

Document

Document Name	Pathway Approval
Responsible Owner	Academic Registry
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Document Audience	Navitas UPE Staff Members
Brief Description of Policy	This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for Pathway Approval and Review.

Version Control

Date	Version	Summary of Changes	Approver
January 2023	2022/01	Changes included in line with other relevant UPE policies and processes to ensure alignment	NUKH Academic Board
June 2024	24_01	- New policy template - Changes included in line with other relevant UPE policies and processes to ensure alignment - Formatting changes	NUKH Academic Board
June 2026	26_01	- New Processes - New Microsoft forms - Pathway Closure included	NUKH Academic Board

Key Related Documents

Document Name	Location
Navitas UPE Pathway Approval and Review Form	Navitas Pathway Approval & Review Form AY25-26 – Fill out form
Navitas UPE Pathway Closure Form	Navitas UPE Pathway Closure Form AY25-26 – Fill out form

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Introduction

This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for any Pathway Approval, Closure and Review process. Navitas UPE has, as part of its corporate code of practice, a commitment to continuous improvement and the UPE College* network has demonstrated its adherence to this commitment through the implementation of a Pathway Approval and Review procedure in each College. Navitas UPE has a long history of, and commitment to, the provision of quality services and support to students. It recognises the importance of engaging students early in their learning experience and places immense value on the Student Voice. Working together with students, our teaching and support staff are committed to providing an education and student experience that is shaped, reviewed and enhanced in spirit of partnership and co-determination.

**Please interpret 'College' as 'Campus' where applicable*

Purpose

This policy provides guidance for the approval of new pathways and/or stages of study and the processes associated with modifications to existing pathway components (including closure). The

policy is relevant to any staff member with curriculum design and approval responsibilities and should be referred to in the first instance when considering any change or addition to a portfolio.

College Senior Management Teams should follow the visual processes and narrative below.

For All Pathway Approvals (new or modification), Process 1 should be completed and then EITHER 1a or 1b. For all Pathway Closure Approvals, Process 2 should be completed:

1: Pathway Approval in Principle (confirms Strategic Approval)

1a: New Module / Pathway Programme

1b: Modified Module / Pathway Programme

2: Pathway Closure

1: Pathway Approval in Principle (confirms Strategic Approval)

1: Navitas Pathway Approval in Principle Process

Please use this as a guide for actions needed prior to / or immediately after any University Partner Approval in Principle. This process should be utilised for any Pathway Approval activity as detailed above (any new pathway, module, or any adjustment to existing, new intake of existing or closure / removal of any pathway element).

Stakeholder Proposal

The stakeholder proposal stage requires College Senior Management Teams to discuss the proposals for the new / modified module or pathway and obtain approval in principle from Navitas Executive General Manager and the University Partner.

Navitas UPE Central Team Actions

College Senior Management Teams will need to liaise with each of the five Navitas Central Teams below and ensure the following information has been provided for Central Team approval in principle.

Registry

- UP Approval
- EGM Approval
- Programme Documentation

Compliance

- Programme level

- Applicable attendance band including potential impact e.g. Attendance Band 1 min. hours criteria
- CMA obligations

Marketing

- Programme documentation
- Module changes
- Market Research evidence (LMI Data)
- Timeline for launch (planned communication, website updates etc)
- Market Research evidence (LMI Data)
- Timeline for launch (planned communication, website updates etc)

Finance

Please complete the following link with all Pathway Approval information.

- [Finance template.xlsx](#)

IT

Colleges need to complete the following:

- Navitas Service Desk ticket raised in alignment with relevant SLA window (stated below)
 - Supporting data excel file completed and attached to Service Desk ticket
- Confirmation that staff will be available for User Acceptance Testing (UAT)
- Confirmation of completed UAT for requested change/creation of module/program

Please be aware that due to the work required to support the creation/change of the requested module/program along with testing, there will be different SLAs to support each of these requests:

- Module creation/change – 5 business days
- Existing program change – 10 business days
- New program creation – 30 business days

Pathway Approval Form

Once the Central Teams have received the information and given the College Senior Management Teams their approval to continue, the Navitas Pathway Approval Form must be completed:

[Navitas Pathway Approval & Review Form AY25-26 – Fill out form](#)

Academic Registry will review the responses in the Pathway Approval Form and ensure all components to the process are completed. Academic Registry will then send these responses by

email to the Central Teams for review. Academic Registry will not be responsible for the scrutiny of any documentation provided as part of this process. Quality assurance for any curriculum changes remains the responsibility of the College Senior Management Team.

