



**International College Portsmouth**

**CPR QS1: Programme Approval and Review**

**Version 1.15**





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## **1.0 Introduction**

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This document sets out the Navitas policy and procedure for the approval, modification, closure, articulation and periodic review of the ICP stages of programmes, in tandem with the University of Portsmouth. This document is as closely aligned to the University of Portsmouth course approval, modification, closure and review processes as possible. This document is supplemented by the International College Portsmouth (ICP) and University of Portsmouth (UoP) processes for notification of approval, modification and closure and articulation arrangements, Appendix 1, which details the relevant lines of responsibility and the processes for notification for these various activities.

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## **2.0 Programme Portfolio**

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ICP and the University share a live Excel document via One Drive, which outlines the College's current and live programme portfolio. This document includes the University course code, ICP course code, the name of the programme and what progression (both internal at ICP and on to the University of Portsmouth) is available from the course. This document is accessible to the College Senior Management Team and the University of Portsmouth's Academic Standards and Quality team. This document is presented to the Academic Advisory Committee (AAC) on an annual basis following the 02 semester for any commentary and updates where applicable.

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## **3.0 New Standard ICP Delivery Programme**

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Proposals for a new standard ICP delivery programme will be subject to an approval process undertaken jointly by the appropriate Faculty/School of the University and the College. There are five stages to the development and approval of new programmes as outlined below.

### **3.1 Strategic Approval**

A new standard delivery programme under discussion with a Faculty/School of the University must be given Strategic Approval prior to any development work or marketing activity.

A Strategic Approval Form (Form QS1a), Appendix 2, including a clear definition of the new programme being proposed and the business case, should be completed by the College Director/Principal (CDP) and a University Proposer (normally the academic lead within the relevant School/Faculty) and submitted to the Navitas Academic Registry. Once approved, the Strategic Approval Form (Form QS1a), Appendix 2, is passed to the University of Portsmouth for consideration and approval by the Faculty.

### **3.2 Approval in Principle**

A draft outline of the programme and constituent modules should be created. Any associated marketing collateral to be created by the College.

An Approval in Principle Form (Form QS1b), Appendix 3, is submitted to the Navitas Academic Registry along with the draft programme and marketing collateral for initial approval in principle. Consideration is made on resource requirements if the course was to be approved. If approved by the Navitas Academic Registry, the relevant documentation is sent to the University of Portsmouth faculty staff as appropriate.

The University of Portsmouth staff review the documentation and will submit to their Faculty Executive Committee (FEC) for approval, in line with the University's Phase 1 of their course approval process, and if approved by FEC, will sign off the Approval in Principle Form (Form QS1b), Appendix 3. Notification of the new ICP course will be sent to the University's Academic Standards, Quality and Partnerships (ASQP) team within the Department of Student and Academic Administration (DSSA) via the [courseapproval@port.ac.uk](mailto:courseapproval@port.ac.uk) email, who will allocate a new A Code, input to QUPID and input to Student Records as Primary Approval.

This constitutes Approval in Principle and marketing may begin, marked as "subject to approval".



### 3.3 Curriculum Design

Once the programme is granted Approval in Principle, a full programme specification and definitive module documents (DMD's) are created. This process involves College staff, staff from the Navitas Academic Registry and University of Portsmouth faculty staff.

All pathways will incorporate the following design principles:

1. adhere where appropriate to the learning needs of an international cohort and to national guidelines on credit volume, thus enabling students to achieve the outcomes expected at each stage of study;
2. facilitate accessibility;
3. anticipate disparities in the learning backgrounds of international students
4. provide the appropriate balance of core learning skills, language competency, practical skills, transferable skills, and academic knowledge and understanding;
5. provide a contemporary and flexible learning system relevant to the pathway of study;
6. provide an increasing level of demand on students as they progress through a pathway and to ensure learning preparedness and self-reliance for the mature environment of higher education;
7. consider the views and the needs of College students (inclusive of disability and special needs) and the subject specialists of the partner university;
8. consider the requirements of relevant PSRBs;
9. provide an opportunity for students to reflect upon skills and attributes required for further study, professional development and employment;
10. ensure that all intended learning outcomes are clearly identified, developed and assessed as appropriate for progression to the next stage of study;
11. ensure that pathways accurately reflect the requirements of onward University study;

College Stage Design should:

1. provide and agree appropriate content with the appropriate School/Faculty of the Partner University to ensure progression to degree awards at a designated point in the pathway provision;
2. reflect the outcomes of market research among potential applicants;
3. consider aims and learning outcomes to the onward stages of study at the University;
4. consider relevant University strategies and policies (e.g. Assessment Regulations, skills requirements);
5. operate within the Navitas UK approved Policies and Regulations (NPRs);
6. provide an appropriate level of academic challenge and rigour;
7. develop students' capability and autonomy, including the ability to learn and to manage their own learning;
8. ensure that students will have attained the prescribed level of inter-disciplinary language competence described as 'Proficient User' by the Council of Europe by inclusion of the appropriate version of the Navitas UK module 'Interactive Learning Skills and Communication (ILSC)';
9. where possible, offer students some choice in the degrees available from an articulation point;
10. provide opportunities for exit with a Confirmation of Achievement or transfer to other cognate areas offered by the College or the University.

