



MANUAL OF ACADEMIC REGULATIONS  
AND PROCEDURES 2023-24

(APPLICABLE FROM

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**MARP 2023-24**  
**COURSE DESIGN, DEVELOPMENT AND APPROVAL**

**CD 1 COURSE DESIGN AND DEVELOPMENT**

**CD 1.1 Overview**

CD 1.1.1 The University takes a strategic approach to programme design, development and approval in order to ensure that its portfolio of provision reflects institutional strategic priorities and goals. The academ

**Course Design, Development and Approval**

- (a) academic staff from other departments in a faculty, including via faculty committees;
- (b) student representatives;
- (c)

- (l) employability and any PSRB requirements;
- (m) whether entry standards set are at an appropriate level to ensure applicants have an appropriate academic background (e.g. subject knowledge, language competence, study skills) and will be able to cope with the demands of the degree programme to which they are being admitted;
- (n) whether the learning outcomes and threshold standards set at the end of each stage of a programme define the minimum threshold of achievement to ensure that students will be able to continue onto the next level of study and to identify those students who may be at risk and who may need additional/different support at the next level;
- (o) the need to have positively defined intended learning outcomes for exit qualifications, e.g. PGDip/PGCert in relation to taught Masters programmes.

### **CD 1.3 Guidelines on degree titles for combined honours programmes and specialist pathways**

CD 1.3.1 In determining degree titles where more than one subject is being studied, the following convention shall be applied:

- (a) 'A and B', where there is an approximately equal balance between two subjects;
- (b) 'A, B and C', where there is an approximately equal balance between three subjects;
- (c) 'A with B' for a major/minor combination where the minor component accounts for at least a quarter of the programme.

CD 1.3.2 PSRB requirements may lead to variations to degree titles – e.g. a 5/8, 3/8 split for an 'and' degree where the accredited subject is more heavily weighted to include compuls'



CD 2.1.4 All proposed new and amended programmes (and contributory modules) leading to degrees, diplomas, certificates and other awards of the University have to be approved at departmental and faculty level. However, the following must, in addition, be finally approved at institutional level (by the University body or officer with delegated authority from Senate):

- x proposals for new programmes;
- x the laying down of existing programmes;
- x Major changes (as defined in the University's [Guidance](#) on revisions to programmes and modules) to existing programmes.

Proposals for Minor changes to existing programmes, and for new or revised modules, can be finally approved at faculty level (on the recommendation of relevant departmental teaching committees) save that where any proposed change to a module takes it outside the University's standard assr638versmtann()-2.9 (in)2.3 (g)2.6 ( (-1..04 0 0 tlwq3 (o)-6.7 6 ( r.2 (g)13.5 (e)-

viability of the proposed programme before the proposal moves on to the academic approval stage (i.e. Stage 2) of the process.

CD 2.2.5 Once proposals have been approved by the originating department(s), they should be considered by the relevant faculty committees which will take account of comparable provision in other departments within the faculty, and of faculty strategic priorities and academic development plans as well as ensuring that the proposed programme and/or modules meet University requirements and criteria.

CD 2.2.6 Where a new programme involves collaboration between departments from more than one faculty, the proposal must be considered by all relevant faculty committees.

CD 2.2.7







CD 2.3.8G If the department still wishes to proceed, the process set out in CD 2.3.13 shall be followed, with the relevant



CD 2.4.3 The LUSI course database is the University's definitive programme record and includes key information about every approved qualification, programme and module (and details of any subsequent changes). It must be kept up to date given that all students registered with Lancaster are assigned to a programme of study in LUSI, and all programmes recorded in LUSI are assigned to a "home" academic department, and this record underpins programme delivery and many associated administrative processes.

## CD 2.5 Programme closure and suspension

CD 2.5.1 Departments may propose the closure of programmes for a variety of different reasons. Programme closure requires formal faculty and institutional approval (from the body or officer with delegated authority from Senate to approve the laying down of programmes). Where programme closure is agreed, appropriate arrangements must be put in place to protect the needs of any students who remain registered on the programme as it is taught out, to ensure that they can complete their programme with minimum possible disruption or adverse impact. Consideration mpi5 (i1gt4alanrT6id)2.2tT it cr adptu87 (n