

City St George's, University of London

Senate Regulation 6a Academic Programmes

Document title	Senate Regulation 6a – Academic Programmes
Document owned by	Academic Services, Quality and Academic Development Department on behalf of Senate
Document maintained by	Academic Services, Quality and Academic Development Department on behalf of Senate
Approving Committee	Senate
Last updated	March 2026 for use from 2025/26.
Review date	2028
Current version	1*
Location of main document	Quality and Academic Development reg-dev/QUAD/Senate Regulations (approved for publication)/Regulation 6
Website	https://www.citystgeorges.ac.uk/about/governance/policies/city-university-of-london-senate-regulations
Relevant Documentation	Tbc revised programmes policies

Equality and Diversity Statement

City St George's, University of London works to advance equity, diversity and inclusion in its activities, processes, and culture, for the whole University community, including staff, students and visitors.

The University will meet its obligations under the Equality Act 2010 in its policies and seek to eliminate discrimination on the basis of age, disability, neurodiversity, sex, gender reassignment, gender identity, marital status, pregnancy, caring responsibilities, sexual orientation, race, nationality, ethnic origin, religion and belief and socio-economic background.

Freedom of Speech

City St George's, University of London, regards freedom of speech and academic freedom to be fundamental to delivering its mission as the University of business, practice and the professions. Its values in this respect are set out in a code of practice on freedom of speech and academic freedom, which explains how the University will uphold, secure, and promote freedom of speech within the law. See: <https://www.citystgeorges.ac.uk/about/governance/policies/code-of-practice-on-freedom-of-speech>. Nothing in this policy should be interpreted in any way that would be inconsistent with the code of practice and – in the event of any inconsistency – the provisions of the code will prevail.

Senate Regulation 6a Academic Programmes

- i. City St George's, University of London ensures that decisions relating to the approval, amendment, suspension and termination of all academic programmes demonstrate the following aims:
 - a. High quality learning opportunities and student support to enable students to achieve robust academic standards
 - b. Strategic fit
 - c. Demand and financial viability
- ii. All taught programmes should conform to the City St George's Curriculum model and align with City St George's, University of London Quality Framework as set out in the Student Policies and Regulations.
- iii. The governance structures outlined in this regulation set out how the University will assure itself of the quality and standards of its academic programmes involving its credit or award delivered at City St Georges. These structures will ensure academic programmes are designed and delivered to the internal aims set out above, and that they meet national (e.g. Office for Students) and international Higher Education requirements.
- iv. The School Programme Approval Review Committee (SPARC) reviews and recommends stage one approval of new programmes.
- v. The City St George's Programme Approval Committee (CPAC) reviews and recommends stage 2 approval of new programme approval
- vi. The Vice President Education (VPE) approves the programme following committee recommendations. The terms of reference for SPARC and CPAC are provided below.

The process for approving amendments, suspensions and terminations to academic programmes is set out elsewhere, including [regulation 3](#) and [regulation 27](#).

School Programme Approval Review Committee (SPARC)

Terms of Reference

1. Purpose

School Programme Approval Review Committees (SPARC) are responsible to the Board of Studies for the first stage scrutiny of new programme proposals.

2. Terms of reference

- 2.1 To provide support to programme project teams in undertaking the development of new or revised provision.
- 2.2 To ensure programme proposals are consistent with City St George's Vision and Strategy, with School Visions and Strategies as well as any successor academic or institutional development plans or strategies that may follow. To ensure proposals are financially viable in terms of potential market and resources needed.
- 2.3 To provide recommendations after relevant checks and scrutiny of newly proposed programmes, allowing them to be further developed by the Programme Project Team.
- 2.4 To ensure that the development of new or amended provision is in accordance with City St George's academic policy, Curriculum Model, and regulatory framework and any additional PSRB requirements; or where not the case to ensure the proposal has gained necessary exemption approval.
- 2.5 To ensure a high level of quality for information provided for the next stage of the approval process and for marketing with caveats (external advertising of programme marked 'subject to approval', applications can be taken but offers not made until fully approved) of the Programme.
- 2.6 To approve the external advisor for the programme.
- 2.7 Chair to approve any changes to membership prior to the meeting.