Navitas UPE Central Team Approval

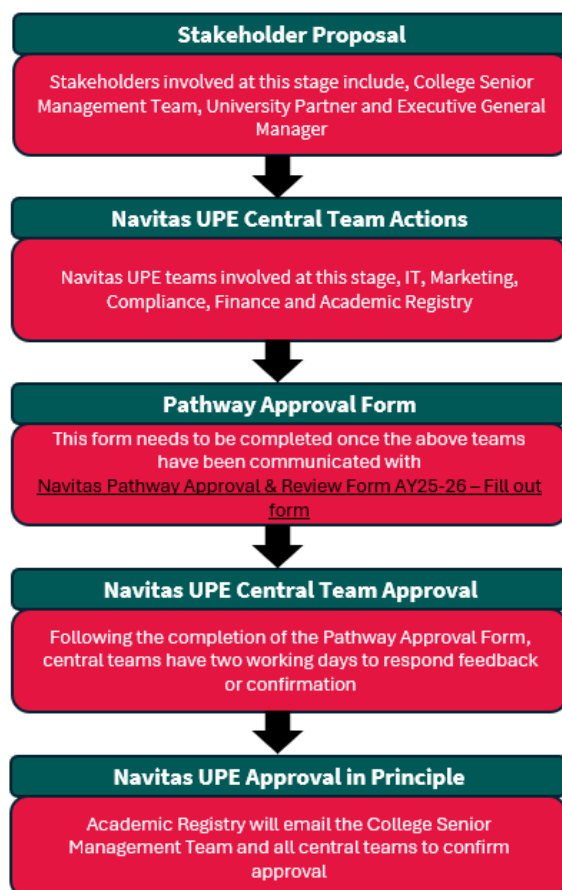
Navitas Central Teams have 2 working days to respond to the Academic Registry email and either approve or request further information.

Navitas UPE Approval in Principle

Navitas UPE Approval in Principle will only be awarded once all Central Teams have confirmed their own requirements have been met. Academic Registry will confirm outcome by email to all stakeholders that launch/programme change processes can continue.

Once process 1: Pathway Approval in Principle has been completed, this is now classed as Strategic Approval.

1: Pathway Approval in Principle Process



1a: Development and Approval of New Pathways and/or Stage of Study

The successful completion of the above Approval in Principle process confirms Strategic Approval.

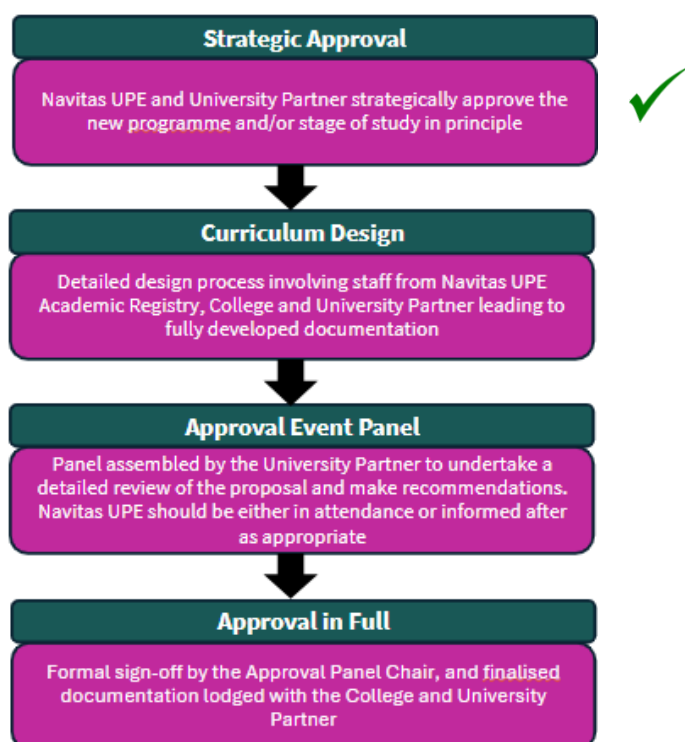
Strategic Approval (Navitas and University Partner)