### 3.4 Scrutiny Panel

The University's ASQP team is responsible for organising and chairing the Scrutiny Panel. Appendix 4 provides further details of this. ICP are responsible for providing the required documentation listed on Appendix 4.

### 3.5 Approval in Full

Once a new programme of study has been approved by the Scrutiny Panel, they will send the Scrutiny Panel report to ICP and the College will submit an Approval in Full Form (Form QS1c), Appendix 5, to Navitas Academic Registry, together with the final agreed versions of the Programme Specification and required DMDs.



Navitas Academic Registry will then formally approve the programme into the College provision.

ICP will then forward the Scrutiny Panel Report and the Approval IN Full Form (Form QS1c) to ASQP for submission to the University of Portsmouth's Quality Assurance Committee (QAC) for information, and inform the relevant University Faculty/Department.

Formal notification of the decision on full approval will be made to the Academic Advisory Committee and the Joint Strategic Partnership Management Board.

3.6 ICP will also forward the Approval in Full Form (Form QS1c), Appendix 5, to ASQP via the [courseapproval@port.ac.uk](mailto:courseapproval@port.ac.uk) email, who will update QUPID and Student Records and inform the Student Records team to set up the relevant instances on Student Records, the ICP College Director/Principal or nominee, [partnerships@port.ac.uk](mailto:partnerships@port.ac.uk) and [neil.weston@port.ac.uk](mailto:neil.weston@port.ac.uk). This constitutes Approval in Full and the issuance of CAS statements can begin.

3.7 ICP will update the Programme Portfolio live document to reflect the new programme and the relevant articulations.

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#### **4.0 New Stage 2 Integrated Delivery Programme**

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4.1 This arises when both parties mutually agree to the introduction of a new Stage 2 Integrated Delivery programme which will articulate from an already existing and approved ICP programme and/or ICP will offer direct entry onto the Stage 2 programme.

4.2 An Articulation Arrangement Approval Form (AAAF), Appendix 7, is drafted by ICP and then sent to the relevant School/Department/Faculty. As the core of the programme, six modules taught in Level 4, has been approved by the University, this does not require a full scrutiny panel.

4.3 ICP will send over a draft of the programme specification (PS) and two definitive module descriptors (DMD's) for the tutorial and study skills modules to the articulating School/Department/Faculty.

4.4 The articulating School/Department/Faculty will sign off to confirm they are happy with the content of the modules.

4.5 The School/Department/Faculty will complete and forward the Articulation Arrangement Approval Form (AAAF), Appendix 7, to ASQP via [partnerships@port.ac.uk](mailto:partnerships@port.ac.uk) who will record the articulation on QUPID and on file. ASQP will also set up the programme on the Student Records system, assign an "A" code, and inform the Student Records team.

4.6 When recorded, ASQP will confirm this to ICP's College Director/Principal or nominee via email. This constitutes Approval in Full and the issuance of CAS statements can begin.

4.7 ICP will update the Programme Portfolio live document to reflect the new programme and relevant articulations.

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#### **5.0 New Articulation from an Existing Programme**

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5.1 This arises when both parties mutually agree to the introduction of a new degree to articulate from an already existing and approved ICP programme.

5.2 An Articulation Arrangement Approval Form (AAAF), Appendix 7, is drafted by ICP and then sent to the relevant School/Department/Faculty.



- 5.3 The School/Department/Faculty will complete and forward the Articulation Arrangement Approval Form (AAAF), Appendix 7, to ASQP via [partnerships@port.ac.uk](mailto:partnerships@port.ac.uk) who will record the articulation on QUPID and on file.
- 5.4 When recorded, ASQP will confirm this to ICP's College Director/Principal or nominee and [icp@port.ac.uk](mailto:icp@port.ac.uk) via email. This constitutes Approval in Full and the issuance of CAS statements can begin.
- 5.5 ICP will update the Programme Portfolio live document to reflect the new articulation.

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## **6.0 Programme Amendments**

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This considers changes made to a module or a programme at ICP. These changes may be led by the College or as a result of changes to modules and/or programmes at the University of Portsmouth. It is the responsibility of the University Link Tutors to inform ICP of any relevant changes to modules and/or programmes that will impact ICP.