3. Equality and Diversity statement

City St George's, University of London works to advance equity, diversity and inclusion in line with the Equality Act 2010 and Public Sector Equality Duty. This includes enabling an environment of equity and inclusion for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other distinction.

Diverse committee membership that reflects the diversity of the university community ensures that all voices are heard and considered to support the work being progressed. Wherever possible committee chairs will strive to ensure that membership consists of at least:

- 30% women
- 30% men
- 30% staff from ethnic minority backgrounds
- One member of staff who identifies as LGBTQIA+
- One member of staff with a disability

Intersecting characteristics mean that one member may represent multiple categories,

and it is acknowledged that those characteristics may be visible or invisible. Where this has not been met committees should be able to demonstrate what action has been taken to achieve this target.

Diversity of committee membership aligns with actions outlined in Charter Marks including Athena Swan, the Race Equality Charter, and Disability Confident Scheme.

4. Membership

Central representatives
Vice President - Education (Chair*)
QUAD representative
SPPU Representative
Finance Representative
Head of Student Recruitment & Marketing
LEaD Academic Representative
Up to 2 x Associate Dean representatives from Schools other than the proposing school**
Alternative School Representative <i>(external perspective and critical friend)</i>
School representatives
Dean
Chief Operating Officer
Associate Dean – Education
Head of Academic Services
Quality Manager
Head of Department
Proposing programme team
Senior academic proposing new programme
Additional academic proposing the new programme

* *In the absence of the Chair, an alternative Chair may be delegated by the VP Education*

** *Associate Dean representatives will be drawn from a pool of AD-Education or alternative colleagues with knowledge of programme approval and/or portfolio development, or other relevant colleagues associated with the programme, including the Doctoral College where the proposal is a PGR programme.*

The SPARC Secretary shall be appointed by the Dean of School.

The Committee has the authority to invite other members of City St George's staff to meetings for discussion of specific matters. This may include colleagues from relevant Professional Services to support development of the programme/s and the student learning experience. The Chair has powers to delegate Chairing of the meeting to an alternative Chair who will usually be a senior academic member of the City St George's Programme Approval Committee (CPAC) membership.

If it is a joint programme proposal, the following staff will be invited, and one must be in attendance:

Additional School Dean
Additional School ADE

Additional Academic nominated by ADE with relevant experience in programme approval and/or portfolio development.

Additional School AD (Employability or Student Experience)

5. Frequency of Meetings

4.1 As often as the school deems necessary. Meetings should be scheduled for the entire academic year at the start of each cycle.

6. Meeting Administration

5.1 Meetings will be administered by School Quality Teams via the Curriculum Management System.

5.2 School Quality Teams shall be responsible for minuting meetings and will hold responsibility to update systems for the reporting of outputs, conditions and recommendations at the conclusion of the SPARC process.

5.3 In instances where programmes are not approved by SPARC and require further development, the School Quality Team will liaise with QUAD and the VP Education over requirements either for a re-scheduled SPARC meeting or for approval via Chair's Action – whichever route is deemed by the VP Education to be most appropriate and rigorous in ensuring effective development of the proposal.

5.5 Meetings should be scheduled to permit closed discussion at the start and at the end of the meeting between SPARC Core Membership to establish lines of inquiry and to discuss meeting outputs, conditions and recommendations. The VP Education also has the discretion to undertake closed discussions with or without School Core Members present to ensure the robustness and transparency of proposal scrutiny.

7. Standing Orders

7.1 The School Programme Approval Review Committee (SPARC) operates in accordance with the Standing Orders for Boards of Studies and their Sub-Committees.

City St George's Programme Approval Committee (CPAC)

Terms of Reference

1. Purpose

City St George's Programme Approval Committee (CPAC) will consider proposals for new programmes and proposals for significant amendments programmes. The CPAC is the final committee stage of the Programme Approval Process.