New pathways and/or stages of study under discussion with a Faculty/School of the UP must be given Strategic Approval prior to any in-depth curriculum development or marketing activities. There should be a clear definition of the type of pathway and/or stage of study being proposed and the business case should be completed by the College Director/Principal (CDP) and a University Proposer (normally the Academic Lead within the relevant School/Faculty). A draft Programme Specification or Pathway Framework and associated marketing collateral are also prepared.

Once approved, the business case and associated marketing collateral will be presented to the UP for consideration and approval/endorsement by the relevant UP authority. Approval/endorsement from both Navitas UPE and the UP may be dictated by the dates of approval boards and therefore may run in tandem. Formal notification of the decision on strategic approval will be made to the Academic Advisory Committee (AAC), the Joint Strategic Partnership Management Board (JSPMB) and the relevant UP Committee.

The proposals for a new pathway and/or stage of study will be subject to a full approval process undertaken jointly by the appropriate Faculty/School of the University Partner (UP) and the College. There are four stages to the development and approval of new pathways and/or stage of study as shown below, however although this Navitas UPE process applies to all Colleges, the activity may vary in detail according to the differing practices of University Partner (UP). **The phrase ‘subject to full approval’ must be contained in all marketing literature until such time as the pathway has been fully approved.**

1a: New Pathway and/or Stage of Study Process



Curriculum Design

Once a new pathway and/or stage of study has been granted Strategic Approval, the draft Pathway Framework, Programme Specification and Key Fact Sheets can be fully developed, along with draft Definitive Module Documents (DMDs) and associated documentation, as required. This process should involve Academic Registry and College Academic Services, with input from appropriate staff of the UP (e.g., pathway/programme leaders).

Pathway and programme development will be undertaken by the College together with input from appropriate subject specialist staff of the UP. The process will be overseen by Academic Registry.

Please see appendix for guidance on curriculum design.

At the conclusion of the curriculum design process, the following documentation will be submitted to the UP and Academic Registry:

- Programme Specification
- Definitive Module Documents (DMDs) or Module Outlines

- UP& Navitas UPE confirmation email
- Key Fact Sheets
- Other relevant documents as appropriate and upon request

University Partner (UP) Approval Event / Activity

The UP will facilitate an Approval Event or activity, according to its procedures for the approval of collaborative provision, to determine the appropriateness of the proposed curriculum for the level of articulation required. The title and process of each UP-Approval activity will differ across the Division. In some cases, a full Approval Event or activity will take place and Navitas UPE attendance will be requested. In other cases, new pathways may be approved locally with the UP and then a separate Approval Event or activity will be required for Navitas UPE. Navitas UPE Academic Registry will support whichever Approval Event or activity is most efficient and appropriate for each College.

Membership of an Approval Event or activity will depend on UP practices, but will normally comprise:

- The relevant Associate Dean or nominee, who shall normally be Chair
- At least two other Faculty/School representatives – Head of School and relevant Programme Leader(s)
- College Director/Principal
- College Director of Academic Services or equivalent
- Navitas UPE Head of Education or nominee
- An External (where appropriate)

The UP will provide a secretary to the Approval Event or activity.

The remit of the Approval Event or activity is to consider:

- The appropriateness of the curriculum for progression to the prescribed articulation point with the UP provision in terms of its level, learning outcomes and academic rigour
- Progression criteria
- College management arrangements for the pathway/stage
- Resources will not normally be the focus of discussions, since resource requirements will have been reviewed and agreed at the Strategic Approval (Approval in Principle) stage and minuted at the Operational Advisory Committee (OAC). However, if during discussions

additional requirements or issues of concern are identified, these should be noted at the Approval Panel or activity and in the subsequent Report

- Agree any amendments to the proposals as documented

At the end of the Approval Event or activity, the panel will conclude whether the pathway/stage of study meets Navitas UPE requirements and those of the UP or whether additional development is required. The outcome of the Approval Event or activity will be one of the following:

- a) Full approval which may be subject to specified conditions, and/or recommendations
- b) More development work is required before further consideration by the Approval Event or activity Panel

In each case, the Approval Event or activity Panel will specify dates by which revised documentation should be submitted.

