

## Summary

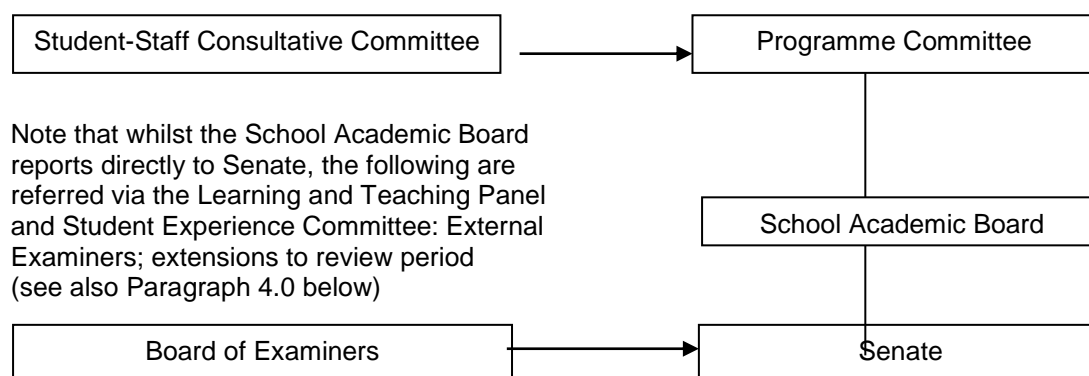
### 1.0 Introduction

1.1 This section provides a summary of the reporting structures and some examples of possible time lines applicable for various quality enhancement and quality assurance processes.

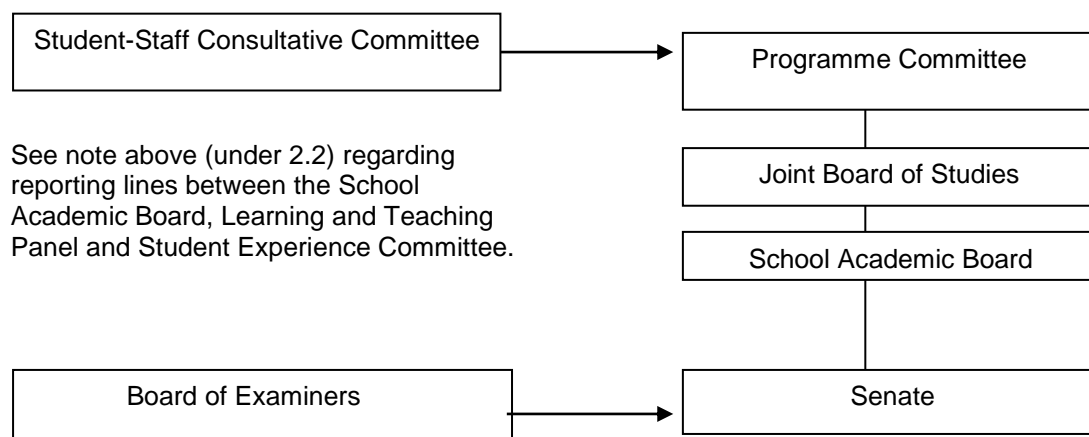
### 2.0 Reporting Structures

2.1 Below are summaries of the reporting structures for standard University programmes and collaborative full and short programmes.

#### 2.2 University Programmes



#### 2.3 Collaborative Programmes



### 3.0 Time Lines

3.1 Below are some examples of possible time lines for:

- A new programme starting in September 2018
- A new collaborative programme starting in September 2018
- A major change taking effect in September 2018
- A review for a programme expiring in September 2018
- Appointing an External Examiner starting September 2018
- Annual Monitoring for 2017-2018

3.2 The timelines provide some sample dates for key steps. The dates are not definitive and are intended as a guide only.

### 3.3 A new programme to start in September 2018

|                          |   |
|--------------------------|---|
| Spring 2017              | Start planning and discussing the idea within the Division/School   |
| Summer 2017              | Portfolio Development Group consideration (Stage one and Stage two of the Programme Approval process)<br>Provisional date set for validation<br>Programme Planning Team established |
| September / October 2017 | School Academic Board (SAB) considers Stage three of the Programme Approval Process – reported to Senate through SAB minutes  |
| 8 weeks before event     | External panellists identified and nomination forms submitted to Governance and Quality Enhancement (GQE)   |
| 4 weeks before event     | Documentation submitted to GQE  |
| February/March 2018      | Validation event – with programme approved, possibly subject to conditions being met  |
| May 2018                 | SAB receives validation report for noting   |
| May 2018                 | Learning and Teaching Panel (LTP) considers validation report and makes recommendation to Student Experience Committee (SEC)  |
| June 2018                | Validation panel and Learning and Teaching Panel recommendation reported through SEC minutes to Senate  |
| June/July 2018           | Any conditions are met and the Definitive Document is submitted to GQE  |
| September 2018           | New programme starts  |

