

Alliance Manchester Business School

Procedure for the approval of new / major revision of existing undergraduate course units

To ensure that AMBS continues to deliver a high quality streamlined portfolio of undergraduate course units, it is appropriate to set out a clear procedure for considering and approving new undergraduate course units, as well as the major revision of existing undergraduate course units.

The undergraduate teaching review (2015-2018) achieved one of its key objectives of streamlining undergraduate course units and creating a less cluttered timetable, enabling students to make more informed course unit choices. As we move on from the review, a process is needed to ensure that the activity area can effectively manage the consideration and approval of any proposed new undergraduate course units, as well as the major revision of an existing course unit to ensure the continued delivery of a streamlined portfolio (i.e. over time the portfolio of course units does not start to increase) and an avoidance of content overlap from course unit to course unit, which has also been a historic theme of student feedback.

The following process was approved:

1. Any proposal for a new course unit or major revision of an existing course unit must initially be discussed within the Subject Group and/or Division in liaison with the Divisional Associate Head of Teaching. *A major revision would include a change to course unit title; significant revision to aims, objectives and learning outcomes; change to credit rating; as well as notification that a course unit is being rested or withdrawn.*
2. To ensure that undergraduate course unit numbers do not increase, the Subject Group and/or Division must create the space for a new unit to be considered by either removing an existing undergraduate unit or considering a major revision of an existing course unit.
3. Once Subject Group/Divisional agreement has been achieved, a new or significantly revised course outlineⁱ should be produced and be accompanied by a short statement highlighting how space is being created for the unit; why the unit is being proposed; the teaching expertise available to deliver and maintain the unit; which programmes the course unit will be open to and how it meets the programme learning outcomes; and how such changes fit with and enhance existing undergraduate programmes. This should be sent to the Teaching and Learning Manager.
4. On receipt of this, the Programme Director(s),ⁱⁱ for the respective programme(s) the course unit is being proposed for, will be asked to assess the appropriateness of the course unit and specifically clarify that (i) the unit maps to the learning outcomes of the programme, (ii) there is sufficient student demand for the unit, (iii) there is no content overlap with existing units already delivered across the programme, and (iv) that the course unit title is meaningful. Where appropriate, other undergraduate Programme Directors should also have sight of the course outline to ensure there are no other existing units where there is content overlap and to also establish if the course unit would also be of interest.
5. Any issues raised through this stage of the process will be coordinated through the MSc & UG Teaching and Learning Manager and fed back via Divisional Associate Heads of Teaching.
6. If approval is reached to proceed, the course outline and rationale will be submitted to the Undergraduate Committee for formal approval and the Course Coordinator or a Divisional representative will be invited to attend to present. In tandem, any relating major programme amendments will progress through the formal School/Faculty channels (Programme Committee, Undergraduate Committee, AMBS Teaching & Learning Committee/QSDE, Humanities QSDE).
7. All new undergraduate course units have to be approved by 31st March before the start of a new academic cycle to ensure compliance with Competition and Markets Authority (CMA) guidelines. If the impact of introducing a new course unit or significantly revising an existing course unit leads to a major programme amendment, then all approval aspects have to be undertaken by 31st March. As a result, sufficient time must be built in to achieve this.

ⁱ [Course Unit Outline Template](#)

ⁱⁱ [Programme Director](#)