

## **Cross-Disciplinary Review Steering Group**

### **Approval of Amendments to Joint Honours Programmes**

*Following discussion of the approvals process for joint honours programmes under the new parenting arrangements to be adopted from 2011/12, the Steering Group recommends that the University adopt the following process, which includes guidance to both parenting and co-teaching Schools.*

#### **Principles**

1. Schools have overall academic responsibility for all programmes they parent. For joint honours programmes, this includes responsibility for the co-taught disciplines through liaison with partner Schools. Review and development of the curriculum may be instigated by either teaching School, but amendments to programmes (including changes to the module provision in either discipline) will be the responsibility of the parent School.

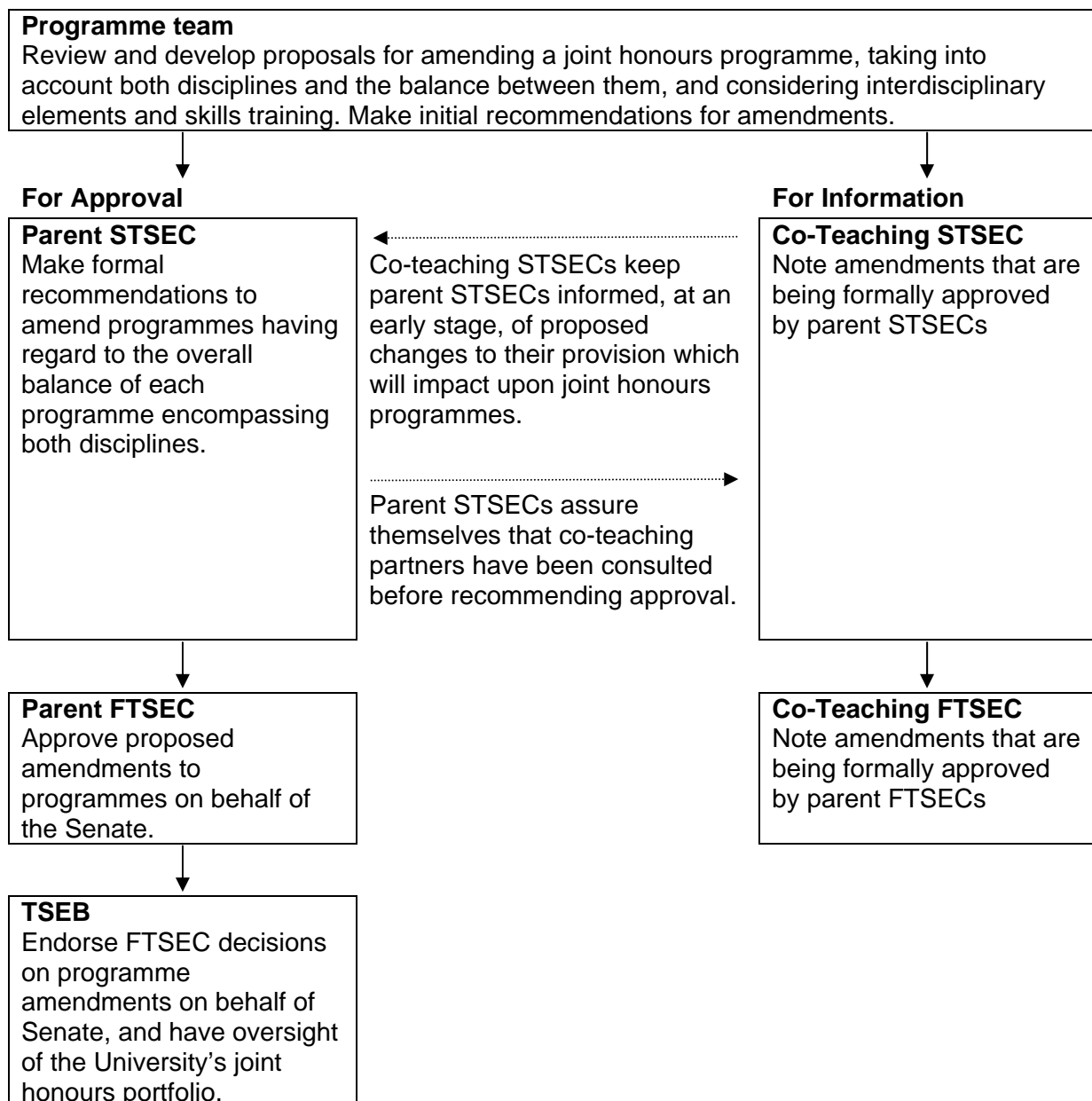
#### **Programme Teams and the Co-Teaching Schools**

