Course Profile System: A Guide for Approvers

Contents:

Locate the Course Profile System:
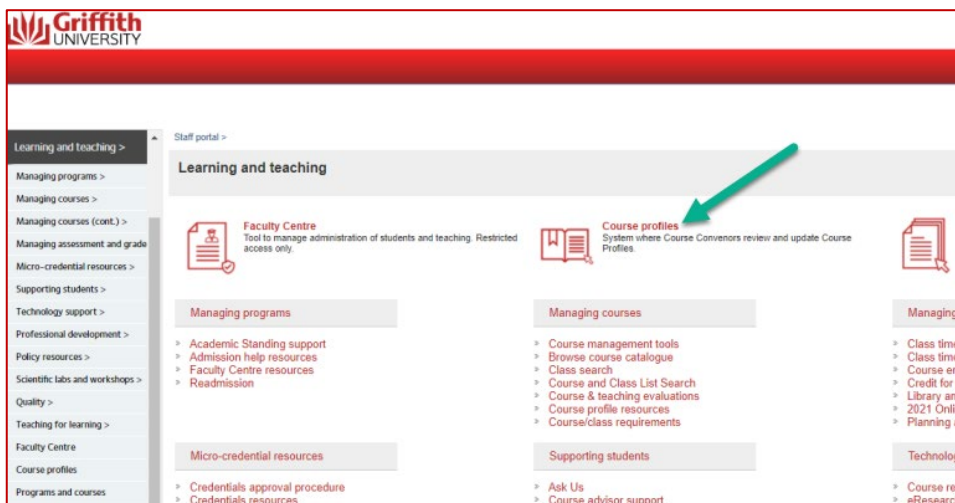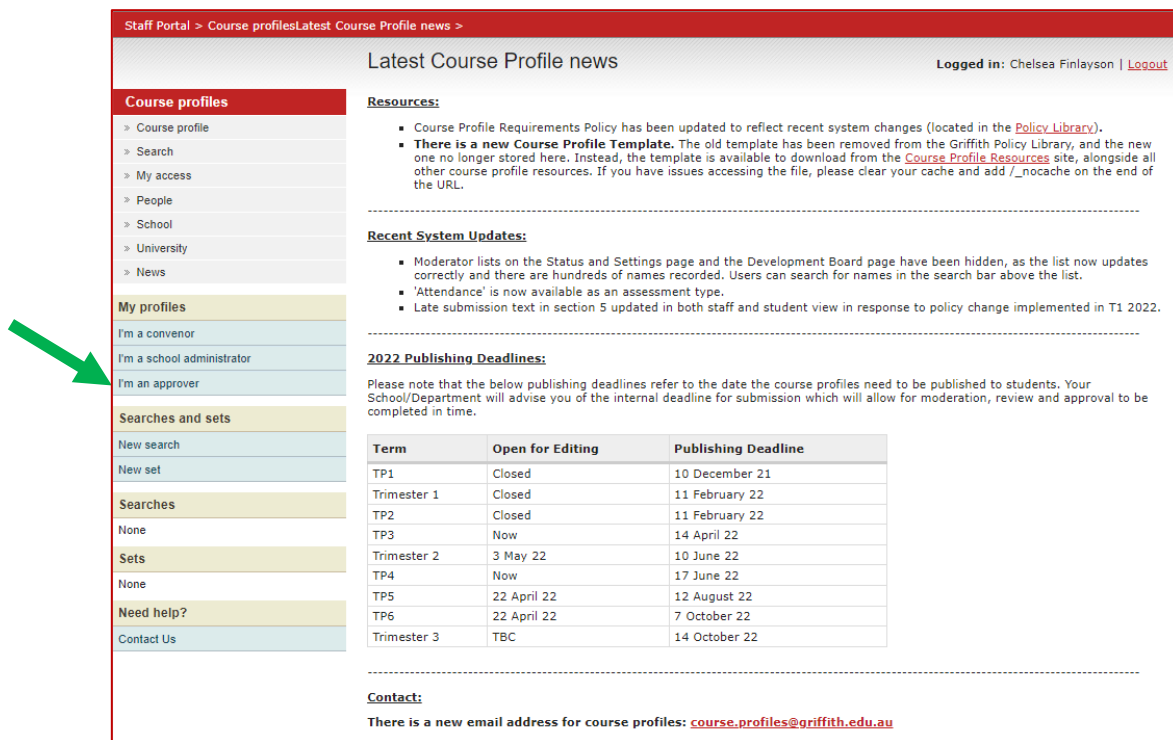
1. Log into the Staff Portal
2. Select Learning and Teaching
3. Select Course Profiles:

Find the Courses you Approve:

There are two ways to find the profiles of the courses you approve within the Course Profile System:

1. Via 'My profiles'
   a) Select 'I'm an approver' from the homepage:

   b) Click 'Edit/View' to open a course profile to review
      a. Only 'SUBMITTED' profiles are ready to be reviewed by the first approver
      b. Only 'Dean Approval Required' profiles are ready to be reviewed by the second

approver

Note for GBS Program Directors: As there is no record of programs in the Course Profile System, access must be granted by School/Department ('academic organisation'). For this reason, on the 'I'm an

approver' page, GBS PDs will not only see the courses in their program, but all courses in all academic organisations they have system access to.