In the case of outcome (a) above, the College in consultation with UP representatives will address any conditions and/or recommendations, revise the documentation accordingly, and submit a statement of how the conditions and/or recommendations have been addressed, together with a copy of revised documentation, to the Chair of the Approval Event or activity Panel. The Chair will consult with members of the Panel and must be satisfied that there is evidence that all conditions of approval have been fulfilled and recommendations appropriately considered before granting Full Approval under Chair's action.

In the case of outcome (b), the Approval Event or activity Panel will give clear guidance on the areas where further development is required.

Different Types of Approval Events or Activity

There are three main types of approval event or activity and depending on which is appropriate these will either be hosted by Navitas UPE or the UP.

Reapproval and Contractual Event:

- Owner – UP
- Panel
 - The relevant Associate Dean or nominee, who shall normally be Chair

- At least two other Faculty/School representatives – Head of School and relevant Programme Leader(s)
- College Director/Principal
- College Director of Academic Services or equivalent
- Navitas UPE Head of Education or nominee
- An External (where appropriate)

New College:

- Owner – UP
- Panel
 - The relevant Associate Dean or nominee, who shall normally be Chair
 - At least two other Faculty/School representatives – Head of School and relevant Programme Leader(s)
 - College Director/Principal
 - College Director of Academic Services or equivalent
 - Navitas UPE Head of Education or nominee
 - An External (where appropriate)

Approval Event or Activity:

- Owner – Navitas UPE
- Panel
 - College Director/Principal
 - College Director of Academic Services or equivalent
 - Navitas UPE Head of Education or nominee
 - An External (where appropriate)
- Instigated by
 - New Pathway
 - New Stage of Study
 - New Programme

Final Approval (Approval in Full)

Following Final Pathway Approval, the UP may start assigning CAS numbers and issuing CAS statements to applicants who hold Offers of Admission.

Formal notification of Full Approval including the minutes of the Approval Event or activity Panel will be made to the AAC, the JSPMB and the relevant UP Committee.

Periodic Review of Programmes

Periodic review of College pathway stages will take place according to the requirements and practices of the UP. This will be either (a) according to the UP's collaborative provision review procedures, or (b) as part of the periodic review of the linked university provision. In both cases, the processes will be those of the UP. Exceptionally, the provision of a College may be the subject of periodic review initiated by Navitas UPE. In such cases, Navitas UPE will adopt the process of the UP after suitable adaptation.

Portfolio/Articulation Expansion

Portfolio/Articulation expansion refers to the addition of further degree awards to an existing College pathway. In practice, portfolio/articulation expansion arises when a UP adds one or more degree award variants to an existing degree programme (articulation). Such expansion requires the completion of the Navitas UPE Pathway Approval and Review Form and approval from the relevant Executive General Manager and the Head of Education.

A College's Senior Management Team (CSMT) will discuss a proposal for portfolio expansion and maintain a record of its decision. The CSMT will consider market research data supporting the expansion and costs related to meeting the required student target.

1b: Pathway Component Modifications

Strategic Approval (Approval in Principle)

