Quality Process Sheet 13: New Programmes and Market Impact and Authorisation (MIA) Process

Process:
On agreement within the Faculty that a new programme can be developed the academic lead must contact the Faculty Quality Account Manager in order to take this forward.

The Quality Account Manager will create an on-line Market Impact and Authorisation (MIA) for the academic lead to complete and will send a link to that form via e-mail. The MIA must be completed and once this has been done, the academic lead should notify the Quality Account Manager who will ensure the form is signed off by the Faculty Executive.

The academic lead must remember that:

- Professional Development framework descriptors should follow the format BSc(Hons) Professional Development (*named descriptor*)
- Programmes that are named 'and' should cover 50:50 each subject area
- Programmes that are named 'with' should have a subject ratio of 70:30

The status of the MIA is changed to 'ready for PDG' and this enables the members of the Portfolio Development Group (PDG) to be sent a link to the documentation by the officer of PDG. The Chair of the PDG is the Pro Vice Chancellor Student Experience.

The members of PDG indicate 'authorisation to proceed' or 'discuss' prior to the meeting and then during PDG (or by the Chair if a virtual meeting) will then authorise, authorise with conditions, or not authorise the MIA.

A MIA Outcome is produced which will be sent to the academic lead to advise that they can move to the design phase of the development. At this point the codes for the new programme are agreed.

At the same time the Courses Database is advised of the new programme, so that they can make it available as '*subject to approval' and the Curriculum Architects put the bare bones of the programme on to the student database (ISIS).

Design and approval stage:

New programmes are classed as "high" impact for scrutiny purposes and should follow the design/approval procedure laid out in QPS14.
Once the approval stage is complete the * is removed from the programme in the Courses Database by Marketing.

Quality Account Manager:
- Create Work Log in CAR (Curriculum Approval and Review SharePoint site)
- Create Market Impact and Authorisation (MIA) using 'MIA in development' as status
- Select 'new' or 'addition to'
- Send link to MIA to academic lead for completion (copy in Quality Officer, ROM and Associate Dean Resources

- When advised that the MIA is complete, change the status on CAR to 'Ready for PDG'. This enables the MIA to be seen by the Portfolio Development Group
- Advise the officer of PDG that the MIA is ready
- Following authorisation to proceed by the PDG the Quality Account Manager will receive a MIA Outcome advising that the development can go to the next stage
- Change the status of the CAR Work Log to Design and send templates for programme and module specifications
- Follow high impact change process