### 3.4 A new collaborative programme to start in September 2018

|                       |  |
|-----------------------|--|
| January 2017          | Start planning and discussing the idea with the Division/School and partner  |
| March 2017            | Governance and Quality Enhancement (GQE) informed<br>Portfolio Development Group (PDG) approval (Stage one of the Programme Approval process)  |
| April 2017            | Site visit conducted by senior staff member<br>PDG consideration (Stage one of the Programme Approval process)<br>Provisional date set for validation<br>Programme Planning Team established |
| June 2017             | School Academic Board (SAB) considers Stage three of the Programme Approval Process – reported to Senate through SAB minutes   |
| 8 weeks before event  | External panellists identified and nomination forms submitted to GQE   |
| 4 weeks before event  | Documentation submitted to GQE   |
| January/February 2018 | Validation event – with programme approved, possibly subject to conditions being met   |
| April 2018            | SAB receives validation report for noting  |
| May 2018              | Learning and Teaching Panel (LTP) considers validation report and makes recommendation to Student Experience Committee (SEC)   |
| June 2018             | Validation panel and Learning and Teaching Panel recommendation reported through SEC minutes to Senate.  |
| June/July 2018        | Any conditions are met and the definitive document is submitted to GQE   |
| September 2018        | New programme starts   |

### 3.5 A major programme change taking effect in September 2018

|                      |   |
|----------------------|---|
| September 2017       | School Academic Board (SAB) informed of requirement for change via Programme Committee minutes  |
| September 2017       | Governance and Quality Enhancement (GQE) informed. Decision made whether change can be agreed by correspondence or whether an event is required |
| 4 weeks before event | Documentation submitted to GQE  |
| early 2018           | Review event (often by correspondence)–with change approved, possibly subject to conditions being met   |
| Spring 2018          | SAB receives validation report for noting   |
| Spring 2018          | Learning and Teaching Panel (LTP) considers review report and makes recommendation to Student Experience Committee (SEC)                        |
| April/May 2018       | Review panel and Learning and Teaching Panel recommendation reported through SEC minutes to Senate.   |
| May/June 2018        | Any conditions are met and the Definitive Document is submitted to GQE  |
| September 2018       | Change implemented  |

### 3.6 Review of a programme with a validation period expiring in September 2018

|                                |   |
|--------------------------------|---|
| Summer 2017                    | Assistant Secretary, Governance and Quality Enhancement prepares review schedule in consultation with Programme Leaders and Divisions |
| Autumn 2017                    | Date for event agreed   |
| 8 weeks before event           | External panellists identified and nomination forms submitted to Governance and Quality Enhancement (GQE)                             |
| 4 weeks before event           | Documentation submitted to GQE  |
| *February / March / April 2018 | Review event – with programme approved, possibly subject to conditions being met  |
| May 2018                       | School Academic Board (SAB) receives review report for noting   |
| May 2018                       | Learning and Teaching Panel (LTP) considers review report and makes recommendation to Student Experience Committee (SEC)              |
| June 2018                      | Review panel and Learning and Teaching Panel recommendation reported through SEC minutes to Senate.                                   |
| June/July 2018                 | Any conditions are met and the Definitive Document is submitted to GQE  |
| September 2018                 | New period of approval starts   |

\*Programme Teams may hold review events at any time prior to these suggested dates. Dates earlier in the academic year are helpful to avoid bunching of events and to spread the administrative workload.

### 3.7 Appointing an External Examiner starting in September 2018

|                |  |
|----------------|--|
| February 2018  | Programme Committee nominates Examiner   |
| March 2018     | School Academic Board (SAB) recommends nomination to Learning and Teaching Panel (LTP)     |
| April 2018     | LTP considers nomination and recommends appointment  |
| May 2018       | Student Experience Committee (SEC) formally appoints the Examiner on behalf of Senate.     |
| May 2018       | Contract sent to Examiner by HR/GQE. Programme Leader sends programme specific information |
| September 2018 | Examiner starts  |

### 3.8 Annual Monitoring for 2016-2017

|                            |   |
|----------------------------|---|
| September 2017             | Programme Team starts to work on the Annual Monitoring Report   |
| October 2017               | Programme Committee considers and approves the draft annual programme report. Statistical data provided.  |
| By 31 October 2017         | Final report forwarded to Governance and Quality Enhancement (GQE); GQE staff make reports available to Heads of Division, Deans of School, and School Managers                 |
| November/December 2017     | School Manager (on behalf of Dean) prepares composite School report.  |
| December 2017/January 2018 | School Academic Board (SAB) considers composite School annual report  |
| February 2018              | Student Experience Committee (SEC) consider composite School reports<br>Items addressed through Strategic Planning, SAB or SEC or referred elsewhere within QMU as appropriate. |

### 4.0 Other business

- 4.1 Withdrawal of programme – submit to School Academic Board, then Senate.
- 4.2 Extension of review period – submit to School Academic Board, then Learning and Teaching Panel and Student Experience Committee (on behalf of Senate).
- 4.3 Extension to External Examiner appointment/reallocation of duties – submit to School Academic Board, then Learning and Teaching Panel and Student Experience Committee (on behalf of Senate).
- 4.4 Change of Programme Title – submit to School Academic Board, then Learning and Teaching Panel and Student Experience Committee (on behalf of Senate).
- 4.5 Change to module/withdrawal of module/addition of new module – submit to School Academic Board only.
- 4.6 Change to programme specific regulation – submit to School Academic Board only.

### 5.0 Conclusion

- 5.1 The University's Quality website is a convenient first point of reference for advice and guidance on matters of quality enhancement and assurance.
- 5.2 If you have any questions or concerns regarding academic quality at Queen Margaret University or in general, or if you require any further details or advice, the staff of the Division of Governance and Quality Enhancement, or the University Secretary will be happy to help. Please contact those listed below.

### 5.3

#### 6.0 Contact Information

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