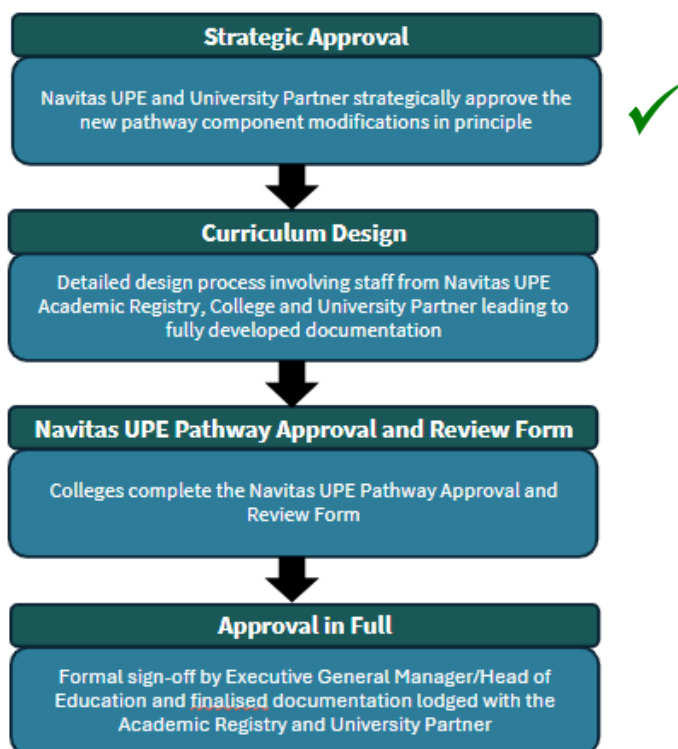
Pathway Component Modifications are dependent upon the change being proposed/made, and whether it constitutes a change to a pathway, stage of study, intake, programme or a module.

These changes could be:

- Modified
- Module Withdrawn
- New location

- Change to progression (articulation) routes

1b: Pathway Component Modification Process



Curriculum Design

Programme or Module development will be undertaken by the College together with input from appropriate subject specialist staff of the UP.

Please see appendix for guidance on curriculum design.

Navitas UPE Pathway Approval and Review Form

Changes to a pathway/stage of study or existing programme/module must be notified to the Navitas UPE EGM and Academic Registry by the CDP via the Navitas UPE Pathway Approval and Review Form. Any Strategic Approval and/or Curriculum Design should have occurred as per process option 1 (Approval in Principle above).

If the changes to a pathway are numerous and / or considered substantive, a full re-approval procedure (see 1 and 1a above) must be carried out as set out in this policy accompanied by all

associated curriculum documentation; please see below table and contact Academic Registry if necessary.

Approval

Once reviewed and agreed, these changes will be approved by the Navitas UPE EGM and/or Head of Education.

Pathway Approval and Review Changes

	Stage 1 - AIP		Stage 2 – Scrutiny & Approval		Stage 3 – Pathway Change Launch		
	EGM	UP Approval	Navitas Pathway Approval Form	Navitas Approval Event Needed	Fact sheet change	Navigate / Study link	Website
Pathway Changes							
New Pathway / Stage of study	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Location of Pathway	Yes	Yes	Yes	No	Yes	Yes	Yes
Progression Routes (articulation)	Yes	Yes	Yes	No	Yes	Yes	Yes
Intake	Yes	Yes	Yes	No	Yes	Yes	Yes
Programme Changes							
Programme - New	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Programme Name	Yes	Yes	Yes	No	Yes	Yes	Yes
Programme Aim	Yes	Yes	Yes	No	Yes	Yes	Yes
Programme Learning Outcomes	Yes	Yes	Yes	No	Yes	Yes	Yes
Programme Modules	Yes	Yes	Yes	No	Yes	Yes	Yes
Assessment Methodology	Yes	Yes	Yes	No	Yes	No	Yes
Entry Requirements	Yes	Yes	Yes	No	Yes	No	Yes
Fee Changes	Yes	Yes	Yes	No	Yes	No	Yes
External examiner	Yes	Yes	Yes	No	No	No	No
Module Changes							
Module Name	Yes	Yes	Yes	No	Yes	Yes	Yes
Module Aims	Yes	Yes	Yes	No	Yes	Yes	Yes
Module Learning Outcomes	Yes	Yes	Yes	No	Yes	Yes	Yes
Indicative Content	Yes	Yes	Yes	No	Yes	Yes	Yes
Module Assessment Methodology	Yes	Yes	Yes	No	Yes	Yes	Yes

Delivery Hours (still meeting UKVI)		Yes	Yes	Yes	No		Yes	Yes	Yes
Staffing		No	Yes	No	No		No	No	Yes
Reading List Content		No	No	No	No		No	No	No
Resit arrangements		No	Yes	No	No		No	No	No

2: Pathway Closure

College Senior Management Teams will need to liaise with each of the six Navitas Central Teams below and ensure the following information has been provided for Central Team Closure Approval.

