

## Part 1: Academic Quality Framework

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### Section 6: Programme Documentation

#### 1. Introduction

1.1. Programme documentation provides applicants and students with an accurate reflection of the programme and are key to validation, revalidation and modification processes. These documents are considered for approval by the Academic Board.

#### 2. Programme Specification

2.1. The Programme Specification describes the programme and its intended learning outcomes, and the means by which the outcomes are achieved and demonstrated.

2.2. Programme Specifications must be published in the agreed template and made available to students. Any proposed changes to the Programme Specification must be submitted to the Quality Office and approved by the Academic Board.

#### 3. Module Specification

3.1. Module specifications provide details of the aims and learning outcomes, learning and teaching methods and the means of assessment of each module.

3.2. Module Specifications must be published in the agreed template and made available to students. Any proposed changes to Module Specifications must be submitted to the Quality Office and approved by the Academic Board.

#### 4. Programme Handbook

4.1. The Programme Handbook is the main reference point for students for their programme of study and overall ICMP experience.

4.2. The document is reviewed annually to ensure the information remains accurate and up to date.

4.3. Programme Handbooks must be published on the agreed template and made available to students.

#### 5. Programme Evaluation Document (PED) – Programme Review

5.1. The PED provides a critical appraisal of the programme under review by evaluating performance and changes since the last review, the quality of the learning opportunities offered to students and the standards achieved by students.

5.2. The document should reflect the overall operations of the programme, relevant action plans, programme and module design, and external and student feedback.

5.3. The PED should be supplemented with the following items of evidence:

- i. Programme and Module Specification
- ii. External Examiner reports (since the last review)
- iii. Annual Monitoring reports (since the last review)

- iv. Examples of student feedback at course level (e.g. Programme Committee minutes)
- v. Examples of stakeholder engagement

<b>Version number</b>	<b>Date approved</b>	<b>Reason for production/revision</b>	<b>Author</b>	<b>Proposed next review date</b>
V2.2	28/06/22 Academic Board	Degree Awarding Powers	Quality Manager	Annually and as required
V2.1	14/09/20 Academic Board	Annual review	Deputy Registrar	Annually and as required
V2.0	01/09/20 Academic Board	Annual review	Deputy Registrar	Annually and as required
V1.0	03/09/19 Academic Board	Annual review	Deputy Registrar	Annually and as required
<b>Related policies</b>				
AQF sections on Programme Approval, Programme Review, and Modifications				
<b>External Reference</b>				
<p><u>UK Quality Code for Higher Education</u>, Advice and Guidance: Course Design and Development. Programmes are designed in line with sector-recognised standards and meet the requirements of the relevant national qualifications framework. Regular monitoring and evaluation are used to drive improvement and enhancement of these processes.</p>				