

5.4 Module and programme approval process

Aims of the approval process

The approval process should provide sufficient information to assure The Open University that the following issues have been considered:

- the viability of the module or programme in terms of market and likely numbers of entrants (including the plan to recruit these students);
- the resources required (teaching staff, support staff, IT, including consultation with relevant service providers);
- the contribution the proposed programme will make to achieving the aims and objectives of the Teaching & Learning Strategy;
- the views of students;
- the views of an external subject specialist (including PEAC and service users) and, where relevant, of professional bodies;

The process should also provide sufficient information to assure The Open University that the module or programme is appropriate in terms of:

- the specification of aims and learning outcomes;
- the alignment of the aims and learning outcomes with the relevant qualification and level descriptors (and thereby the national expectations set out in the UK Quality Code), and the appropriateness of the aims and learning outcomes to the subject benchmarks;
- the design of the curriculum to meet the aims and learning outcomes;
- the design of the modes of learning and teaching to meet the aims and learning outcomes;
- the design of the modes of assessment to demonstrate that the aims and learning outcomes have been met;
- the key skills provision within the programme;
- the arrangements for student support.

Following relevant internal approval of proposals the approval process follows the guidance set out in the Open University Handbook for validated awards (hard copy available from either the Director of Education and Training or the Head of Academic Quality).

Flowchart of new module or programme approval process

