|  |  |
| --- | --- |
| Faculty |  |
| Department |  |
| Course titles(s) |  |

# Course Development Team

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| --- | --- |
| **Have you followed up any outstanding issues from Phase 1 feedback, including from CTC and Admissions?** | Y/N |
| *Additional comments*  |
| **Is your course proposal compliant with Student Immigration requirements?** | Y/N |
| *Additional comments*  |
| **Have you engaged with your Accrediting Body/ies where relevant?** | Y/N or N/A |
| **Has your Accrediting Body/ies confirmed that the University may advertise the course as accredited for [your designated year of] delivery?** | Y/N or N/A |
| ***Information on any specific requirements/conditions placed on the course by the relevant Accrediting Body, including the timeframe for accreditation of the transformed course:*** |
| **Confirm you have provided evidence of engagement with Accrediting Body/ies:*****(List supporting document(s) provided)*** |
| **How have students been consulted as part of Phase 2 activity? (*please complete at the relevant phase)*** |
| **How have students been consulted as part of Phase 3 activity? (*please complete at the relevant phase)*** |

# External Examiner

***This section is not required at Phase 2.***

***Provide External Examiner report, and Course Development Team response, with submission.***

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| **External Examiner have confirmed that the proposed course, including the Course Intended Learning Outcomes, is aligned with relevant subject benchmark statements (if applicable) and FHEQ level(s).** | Y/N |
| **Confirm you have provided External Examiner report and Course Development Team response:*****(List supporting documents provided)*** |
| *Additional comments (optional)* |

# Head of Department

|  |  |
| --- | --- |
| **The HoD has indicated their endorsement of the transformed course, including that sufficient consideration of key organisational and planning issues (e.g. course delivery, staff roles, teaching teams) has taken place.** | Y/N |
| **The HoD has confirmed that the Course Description and any other course information to be used for marketing and recruitment activity is accurate.** | Y/N |
| **Confirm you have provided evidence of HoD endorsement (for example, copy of email):*****(List supporting document(s) provided)*** |

# DLTQC

|  |  |
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| **DLTQC supports the proposed course.** | Y/N |
| **Confirm minutes of relevant meeting have been provided:** |

# F/SLTQC

***This section will be completed after the F/SLTQC meeting.***

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| **F/SLTQC supports the proposed course.** | Y/N |
| **Have all issues arising from F/SLTQC been appropriately resolved?** | Y/N |
| **Details of any outstanding items that require resolution:**  |

Note: The Faculty/School Assistant Registrar will confirm when material information about the course (Course Description) has been approved by the F/SLTQC, that no further changes are required, and the course is ready for Marketing. No further changes can be made once this has been confirmed.