LFA Procedure 6.9
Programme specifications

1. Introduction

This procedure sets out the arrangements and expectations for the production and review of programme specifications.

The aims and objectives of this procedure are to ensure that each programme has a current programme specification which meets the expectations of the _UK Quality Code_, is monitored and revised on a regular basis and is published and disseminated in an appropriate manner.

2. Programme Specification aims

Programme Specifications are intended to serve the following purposes:
- to be an accurate source of information about the course for students, prospective students, their parents and other external parties interested in the course
- to act as a focus for discussion and debate about the development of the course among Course Team members
- to provide a comprehensive overview of the Course for external examiners, external reviewers and other relevant external agencies
- to provide information for external stakeholders, employers and PSRBs.

Programme specifications for directly approved courses should include the following information:
- awarding body details and appropriate programme number (if appropriate)
- course and final award title; credit value
- course content, structure and level
- rationale for delivering the course
- method of recruitment; entry requirements
- reference to subject benchmark statements
- course aims
- course outcomes
- course structure
- mode of study
- teaching and assessment strategies
- any requirements relating to work based or work related learning
- any PSRB recognition or requirements
- arrangements for student support relating to the course
- arrangements for student feedback
- academic regulations and procedures applying to the course
- arrangements for reviewing and revising the programme specification.

The layout and format of programme specifications should comply with _LFA Procedure 6.7 - Programme approval_ and the documents should be published in MyLFA and/or UoD Blackboard and sent out to applicants as part of the application process.

An annual review of the currency and appropriateness of programme specifications will be conducted; this will be organised by the Head of Courses in liaison with relevant Course Teams and will be reported to the Academic Board and Student Staff Liaison Committee. Student comments upon the currency and appropriateness of programme specifications will also be sought on an annual basis.

3. Programme Specification design and modification

Programme Specifications are be drawn up under the guidance of the UK Quality Code and in consultation with the university if a validated courses, this also involves input and comment from the Head of Academic Governance, Head of Courses and Course Teams about continuing appropriateness and any suggested modifications will be presented at the LFA Academic Board and approved by the Joint Principals, with any recommended amendments then being communicated to the university partner for further approval where applicable.