Definitive Programme Documentation Policy

Document title

Contents

1. Scope

1.1. This policy outlines the approach adopted by GBS to meet its responsibility for managing its academic infrastructure and regulatory expectations for maintaining information about programmes.

2. Aims

2.1. The purpose of this policy is to outline GBS' approach to managing Definitive Programme Documentation (DPD) for formal approval activity and throughout all delivery stages and the appropriate retention period. This policy applies to staff and students who are involved in programme design, development and approval processes, modifications and periodic reviews. It also covers the operational aspects of delivery, systems preparation

control of updates to GBS systems to prepare programme delivery, with 'Thesis', 'Moodle' and marketing materials amongst others, developed in preparation.

4.4. Formal publication of these definitive programme documents is **controlled** by the Academic Standards and Quality Office. Once the DPD is finalised, the Director Academic Standards and Quality authorises publication of the approved DPD to update the GBS systems, sites and documents which refer to the authorised DPD from a single source.

4.5. Nominated senior staff confirm use of the DPD to update systems for student records such as Thesis, sites including the GBS website and documents such as handbooks to ensure that all references made to DPD remain consistent with the source records.

4.6. GBS departments receive the DPD to update systems and links according to agreed publication procedures. Duplication of the DPD is controlled and required for the external publication system (GBS website). Publication to internal and student facing systems (Unit4, SharePoint, Student Moodle sites and Programme Handbooks, Life etc) are through links maintained to the DPD Directory held by ASQO. The Academic Standards and Quality Office maintains oversight and control of the core DPD and publication approaches for definitive documents. Regular checks are undertaken to assure compliance.

5. Changes to existing programmes

5.1. Programme modification processes are managed internally and considered and approved by the Academic Standards and Quality Committee before any submission to the relevant awarding body. Minor modifications are undertaken and approved by the Academic Standards and Quality Committee, whilst major modifications records are considered initially by the Academic Standards and Quality Committee, before being recommended for approval by Academic Board. Once internal approval is secured, the DPD is submitted to the relevant awarding body

5.3.   Following approval by the relevant GBS academic governance body, the Academic Standards and Quality Office will formally communicate modifications to the awarding body (for validated provision only).

5.4.   On receiving formal approval of the modifications by the relevant awarding body, and the sign off by the Chair of Academic Board, an email notification, with reference to the approved DPD Programme and/or Module/Unit Specifications, is circulated to relevant departments at GBS for operation of the programme records to deliver student awards. The presentation specifications for the Definitive Programme Documents are agreed with the awarding partner. These are then used to update GBS systems to prepare for marketing and recruitment activities and programme delivery, according to the timeline agreed with the Academic Standards and Quality Office.

5.5.   System updates to Thesis, Moodle and marketing materials are signed off by the Academic Standards and Quality Office with the relevant departments. This follows publication of the DPD materials according to the publication arrangements in place on external, internal and student facing systems (GBS website, Unit4, SharePoint, Moodle sites and Programme Handbooks, Life etc). The duplication of materials is kept to a minimum and expressed through linkages made to the core documents where possible. The Academic Standards and Quality Office maintains oversight and control of these definitive documents throughout the development and delivery activities.

5.6.   Once GBS Academic Board confirms the suspension of a programme, the agreed necessary actions for systems updates are monitored through the Academic Standards and Quality Office. Where GBS' Academic Board confirms closure of a programme, a continuity plan is drawn up and the Academic Standards and Quality Office who publishes the details and timeline of the 'teach out'. The progress of the continuity plan is monitored through the Academic Standards and Quality Committee and the Academic Standards and Quality Office, which works with the relevant departments and faculty to ensure the plan is executed.

6. Professional Statutory and Regulatory Body documentation

6.1.   All documentation related to the application and approval of accreditation provided by Professional, Statutory and Regulatory Bodies (PSRB), together with all accompanying details of the arrangements for accreditation, are maintained by the