

LONDON BUSINESS SCHOOL
PROGRAMME APPROVAL PROCEDURE
AND
PROGRAMME WITHDRAWAL PROCEDURE

Revised Procedure
April 2014

1 Introduction

- 1.1 London Business School has an established procedure and criteria for the consideration and approval of new programmes of study leading to the award of a London Business School degree.

2 Purpose of Programme Approval

- 2.1 There will be a full review of proposals for new programmes of study to ensure that they are consistent with the School's vision; and:
- 2.2 that there is a market demand for the proposed programme;
- 2.3 that the academic rationale is fully exposed and understood
- 2.4 that the intended learning outcomes are clearly stated; and
- 2.5 that resources can be provided to deliver the programme to the required standard.
- 2.6 In addition to the School's internal reference points, the relevant QAA Subject Benchmark Statement and the QAA Framework for Higher Education Qualifications should also be consulted in the design of any new programmes to ensure the programmes are set at the appropriate level, with the appropriate masters characteristics.

3 Stages of Programme Approval

- 3.1 The procedures for new programme approval comprise three stages:
- (a) Stage 1: Approval in Principle
- (b) Stage 2: Programme Approval Panel
- (c) Stage 3: Management Board Approval
- 3.2 A procedure is also detailed for the withdrawal of existing programmes under

point 7 of this document.

- 3.3 If the proposed programme involves another institution, the School's guidance on collaborative provision should be consulted in addition to this. The School's Collaborative Provision Approval Process Guidance is included as an appendix to this document.

4 Stage 1: Approval in Principle

- 4.1 The proposed new programme must first seek in-principle approval from Management Board.
- 4.2 In order to gain in-principle approval from Management Board the following information should be submitted:
- Degree title (MA, MSc, MBA etc)
 - Proposed programme title
 - Name of the proposer
 - Details of provision within the Programme Office
 - Rationale for the programme
 - Length of programme and possible variations (full time / part time)
 - Anticipated admissions requirements
 - Proposed Implementation Date
 - Fee level
 - Any collaborative provision relating to the proposed programme.
 - Any identified risks related to the programme and plans for addressing these.
- 4.3 Before presentation to Management Board, a new programme proposal should be brought to the attention of Faculty Advisors Group, Deans and Directors Teaching Committee and the Head of Quality Assurance and must also receive initial approval from the Deputy Dean (Programmes).
- 4.4 The proposal will then be submitted to Management Board for discussion and approval to continue to Stage 2.

5 Stage 2: Programme Approval Panel

- 5.1 Following the granting of approval in-principle by Management Board, the proposed programme must seek in-detail approval via a Programme Approval Panel.
- 5.2 The Programme Approval Panel will normally comprise the Deputy Dean (Programmes) as Chair, and at least two other members of Faculty. It should also include at least one student representative the Head of Quality Assurance and any other internal stakeholders as deemed appropriate by the

Deputy Dean (Programmes). This should normally include representatives from across the breadth of the School's departments involved with the programme being reviewed, including, but not exclusively so; Accounts, Advancement, Career Services, Marketing and Recruitment and Admissions.

- 5.3 In addition to internal stakeholders listed above, an external assessor will be nominated by the Deputy Dean to comment on in-detail proposals.
- 5.4 The External Assessor should not be a current or recent examiner.
- 5.5 The External Assessor will review the proposal and meet with relevant staff and Faculty during the Programme Approval Panel.
- 5.6 The External Assessor will submit a report to the Programme Approval Panel addressing how the proposed programme encompasses the following:
 - Comprehensive learning outcomes which match the stated aims
 - Teaching and Learning methods
 - Appropriate assessment arrangements
 - Appropriate academic content in relation to the programme aims
 - The proposed structure of the programme
 - Appropriate transferable skills and employability
 - How the programme compares with similar programmes elsewhere, if appropriate
 - Alignment with the QAA FHEQ and Subject Benchmark Statement.
- 5.7 In addition to considering the External Assessor's report, in order to obtain approval from the Programme Approval Panel, the following information should be submitted in a report:
 - **Business Case** - should include reference to, in addition to the items listed for approval in principle:
 - anticipated demand for the programme
 - resources allocated to the programme
 - how the proposed programme will contribute to the aims and vision of London Business School
 - the relationship between the proposed programme and the current research agenda.
 - Any implications for existing programmes e.g. shared provision or withdrawal.
 - **Academic Case** – should include the following:
 - Draft Programme Specification and Course Templates
 - Draft Programme Regulations where required

5.9 Following consideration of the External Assessor's Report and the Business and Academic Cases, the Programme Approval Panel will take one of the following courses of action:

- To approve for Stage 3 consideration;
- To approve with conditions;
- To refer for more information;
- To reject.

6 Stage 3: Management Board Approval

6.1 Following approval from the Programme Approval Panel, the proposed programme must seek final approval from Management Board.

6.2 The Deputy Dean (Programmes) will present the documentation listed in 5.3 (Business Case, Academic Case and External Assessor's Report) for consideration by Management Board.

6.3 In-detail proposals will be considered by Management Board, which will take one of the following courses of action:

- To approve;
- To approve subject to revision / clarification;
- To refer back the proposal to the Deputy Dean for further information or review
- To reject.

7 Programme Withdrawal

7.1 Programmes may be withdrawn for either strategic academic and/or business-related concerns. The approval of a new programme may entail the withdrawal of an existing programme. Programme withdrawals must be approved by the Deputy Dean (Programmes) once the relevant programme office has confirmed that no new students have been admitted. A programme must be supported for to allow normal completion for all currently enrolled students as well as those who have accepted an admissions offer on the programme.

7.2 A programme should not be withdrawn until the School has met its obligations to all matriculated and admitted students.

- 7.3 Should circumstances require a programme with matriculated or admitted but not yet matriculated students to be withdrawn, the students must be informed in the first instance and the School must resolve the situation.
- 7.4 Proposals for programme withdrawal must contain the following:
- Proposed date for withdrawal of the programme
 - Detailed rationale for the withdrawal of the programme
- 7.5 The proposal for the withdrawal of a programme of study should be taken by the Deputy Dean (Programmes) to Management Board for approval.
- 7.6 Management Board will take one of the following courses of action:
- To approve;
 - To refer back the proposal to Deputy Dean (Programmes) for further information or review.