## Appendix 5: Documentation requirements for Programme Approval

Templates for each of the \*documents below can be found on the [Programme Approval, Update and Approval](https://www2.aston.ac.uk/clipp/quality/a-z/prog-approval) or [Collaborative Provision](https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index) web page. If you experience any difficulty accessing any of these documents, please contact the Quality Team at [clipp\_quality@aston.ac.uk](mailto:clipp_quality@aston.ac.uk)

1. First Filter Form (signed copy)\*
2. Proforma for Calculating Costs and Income\*
3. ‘Graduate Prospects’ report (Undergraduate, Postgraduate and non-apprenticeship programmes only)\*
4. Programme Specification\*
5. Module Specifications (for all modules)[[1]](#footnote-1)\*
6. Curriculum Map[[2]](#footnote-2)\*
7. Assessment Map
8. Market Research Reports (from Market Research)
9. Minutes of design meetings (to evidence stakeholder involvement)
10. School Final Endorsement Form (signed copy) with narrative signed by School Accountant (required if any changes or delays between First Filter Approval and School Final Endorsement)\*

**In addition to the documents listed above, the following will be required for:**

##### Collaborative Programmes

1. Risk Assessment Proforma\*
2. Draft Partnership Agreement and Financial Agreement\*
3. Information on the IT, Library and other learning resources available to support the programme
4. CVs of all staff at partner organisations with teaching responsibilities
5. CPSG First Filter, including evidence that due diligence has been carried out on the proposed partner\*

##### Degree Apprenticeships

1. Degree Apprenticeship Standard
2. Degree Apprenticeship End Point Assessment Plan (as appropriate to the DA)
3. Degree Apprenticeship Standard mapped against Programme Specification
4. 20% off the job training plan\*
5. Evidence of support from interested employers
6. Evidence (for example a Gantt chart) of when students would be taking which modules, whether they would be on campus or distance learning and when the assessment would take place.

1. Any modules created or adapted for the new programme must be approved by the LTC of the programmes ‘home’ School, and also if different, the School owning the module. [↑](#footnote-ref-1)
2. If all Learning Outcomes are delivered through core modules, then optional modules do not need to be shown. If this is not the case, optional modules should be included. [↑](#footnote-ref-2)