

## **Academic Policy**

### **A14 ADDITION OF VALIDATED PROGRAMME TO AN APPROVED DEGREE CENTRE**

#### **1. Purpose**

In the event of a new programme being validated by Middlesex University, the following procedures need to be followed prior to an approved degree centre starts offering a programme.

This is the process by which SAE Institute ensures that any degree centre is capable of offering, delivering and managing the additional programme in the appropriate standard.

Within the framework of accredited status, the Institute is responsible to the University for any additional programmes added to an existing degree centre and reporting to the University.

In the event of an existing degree centre wishing to start offering a degree programme that was not included in the initial degree centre approval, the following process needs to be followed:

#### **2. Documentation**

The Campus Academic Coordinator shall prepare a proposal in consultation with the Group Academic Coordinator (if applicable), Campus Manager and Programme Coordinator (if applicable) and should make a formal request to the Senior Academic Coordinator in the form of a proposal containing the following information:

1. Background of Campus
2. Middlesex University validated programmes currently being offered
3. Rationale
4. Breakdown of any part of the programme that is already being offered, e.g. SAE Diploma
5. Students numbers projection for 1 year
6. Resources
  - 6.1. Facilities
  - 6.2. Hardware
  - 6.3. Software
  - 6.4. Books/access to local libraries/digital libraries
  - 6.5. CVs of proposed staff for the programme
  - 6.6. Additional resource investment for this programme, if any.

The campus manager should be copied to the correspondence.

#### **3. Possible outcomes**

The Senior Academic Coordinator will consult with the Director of Academic Affairs and:

1. May request further information or

2. If satisfied with the documents and evidence provided, make a recommendation to the Academic Director.

#### **4. Decision**

The Director of Academic Affairs will write to:

1. the Campus Academic Coordinator, Groups Academic Coordinator (if applicable), Senior Academic Coordinator, the Campus Manager, Regional Manager (if applicable), Associate Academic Director, Registry Officer and Middlesex University and approve the proposal, or
2. the Campus Academic Coordinator, Groups Academic Coordinator (if applicable), the Campus Manager, Regional Manager (if applicable) and approve Subject to conditions and/or recommendations, or
3. The Academic Director will write to the Campus Academic Coordinator, Groups Academic Coordinator (if applicable), the Campus Manager, Regional Manager (if applicable) reject and referred back for further work.

#### **5. The Confirmation**

The unconfirmed report should be circulated to all members of the academic group listed under the 'decision'

#### **6. Post Approval**

Immediately prior to the first intake, the campus should inform the Senior Academic Coordinator and the Registry Officer of course commencement.

#### **7. Addressing conditions**

Any conditions placed as a response to the proposal, the conditions should be fulfilled and the confirmation with evidence where applicable should be presented back to those copied in the correspondence within the set deadline.

#### **8. Resubmission of Proposal**

For any proposal that has been rejected, the full process would need to be followed when all points raised have been addressed.

#### **9. Records**

*9 September 2009 policy implemented (Approved by Chair Academic Board)*

*28 February 2011 policy approved (by the CEO & Managing Director)*