Navitas UPE Central Team Actions

Registry

- UP Closure Approval
- EGM Closure Approval
- UP Course Viability Policy/Process

Compliance

- CMA Obligations
- UKVI Obligations

Marketing

- DMA confirmation
- Timeline for closure (planned website updates, removal from collateral and course matrix)

Finance

Please complete the following link with all closure information.

- [Finance template.xlsx](#)

Risk & Regulation

- Notification of material event
- Risk and Regulation to determine if reportable to OfS
- Student consultation evidence

IT

- Navitas Service Desk ticket raised at least five working days before closure date

- Supporting data excel file completed and attached to Service Desk ticket
- Colleges need to confirm Staff availability for User Acceptance Testing (UAT)
- Confirmation of completed UAT for requested program closure

Pathway Closure Form

Once the Central Teams have received the information and given the College Senior Management Teams their approval to continue, the Navitas Pathway Closure Form must be completed:

[Navitas UPE Pathway Closure Form AY25-26 – Fill out form](#)

Academic Registry will review the responses in the Pathway Closure Form and ensure all components to the process are completed. Academic Registry will then send these responses to the Central Teams and EGM for review.

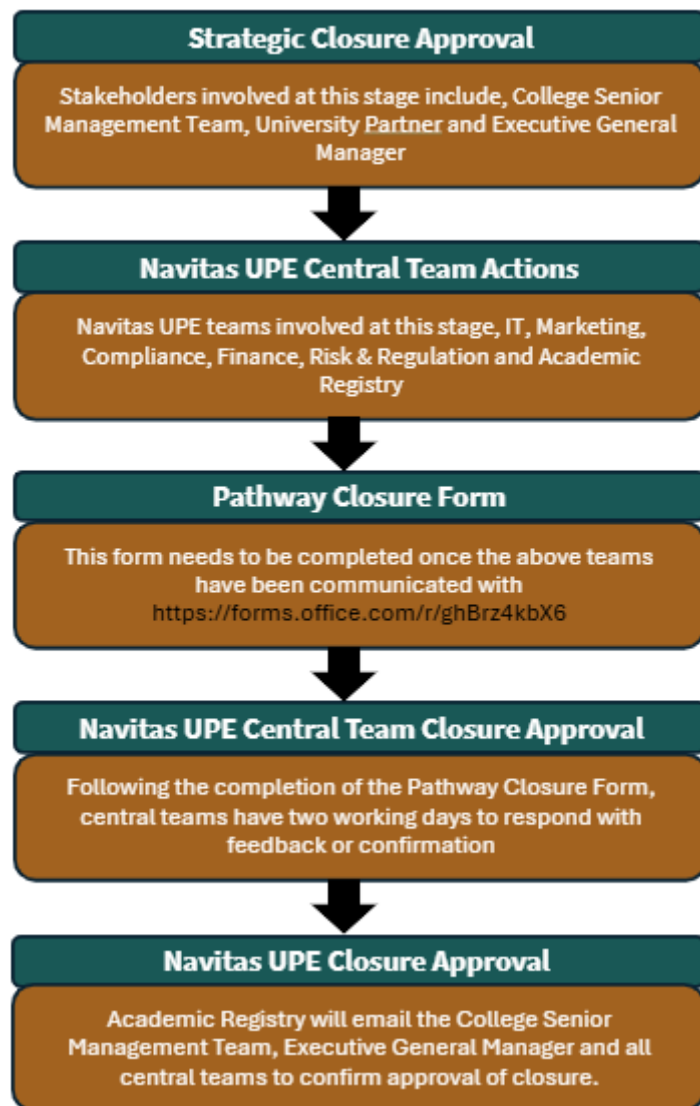
Navitas UPE Central Team Closure Approval

Navitas Central Teams have 2 working days to respond to the Academic Registry email and either approve or request further information.

Navitas UPE Closure Approval will only be confirmed once all Central Teams own requirements have been met.

Academic Registry will confirm Pathway Closure by email to all stakeholders.

