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Definitive Programme Documentation Policy

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Related GBS policies

- Academic Standards and Quality Manual

External Reference Points

- 1 . QAA UK Quality Code for Higher Education 2024 - [UK Quality Code \(qaa.ac.uk\)](https://www.qaa.ac.uk/quality-code/2024/) accessed June 2024
- 2 . OfS general ongoing Conditions of Registration [Conditions of registration - Office for Students](https://www.ofsted.gov.uk/registration/conditions-of-registration) accessed June 2024

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1. Scope

- 1.1. This policy outlines the approach adopted by GBS to meet its responsibility for managing its academic infrastructure and regulatory expectations for maintaining information about programmes.

2. Aims

- 2.1. The purpose of this policy is to outline GBS' approach to managing Definitive Programme Documentation (DPD) for formal approval activity and throughout all delivery stages and the appropriate retention period. This policy applies to staff and students who are involved in programme design, development and approval processes, modifications and periodic reviews. It also covers the operational aspects of delivery, systems preparation and modifications.
- 2.2. This policy covers all programmes including those that are delivered with Pearson.

3. Definitions

- 3.1. GBS considers that a set of Definitive Programme Documentation is considered definitive after final approval by the Chair of Academic Board and following any awarding partner approval as necessary.
- 3.2. The GBS set of Definitive Programme Documentation must include:
 - 3.2.1. **Programme Specifications:** Programme Specifications are required for all programmes using the GBS template. Approved Programme Specifications summarise the main features of the programme providing clear statements of: programme final award title, indicating level and total credit using the Further and Higher Educational Qualification Framework (FHEQ); any interim awards and their credit requirements and volumes; Awarding body; Teaching Delivery body; GBS Faculty; proposed locations for delivery; Mode of study; duration of programme; External Reference points (Subject Benchmark Statements); PSRB Accreditation; UCAS Code; Equality Diversity and Inclusion (EDI); academic educational group HECoS Code; Recognition of Prior Learning; Entry Requirements; Programme overview; Programme aims, Programme Learning Outcomes (Knowledge and Understanding, Cognitive intellectual skills, Transferable skills, Subject-specific practical skills); Teaching, learning, and assessment strategy and methods; Careers and Employability; Work based

learning and placement opportunities; Programme Structure; version control; Module map against Programme Learning Outcomes.

3.2.2. **Module/Unit Specifications:** Module/Unit specifications are required for all modules/units using the GBS template. The Module/Unit Specification indicates a clear statement of the module title; the GBS defined Module code; the programmes the Module is approved for use on; The status of the module in the programme (core or optional), the level of the module using the FHEQ; the volume of credit; mode of delivery; its proposed teaching period for sequencing; teaching delivery accommodation; proposed locations for delivery; Module pre-requisites; academic educational group (HECoS) code; Equality Diversity and Inclusion (EDI); Indicative content; Module/unit aims, Module/unit learning outcomes, Learning and Teaching Strategy; Inclusivity; Work related/ based learning opportunities (placements); Assessment strategy(s); Student contact and independent study hours; Description of Assessment (formative and summative); Additional student's costs; Reading List / Resources (Essential and Further reading); Responsibilities and Contacts; Version control.

4. Programme Approvals: Production of Definitive Programme Documents

- 4.1. The Academic Standards and Quality Office produces an Outcomes Report following GBS Programme Approvals, Modifications and Periodic Reviews where a list of conditions and recommendations are set with timescales for the faculty to act upon. Once conditions and recommendations are addressed and approved by the Chair of Academic Board, the Definitive Programme Documentation is confirmed.
- 4.2. Following approval, the Definitive Programme Documents must be presented to the Academic Standards and Quality Office who hold and maintain these reference documents on a DPD directory¹. The directory is updated and maintains the internal and awarding body's approval date, date of first delivery and the review period for each DPD set.
- 4.3. The Academic Standards and Quality Office are responsible for publication of the Definitive Programme Documents to relevant departments at GBS for preparation and operation of the programme to deliver student awards. This process ensures

¹ Access to ASQO SharePoint is restricted to ASQO staff only.

control of updates to GBS systems to prepare programme delivery, with 'Thesis', 'Moodle' and marketing materials amongst others, developed in preparation.

- 4.4. Formal publication of these definitive programme documents is controlled by the Academic Standards and Quality Office. Once the DPD is finalised, the Director Academic Standards and Quality authorises publication of the approved DPD to update the GBS systems, sites and documents which refer to the authorised DPD from a single source.
- 4.5. Nominated senior staff confirm use of the DPD to update systems for student records such as Thesis, sites including the GBS website and documents such as handbooks to ensure that all references made to DPD remain consistent with the source records.
- 4.6. GBS departments receive the DPD to update systems and links according to agreed publication procedures. Duplication of the DPD is controlled and required for the external publication system (GBS website). Publication to internal and student facing systems (Unit4, SharePoint, Student Moodle sites and Programme Handbooks, Life etc) are through links maintained to the DPD Directory held by ASQO. The Academic Standards and Quality Office maintains oversight and control of the core DPD and publication approaches for definitive documents. Regular checks are undertaken to assure compliance.

