawal proposals). The course/programme team must provide detailed information on how they have responded to any matters raised by the students/applicants.

### ▪ **Marketing, Recruitment & International Office**

In the programme approval process, MaRIO's judgement of market potential will be a critical factor to be taken into account as to whether a proposed new programme is approved by the College. In situations where a judgement of low market potential (formerly a red light) is issued from MaRIO with regard to viability, consideration has to be given to any actions that can be taken to improve the viability of the proposal. This should normally be done in advance of the formal submission of the proposal to College Board of Studies. It is important to note that College Boards of Studies are required to verify that Schools/Research Institutes have taken appropriate steps to ensure that programmes are robust, viable and deliverable and in the interest of the University. For this reason, any proposal which has received a judgement of low market potential from MaRIO should not proceed to the College Board of Studies until **the College Management Group** (or another body acting on its behalf) is satisfied the proposal demonstrates strategic alignment and is viable in terms of financial and all other resources.

This would need to be demonstrated in the material submitted to the College Board of Studies, not only through a revised proposal itself, but also in the minutes of the meetings of the relevant School/RI committees and the College Management Group (or of the body to which the College Management Group has delegated responsibility for such decisions).

### ▪ **Potential Employers**

Consultation should be undertaken where appropriate. This will apply especially to any programme which is intended (even in part) to prepare students for a particular career or group of careers. ([Employer Consultation Proforma](#))

- ***Other Contributing Schools/ RIs***

**Consultation must be undertaken if other schools or RIs are affected by the proposal.** For example, joint honours or collaborative programmes might require consultations from other contributing school or Research Institute.

- ***Professional/Regulatory Bodies***

This consultation is required if the course or programme is accredited by a specific professional or regulatory body such as BPS, IOP, GMC etc.

- ***Space Management & Timetabling***

Consultation with SMTT is mandatory for all new courses and some amendments, and should be reflected in proposal documentation. A consultation form can be found [here](#).

- ***Academic Services***

The Learning Enhancement & Academic Development Service (LEADS) can provide expertise regarding the course design and organisation. The Academic Development Unit in LEADS can be consulted for advice on curriculum review (including online learning) and evaluation of learning and teaching. For your College's named contact, please refer to <https://www.gla.ac.uk/myglasgow/leads/about/collegecontacts/>.

- ***Glasgow International College***

GIC should be consulted on programme withdrawal proposals where GIC students would have been eligible to join the programme. This ensures that any student joining GIC with the intention of proceeding to a specific GU programme the following year is consulted, and is aware as early as possible that the programme may be withdrawn. They can then seek an alternative programme.

Information on the process for Continuing Professional Development courses should be obtained from College CPD/PPD Officers.

## Consultations requirements grid : (example guidance grid)

		External Academic	Students / Applicants	Space Management & Timetabling	Academic Services	Other Schools / RIs	Potential Employers	MaRIO	Learning Enhancement & Education Development Service	Professional / Regulatory Bodies	Glasgow International College
Programme	New programme	Always	Always	No	Optional	Sometimes	Sometimes	Always	Optional	Sometimes	Optional
	Amend programme	Always	Always	No	Optional	Sometimes	Sometimes	Sometimes	Optional	Sometimes	Optional
	Withdraw programme	Always	Always	No	Optional	Sometimes	Sometimes	Always	Optional	Sometimes	Sometimes
Course	New course	Always	Always	Always	Optional	Sometimes	Sometimes	No	Optional	Sometimes	No
	Amend course	Sometimes	Sometimes	Sometimes	Optional	Sometimes	Sometimes	No	Optional	Sometimes	No
	Withdraw course	Sometimes	Sometimes	No	Optional	Sometimes	Sometimes	No	Optional	Sometiomes	No