New course validation

New Kingston University course

Proposer completes **New Course form** and submits to PMG Clerk

New course with a new or existing collaborative partner

Proposer completes **Form A2a** and submits to PMG Clerk

Curriculum Review of an existing course

Proposer completes **Form G1** and submits to QAE

Proposal considered at PMG

Proposal considered at QAPCC

Not approved

Approved

QAPCC Debrief circulated*

Not approved

*QAPCC debrief circulated via email to the following recipients confirming approval (within 3 days of approval):

- Proposer and course team
- Dean
- Head of School
- Head of Department
- SDLT
- ULO/PLO (if applicable)
- Chair of SVP/Validation Event
- SVP Lead Reviewers/validation panel members
- Academic Registry
- Portfolio Performance
- Institutional Performance and Statutory Reporting
- Timetabling and Exams
- Finance
- Admissions
- Web team
- Marketing
- CSA
- Student Services
- Estates
- RASC
- QAE

Changes made to the following information since PMG approval and before validation completed will require reapproval by PMG:

- Course title (inc award)
- Addition of FY and PP routes
- Intake entry points
- First intake
- Learning mode
- Delivery mode

Once approved by PMG, new course/partner proposal form will be updated and the process will continue from its current position.

Once a course has been fully validated and all conditions met, any further amendments, including those made before first delivery, must follow the formal academic portfolio change process and be submitted to QAPCC for approval.

For NEW collaborative partner provision ONLY

Proposer completes New Course/Partner Proposal form on CMS (within 3 weeks)

Planning meeting

QAPCC approves Due Diligence Report and debrief circulated

Due Diligence completed by QAE

CMS notifications sent to the following to take action:

- Institutional Performance and Statutory Reporting
- FMBP
- Web team
- Student Records
- Finance
- Admissions

For timeline and sequence please refer to: AQSH Section A Annex A

Validation documentation created (inc Design Thinking Workshop if applicable)

Internal scrutiny

Dean sign off to proceed to SVP/validation event

Once approved by PMG, QAE will inform the following by email to take action as required:

- Institutional Performance and Statutory Reporting
- FMBP
- Web team
- Student Records
- Finance
- Admissions

Validation timeline

KU courses that recruit via UCAS should be fully validated (i.e., all conditions signed off) at least 18 months before the intended start date.

KU PG courses should be fully validated (i.e. all conditions signed off and website updated) by end of August of the preceding academic year.

For all other courses, there must be three clear months between full validation and the proposed start date of the course.

Curriculum Review timeline

A Curriculum Review of existing courses (UG and PG) must be completed (conditions response completed and approved) by the end of August of the preceding academic year.

For provision to be delivered at KU

For ALL partner provision/or where required for KU provision e.g. PSRB requirement

SVP meeting

Validation event

Not approved

Approved

Not approved

Additional requirements for Curriculum Reviews ONLY

A7 form completed to confirm student transition arrangements (if the new version will be offered to existing students) (within 3-4 weeks)

CMS notification sent to the following recipients to take action as required:

- Student Records
- FMBP
- Web team
- Timetabling
- Admissions
- CSA
- Head of Department
- Proposer

For timeline and sequence please refer to: AQSH Section A Annex A

Notification circulated via email to the following recipients confirming course as fully validated (within 3 days of sign off):

- Proposer and course team
- Dean
- Head of School
- Head of Department
- SDLT
- ULO/PLO (if applicable)
- Chair of SVP/Validation Event
- SVP Lead Reviewers/validation panel members
- Academic Registry
- Portfolio Performance
- Institutional Performance and Statutory Reporting
- Timetabling and Exams
- Finance
- Admissions
- Web team
- Marketing
- CSA
- Student Services
- Estates
- RASC
- QAE

Once A7 completed QAE email form to the following departments:

- CSA
- RASC
- Student Records
- QAE
- Head of Dept