5. Changes to existing programmes

- 5.1. Programme modification processes are managed internally and considered and approved by the Academic Standards and Quality Committee before any submission to the relevant awarding body. Minor modifications are undertaken and approved by the Academic Standards and Quality Committee, whilst major modifications records are considered initially by the Academic Standards and Quality Committee, before being recommended for approval by Academic Board. Once internal approval is secured, the DPD is submitted to the relevant awarding body²
- 5.2. Where the awarding body seeks further development of the DPD, final sign off will not be provided until both GBS and the awarding body have agreed changes to the documentation.

² For further information on modifications, please see the Academic Standards and Quality Manual.

- 5.3. Following approval by the relevant GBS academic governance body, the Academic Standards and Quality Office will formally communicate modifications to the awarding body (for validated provision only).
- 5.4. On receiving formal approval of the modifications by the relevant awarding body, and the sign off by the Chair of Academic Board, an email notification, with reference to the approved DPD Programme and/or Module/Unit Specifications, is circulated to relevant departments at GBS for operation of the programme records to deliver student awards. The presentation specifications for the Definitive Programme Documents are agreed with the awarding partner. These are then used to update GBS systems to prepare for marketing and recruitment activities and programme delivery, according to the timeline agreed with the Academic Standards and Quality Office.
- 5.5. System updates to Thesis, Moodle and marketing materials are signed off by the Academic Standards and Quality Office with the relevant departments. This follows publication of the DPD materials according to the publication arrangements in place on external, internal and student facing systems (GBS website, Unit4, SharePoint, Moodle sites and Programme Handbooks, Life etc). The duplication of materials is kept to a minimum and expressed through linkages made to the core documents where possible. The Academic Standards and Quality Office maintains oversight and control of these definitive documents throughout the development and delivery activities.
- 5.6. Once GBS Academic Board confirms the suspension of a programme, the agreed necessary actions for systems updates are monitored through the Academic Standards and Quality Office. Where GBS' Academic Board confirms closure of a programme, a continuity plan is drawn up and the Academic Standards and Quality Office who publishes the details and timeline of the 'teach out'. The progress of the continuity plan is monitored through the Academic Standards and Quality Committee and the Academic Standards and Quality Office, which works with the relevant departments and faculty to ensure the plan is executed.

6. Professional Statutory and Regulatory Body documentation

- 6.1. All documentation related to the application and approval of accreditation provided by Professional, Statutory and Regulatory Bodies (PSRB), together with all accompanying details of the arrangements for accreditation, are maintained by the

Academic Standards and Quality Office. The details of accreditation which apply to the programme, or module/unit are held in the DPD Directory held by the Academic Standards and Quality Office. This includes the PSRB name, date and details of the accreditation and scope of any conditions which may apply at programme, module/unit or other levels of application. These PSRB details are maintained with the DPD and updated annually to ensure application to students is regularly checked and oversight of publication of information maintained. ASQO is responsible for providing and confirming PSRB materials for the preparation of formal reporting requirements for Discover Uni³ or similar.

- 6.2. Where a programme has attracted support from industrial or other bodies, providing access to materials, or experiences which contribute to material provision, the details of the relationship between GBS and the supporting partner are made clear within the DPD. Details of such support are maintained and reviewed at least annually by the Academic Standards and Quality Office to ensure application to students is regularly checked and oversight of publication of information maintained. ASQO is responsible for providing and confirming materials for the preparation of formal reporting requirements for Discover Uni³ or similar.

7. Responsibilities: Communicating and publishing Definitive Programme Documents

- 7.1. Academic Standards and Quality Office is responsible for communicating the Definitive Programme Documents to faculties, registry, marketing, timetabling and other relevant GBS departments.
- 7.2. Academic Standards and Quality Office will ensure links are provided to the Definitive Programme Documents to Life for GBS staff to access them (PDF format only).
- 7.3. Definitive Programme Documents are confirmed and published annually and therefore represent the programme for each specific academic year. Programme Committees are required to check and confirm the accuracy of the Definitive Programme Documents prior to their publication. Changes to the DPD outside of these arrangements are not permitted. Audits to confirm compliance and systems alignment with DPD content are made to assure accurate documentation is managed

³ Discover Uni previously Unistats

and maintained by the Academic Standards and Quality Office. Regular reports are of compliance are provided to the Academic Standards and Quality Committee.

8. Monitoring and Review

- 8.1. This policy may be amended by GBS at any time. Any issues related to the monitoring and review of this policy or please contact asqo@globalbanking.ac.uk.

9. Data Protection and Confidentiality

- 9.1. GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

10. Alternative Format

- 2.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office at asqo@globalbanking.ac.uk.