2. Key to the process of reviewing and updating programmes is the programme team, at the core of which is the programme leader in the parent School and the link tutor in the co-teaching School. It follows that Directors of Student Education must ensure that programme leaders and link tutors are party to any discussions within their Schools regarding changes in provision that may impact upon the structure or content of joint honours teaching.
3. Co-teaching School Taught Student Education Committees (STSECs) will keep parent STSECs informed, at an early stage, of proposed changes to their provision which will impact upon joint honours programmes. Programme teams and especially link tutors will have due regard to the approval timetable and committee deadlines within the parent School(s)/Faculty(ies). Significant amendments will also impact on marketing materials which are produced well in advance.
4. Amendments within a module which are not substantial enough to require a new module code will be approved by the teaching School and do not need to be formally reported to joint honours partners. However, any change which is substantial enough to require a new module code will need to follow the process described below. (For more guidance on this topic, consult the module approval guidance on the AQST website at [www.leeds.ac.uk/aqst/policyprocedures/qaprocedures.htm#module](http://www.leeds.ac.uk/aqst/policyprocedures/qaprocedures.htm#module).) Note that withdrawing compulsory/optional modules and/or proposing new compulsory/optional modules within either discipline comprises a programme amendment, even where the overall structure of the programme remains the same. In practice approval of amendments will happen in parallel, with the teaching S/FTSEC approving the module provision within each discipline and the parenting S/FTSEC approving concomitant amendments to the programmes they parent, having due regard to the balance between disciplines, interdisciplinary elements, and skills training.
5. Review and development of the provision in a co-teaching School may result in recommendations to amend a number of different joint honours programmes, which may be parented in different Schools/Faculties.
6. Schools may wish to co-opt relevant members of partner Schools to their TSECs to facilitate communication.

## Approval in the parent School/Faculty

7. Formal approval of programme amendments will be through the parent School/Faculty TSECs. Catalogue records and workflow will be owned and managed by the parent School.
8. The parent S/FTSEC will assure themselves that co-teaching partners have been consulted before recommending approval; the catalogue software includes fields where this consultation can be noted. The level of consultation should be appropriate to the scale of the proposed amendment. For example, for a comprehensive review of the structure of a programme, the parent STSEC may wish to see notes from a programme team meeting where both disciplines have been represented, alongside endorsement of the Director of Student Education in the co-teaching School. For a minor change to the availability of different optional modules, a record that co-teaching partners have been informed would suffice.

*The process for amendment of a joint honours programme is represented in the flow diagram below.*



### **Withdrawal of Joint Honours Programmes**

9. Withdrawal of a joint honours programme should follow the same process as for amendments. The withdrawal form includes space to note partners which have been consulted before a recommendation to withdraw a programme is made. Parent S/FTSECs must assure themselves that co-teaching partners have been consulted before recommending withdrawal. The recommendation to withdraw should be approved by S/FTSECs and the parent School/Faculty executive, and reported to the co-teaching S/FTSECs.

### **Proposing a new Joint Honours Programme**

10. Similarly, a proposal for a new joint honours programme will be approved by the proposed parent School/Faculty who will satisfy themselves that partner Schools fully support the proposal before recommending approval.