OR

2. Search for a specific course
   a) Select search
   b) Enter the course code
   c) Click the 'search' button

d) Scroll down and select 'Edit/View'

Who Approves What?

Approver 1:

- **AEL, Health and Science:** Deputy Head of School (Learning and Teaching)
- **GBS:** Program Director

Approver 2:

- **All Groups:** Dean (Learning and Teaching)

Background:

- When the Course Convenor submits the profile, they will manually select which parts of the profile have been changed, and the system will automatically determine what type of change it is.
- Course Convenor's view when submitting the profile:

Information manually entered by the Course Convenor when ⟶

Information automatically determined based on what has been entered above, that will then determine who needs to approve the ⟶

- The information the Course Convenor enters will then post as a notice on the development board, for you, as the approver, to add your review.

Change Type:

- **No change:** No need for approval. The ASO will publish the profile after the Convenor submits it.
- **Administrative change**: No need for approval. The ASO will publish the profile after the Convenor submits it.
- **Minor change:** First approver adds their review after the Convenor submits the profile. Once approved, the ASO will publish the profile.
- **Major change:** First approver adds their review after the Convenor submits it. Once approved by the first approver, the second approver will add their review. Once approved by the second approver, the ASO will publish the profile.
- **Assessment change:** First approver determines whether the change should be treated as a minor or a major change (and action accordingly, as per the above).
- **New course:** The profile, having already been approved by the Dean (L&T) in the development of the new course, can be submitted by the Convenor and then approved by the first approver only, UNLESS, there have been changes made in the course profile since the course was originally approved.

Examples of Changes:

Change Type	Examples
New course	When the course is new and it is the first and only course profile.
Major change	Course title; pre-requisites, co-requisites and incompatibilities; learning outcomes and course aims; learning resources where the change cannot be met within the budget of the School
Minor change	Course description; teaching and learning activities
No change	No changes made to course profile
Administrative change	Dates; sequence of course content; texts and reference materials
Assessment change	Assessment

How to Add Your Review

1. Once you are in the submitted course profile, navigate to the 'Development board':
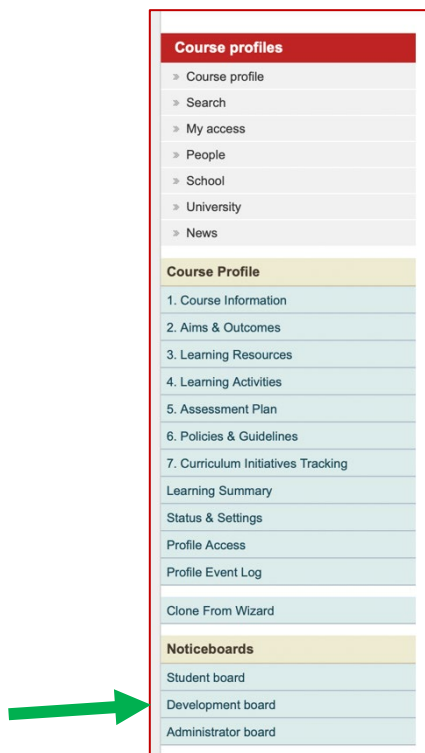
2. Review the notices to see what parts of the profile have changed. Click through the different sections of the course profile to see the content:

3. When you are ready to add your review, navigate back to the development board and click 'Add Review':

4. Your review will then be posted as a notice on the development board. Once approved by the relevant approver(s), the ASO will then clone the content from the approved profile into any other iterations (i.e. campuses), and publish the profile(s) to students.

Review Type

- **Approve:**
  - The profile can be published by the ASO.
  - Used by first approvers where there has been a minor change only, and second approvers (Deans (L&T)).
  - If the first approver 'approves' a profile that has had a major change, the correct review type should be 'Dean approval required' to prompt the next step in the process.
- **Approve with Minor Changes:**
  - The convenor must make small changes, but the profile can then be published by the ASO without needing to be approved again.
  - Used by first approvers where there has been a minor change only, and second approvers (Deans (L&T)).
- **Dean Approval Required:**
  - The first approver approves the profile and is happy to send it to the second approver for review.
  - Used only by first approvers.
- **Changes Required:**
  - The convenor must make the changes requested by the approver, before submitting to the same approver again to review.
  - Used by both first and second approvers.