

Additional guidance for the code of practice for programme lifecycle processes (2024-2025)

Ahead of the 2025-2026 revision of the code of practice for programme lifecycle processes, this guidance clarifies the processes for normal full validations, fast-track validations, and Surrey Online Learning (SOL) programmes, along with the associated checklist and documentation requirements.

All programmes are required to pass through the Executive Board Academic Leadership Group (EBALG) and the Programme Viability Approval Committee (PVAC). The only exception to the standard approval process is for Fast Track, where the Pro Vice-Chancellor and Executive Deans may provide sign-off without requiring full EBALG consideration. Fast track does not require self-evaluation narratives or full panel events.

Table 1: Validation process grid and required documentation

<i>Documents</i>	Full Validation	Fast Track Validation	SOL
EBALG	X	N/A	X
<i>Application form</i>	X	X* <i>*signature required by Exec Dean</i>	X
PVAC <i>*all documents to be uploaded to the designated channel in the PVAC Teams site</i>	X	X	X
<i>Signed Application form (either by EBALG or Executive Dean)</i>	X	X	X
<i>Programme outline</i>	X	X	X
<i>Business case</i>	X	X	X
<i>Library checklist</i>	X	X	X
<i>Marketing checklist</i>	X	X	<i>Web listing required but main marketing by 2U/Edx</i>
Validation	X <i>Full panel</i>	X <i>AQS/EE review only</i>	X <i>Full panel</i>
<i>Programme specification</i>	X	X	X
<i>New module descriptors</i>	X	X* <i>*Normally up to 30 new credits, otherwise full validation</i>	X
<i>Self Evaluation Narrative</i>	X	N/A	X
<i>EE nomination form</i>	N/A	X	N/A
<i>EA nomination form</i>	X	N/A	X
<i>Compliance checks</i>	X	X	X

An indicative list of programmes that fit the above descriptions (Full validation, Fast Track validation and Surrey Online Learning (SOL)) are shown below in table 2. Normally Fast Track validations are limited to new programmes with up to 30 credits.

Academic Quality Services can be contacted to offer further support and advice
qualitysupport@surrey.ac.uk

Table 2: Indicative list of programme types and validation routes

Type	Full / Fast Track (FT) /SOL validation
Normal New UG or PGT Listed in pre-existing type (A0 and A1 Reg)	Full
Normal New UG or PGT (All existing modules - up to 30 credits new) Listed in pre-existing type (A0 and A1 Reg)	Fast Tracked
SOL	SOL
Degree apprenticeship with FCoT *new programme	Full
Degree apprenticeship with FCoT *using existing programme	Fast Tracked
Degree apprenticeship with a new partner (UK)	Full
Top-Up Pre-existing programme's level 6	Fast Tracked
Top-Up non-pre-existing	Full
Accelerated Degree (regardless of if existing programme)	Full
Adding Professional training year / industrial practice year (PGT)	Fast Tracked