**Academic Framework Restructure**

**Guidance related to course documentation**

The majority of Hope courses should be transferred onto new documentation following faculty review of existing structures. Initially this will be only for Levels C and F. Levels I and H will be requested later in the academic year once the arrangements for new entrants have been confirmed.

There are however some courses which are in the process of being approved or of five year review. To a certain extent these will need to be considered on an individual basis depending on where they are in the process. The following table gives guidance:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **New courses under approval** | **Process** | **Documentation** | **Module sizes** | **Approval stage** |
| Approved by UEB following CVG but no further completion of documentation | Continue with existing process through codesign | Use new paper based documentation for all levels of study | Use new module sizes throughout | Use new paper based approval documents |
| Approved by UEB following CVG Course specification also completed and approved, but no further completion of documentation | Continue with existing process through codesign | Use new paper based documentation for all levels of study | Use new module sizes throughout | Use new paper based approval documents |
| Codesign done but documentation not yet started | Continue with existing process through approval. Notify external participants of change in structure | Use new paper based documentation for all levels of study | Use new module sizes throughout  | Use new paper based approval documents |
| Codesign done and documents complete/awaiting review | Continue with existing process through approval | Retain existing online documentation and process.Complete Form A to change module sizes as issued per level. | Retain existing size in formal documentation and indicate change in subsequent for As. | Use existing online system for initial approval. |
|  |  |  |  |  |
| **Courses under 5 year review** | **Process** | **Documentation** | **Module sizes** | **Approval stage** |
| Approved by UEB following CVG but no further completion of documentation | Continue with existing process through codesign | Use new paper-based documentation for all levels of study. | Use new module sizes throughout.Note that existing documentation applies to on course students progressing to Levels I and H in Sept 25. | Use new paper based approval documents |
| Approved by UEB following CVG Course specification also completed and approved, but no further completion of documentation | Continue with existing process through codesign | Use new paper based documentation for all levels of study | Use new module sizes throughout.Note that existing documentation applies to on course students progressing to Levels I and H in Sept 25. | Use new paper based approval documents |
| Codesign done but documentation not yet started. | Continue with existing process through approval. Notify external participants of change in structure | Use new paper based documentation for all levels of study | Use new module sizes throughout.Note that existing documentation applies to on course students progressing to Levels I and H in Sept 25. | Use new paper based approval documents |
| Codesign done and documents complete/awaiting review | Continue with existing process through approval | Retain existing online documentation and process.Complete Form A as issued per level to change module sizes. | Retain existing size in formal documentation and indicate change in subsequent for As.Note that existing documentation applies to on course students progressing to Levels I and H in Sept 25. | Use existing online system for approval. |