2. Terms of Reference

- 2.1 To provide institutional oversight of proposals to ensure high quality provision, and a high-quality student learning experience.
- 2.2 To ensure appropriate academic standards and accordance with City St George's academic policy and regulations are met.
- 2.3 To consider the quality and standards of the overall proposal, including curriculum content; learning, teaching and assessment delivery and methods; and curriculum structure.
- 2.4 To ensure and confirm sufficient external and independent consideration of the quality, standards, and relevance of the proposed programme.
- 2.5 To ensure appropriate consideration has been taken of student views.
- 2.6 To confirm that proposed programmes are in line with relevant internal and external reference points, including any professional body requirements; or where not the case ensure the proposal has gained necessary exemption approval.
- 2.7 To ensure programme proposals are consistent with City St George's Vision and Strategy, with School Visions and Strategies as well as any successor academic or institutional development plans or strategies that may follow.
- 2.8 To consider the quality, accuracy, and accessibility of the programme documentation, including the information to be provided to students.
- 2.9 To ensure sign off of all documentation associated with the approval, including any conditions set at Stage 1 by SPARC.
- 2.10 To propose any final enhancements, drawing on good practice elsewhere as relevant.

CPAC will normally:

- Recommend approval of the proposal (with or without recommendations) or;
- Recommend conditional approval of the proposal (with or without recommendations) or;
- Recommend rejection of the proposal.

Where a programme is conditionally approved, timescales will be set for the completion of the conditions.

3. Equality and Diversity statement

City St George's, University of London works to advance equity, diversity and inclusion in line with the Equality Act 2010 and Public Sector Equality Duty. This includes enabling an environment of equity and inclusion for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other distinction.

Diverse committee membership that reflects the diversity of the university community ensures that all voices are heard and considered to support the work being progressed. Wherever possible committee chairs will strive to ensure that membership consists of at least:

- 30% women
- 30% men
- 30% staff from ethnic minority backgrounds
- One member of staff who identifies as LGBTQIA+
- One member of staff with a disability

Intersecting characteristics mean that one member may represent multiple categories, and it is acknowledged that those characteristics may be visible or invisible. Where this has not been met committees should be able to demonstrate what action has been taken to achieve this target.

Diversity of committee membership aligns with actions outlined in Charter Marks including Athena Swan, the Race Equality Charter, and Disability Confident Scheme.

4. Membership

Central representatives
Director, LEaD (Chair)*
QUAD representative
Marketing representative
Finance Representative
2 x Associate Dean representatives from Schools other than the proposing school**
External Advisor
SU representative
School representatives
Associate Dean – Education <i>(signed off the school proposal as complete)</i>
Head of Academic Services
Proposing programme team
Senior Academic proposing the new programme
Additional academic proposing the new programme

*The Vice President (Education) nominates the Director of LEaD to the role of CPAC Chair but there may be occasions where due to a conflict of interest or the Chair is not available and an alternative Chair will chair the CPAC meeting.

** Associate Dean representatives will be drawn from a pool of AD-Education and Student Experience, or other relevant colleagues associated with the programme, including the Doctoral College where the proposal is a PGR programme.

Any possible conflicts of interest for members, including the Chair, will be considered before each proposal is discussed.

5. Operational arrangements where the Chair or members are absent:

CPAC is an advisory committee to City St George's's Education and Quality Committee (EQC). CPAC has delegated authority from Senate to take decisions on approval of programme proposals on behalf of EQC.

As such, quoracy rules do not apply.

Where members of CPAC are unable to attend a meeting, the Chair will determine the minimum level of attendance required for them to consider approval of a recommendation from CPAC.

This will depend on the nature of the proposal and the role of the specific members who are unable to attend. Where it is determined that further input is required for a decision to be made, the Chair will decide whether this will be obtained through written input, an appropriate substitute attendee being identified, or a meeting being rescheduled.