- 6.1 If ICP want to make a change to a module, they will complete a Module Management Form (MMF), Appendix 8, outlining the proposed changes. The definitive module descriptor (DMD), with tracked changes, will be drafted. If applicable, the programme specification, with tracked changes, will also be drafted.
- 6.2 The Module Management Form (MMF), Appendix 8, and draft definitive module descriptor (DMD) will be sent to the ICP Programme Leader, Navitas Director of Learning, Teaching and Academic Quality, the University Link Tutor and any Faculty staff as deemed relevant.
- 6.3 If ICP want to make a change to a programme, including if a course name is to change, they will complete a Programme Management Form (PMF), Appendix 9, outlining the proposed changes. The programme specification (if necessary), with tracked changes, will be drafted.
- 6.4 The College Director/Principal will then send this form, with the relevant signatures, to [courseapproval@port.ac.uk](mailto:courseapproval@port.ac.uk), [icp@port.ac.uk](mailto:icp@port.ac.uk) and [partnerships@port.ac.uk](mailto:partnerships@port.ac.uk). Course approval will make course changes on Student Records and email [studentrecords@port.ac.uk](mailto:studentrecords@port.ac.uk) to close course instances, and then if applicable, the partnerships team will record any changes to the articulation on QUPID and on file.
- 6.5 When recorded, ASQP will confirm this to ICP's College Director/Principal or nominee via email.
- 6.6 If the changes to the programme are substantive, a full re-approval process will be carried out as per section 3 above.

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## **7.0 Programme Closures**

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- a) If the University intends to close a degree programme;
  - 7.1 The relevant faculty Link Tutor will inform ICP of the impending closure and the reason for the closure through the University of Portsmouth's standard modification process.
  - 7.2 If ICP have any students currently on programme who are due to articulate onto the degree programme, the ICP Student Services team will meet with the student along with the Link Tutor, discuss options and guide them through a change in course as appropriate.
  - 7.3 If ICP have any students at offer stage who are due to articulate onto the degree programme, the ICP Admissions team will, as informed by the Link Tutor, liaise with the student and guide them through a change in course as appropriate.



7.4 When informed of the closure, the Marketing team will reflect this in all relevant marketing collateral as applicable dependent upon the course closure date.

b) If ICP intend to close a programme;

7.5 ICP will complete a Programme Management Form (PMF), Appendix 9, outlining the closure and the reason for the closure. The form will include when the closure is effective from, including the date of last intake and date of last exit.

7.6 The Programme Management Form (PMF), Appendix 9, will be sent to the ICP Programme Leader, Navitas Director of Learning, Teaching and Academic Quality, the university Link Tutor and any Faculty staff as deemed relevant.

7.7 The College Director/Principal will also send this form with the relevant signatures to ASQP via [courseapproval@port.ac.uk](mailto:courseapproval@port.ac.uk), [partnerships@port.ac.uk](mailto:partnerships@port.ac.uk) and [icp@port.ac.uk](mailto:icp@port.ac.uk). Course approval will make course closure changes on Student Records, update QUPID and email [studentrecords@port.ac.uk](mailto:studentrecords@port.ac.uk) to close course instances.

7.8 When actioned ASQP will confirm this to ICP's College Director/Principal or nominee via email.

7.9 ICP will update the Programme Portfolio live document to reflect the closure.

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## **8.0 Periodic Review**

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Every three years, the University of Portsmouth conducts a Periodic Collaborative Partnership Review of ICP. The purpose of the Periodic Collaborative Partnership Review is to consider the partnership arrangement, the annual monitoring and review processes and the student experience in its totality. The intended outcome is to approve the partnership arrangement for a further period of three years.

Every six years, the University of Portsmouth conducts a Periodic Collaborative Programme Review to provide confirmation at programme level of the curriculum's continued validity and relevance, and that annual monitoring and review processes are effective.

The University of Portsmouth is responsible for organising the Review Events following the standard University procedures.

Exceptionally, the provision of a College may be the subject of periodic review initiated by Navitas. In such cases, Navitas will adopt the process of the Partner University after suitable adaptation.

The University's [Review Cycle webpage](#) provides further information and supporting documentation, including policy, templates and guidance.

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## **9.0 Appendices**

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Appendix 1 - International College Portsmouth (ICP) and University of Portsmouth (UoP) processes for notification of approval, modification and closure of ICP courses and articulation arrangements

Appendix 2 - Strategic Approval Form (Form QS1a)

Appendix 3 - Approval in Principle Form (Form QS1b)

Appendix 4 - Scrutiny Panel Process

Appendix 5 - Approval in Full Form (Form QS1c)



Appendix 6 - University of Portsmouth Scrutiny Panel Report

Appendix 7 - Articulation Arrangement Approval Form (AAAF)

Appendix 8 - Module Management Form (MMF)

Appendix 9 - Programme Management Form (PMF)