Review process for new courses

At its meeting on 11 November 2015, the Education Committee agreed that a review process of the academic quality of provision should be established, with appropriate timetables, for any new course approved either at undergraduate or graduate level.

The review process is intended to be light touch and based on information already available as part of the University’s standard QA processes. Review should take place in the year following graduation of the first cohort; that is after three years for a new Tripos, after one year for a new master’s programme, and after two years for a new MSt programme. For other courses, the review date will be determined on a case by case basis. The timing of the review will be agreed as part of the authorisation for any new course.

The following paperwork will be gathered by ESP and summarized for the Education Committee:

1. Programme Specification and prospectus entry
2. Application and admission numbers, to be compared against target numbers
3. Local student feedback from the first cohort. This might be at paper/module level and /or at course level.
4. NSS, PTES or PRES results as appropriate, including free text comments
5. Examination results (numbers in each class and E&D monitoring statistics)
6. External Examiner(s) report and responses
7. DLHE data on initial employment of graduates
8. A brief evaluation from any partners where the course involves collaborative provision (eg CDTs), Industrial placements or borrowed/shared papers
9. Brief self-evaluation by the course leader setting out
   - any initial teething problems and how they were (or will be) addressed
   - any proposed course developments
   - any unresolved issues

The Education Committee will determine whether there are any specific concerns about the quality or delivery of the new course, and make recommendations to the Faculty Board/Degree Committee, including setting specific targets for improvements and a date for a follow up review. The report and recommendations will also be submitted for the School for consideration of any resource issues.

The ESP summary report together with the Education Committee’s minute will be submitted to the Faculty Board and School either for information or for action as appropriate.