2: Pathway Closure Process



Monitoring and Reporting

This policy outlines the processes for all pathway additions, modifications and closures. All elements will be fully monitored by the Academic Registry. The main oversight will be in the Navitas UPE Pathway Approval and Review Form and Navitas UPE Pathway Closure Form, with continued checks and evidence collation through AAC and JSMPB minutes. The Navitas UPE Pathway Approval and Review Form and Navitas UPE Pathway Closure Form will also be used to monitor regulatory requirements for United Kingdom Visa and Immigration (UKVI) and Competition and Markets Authority (CMA).

Policy Review

This policy will be reviewed every two years unless there are internal or legislative changes that necessitate an earlier review.

Appendix – Curriculum Design Guidance:

All pathways will incorporate the following design principles:

1. Aim to integrate the following programme core themes, where suitable for the UP:
 - **Sustainability:** Students will learn the value of global citizenship, with an awareness of how sustainability, accountability and social responsibility can affect professional practice
 - **Artificial Intelligence & Digital Fluency:** Students will learn to use digital tools and services to create clear and informative content, articulate concepts through a range of digital media and use digital technologies to manage and facilitate the learning process
 - **DEI & Wellbeing:** Students will identify opportunities to support and develop a diverse, resilient and inclusive culture where fairness, justice and wellbeing are respected
 - **Employability:** Students will develop employability skills by building resilience, adaptability and critical thinking through team activities, discussions and problem solving
 - **English Proficiency: Students:** Students will be equipped with essential English language, communication and critical thinking skills required for success in higher education
2. Acknowledge the teaching and learning requirements of diverse student cohorts and the national guidelines on credit volume, thus enabling students to achieve the outcomes expected at each stage of study
3. Facilitate accessibility and inclusive learning experiences at all times
4. Anticipate disparities in the learning backgrounds of students and strive for equity
5. Provide the appropriate balance of core learning skills, linguistic competence, practical skills, transferable skills, and disciplinary knowledge and understanding
6. Provide a contemporary and flexible learning system relevant to the pathway of study

7. Provide an increasing level of demand on students as they progress through a pathway and to ensure learning preparedness and self-reliance for the mature environment of higher education
8. Consider the views and the needs of all College students and the subject specialists of the UP
9. Consider the requirements of relevant Professional, Statutory and Regulatory Bodies (PSRBs)
10. Provide an opportunity for students to reflect upon skills and attributes required for further study, professional development and employment
11. Ensure that all intended learning outcomes are clearly identified, developed and assessed as appropriate for progression to the next stage of study
12. Ensure that pathways accurately reflect the requirements of onward UP study

College Stage Design should:

1. Provide and agree appropriate content with the relevant School/Faculty of the UP to ensure progression to degree awards at a designated point in the pathway provision
2. Reflect the outcomes of market research among potential applicants
3. Consider aims and learning outcomes to the onward stages of study at the UP
4. Consider relevant UP strategies and policies (e.g., Assessment Regulations, skills requirements)
5. Operate within the Navitas UPE approved Policies and Regulations (NPRs)
6. Provide an appropriate level of academic challenge and rigour in line with sector benchmarks and professional standards
7. Develop students' capability and autonomy, including the ability to learn and to manage their own learning
8. Ensure that students will have attained the prescribed level of interdisciplinary language competence described as 'Proficient User' by the Council of Europe by inclusion of the appropriate version of the Navitas UPE module 'Interactive Learning Skills and Communication (ILSC)'
9. Where possible, offer students some choice in the degrees available from an articulation point
10. Provide opportunities for exit with a Confirmation of Attainment or transfer to other cognate areas offered by the College or the UP

English language provision will be provided by the College, or by the UP under arrangements detailed in the Recognition and Articulation Agreement (RAA). The provision will meet any immigration regulations to meet the delivery cycles of College cohorts. All English language will be delivered separate to and prior to progression to the academic stages of a pathway. Any English language part of a pathway must be successfully completed according to standard progression criteria before a student moves to the next stage of studies.

Integrated delivery, where proposed, will be based upon currently approved provision. The majority of the modules will be delivered and assessed by UP staff and the ILSC module by College staff. Operational, liaison, assessment and Progression Board procedures will be defined via the Academic Advisory Committee (AAC) and reported to the Joint Strategic Partnership Management Board (JSPMB).

Annexe A: Quick Reference Guide for Staff

The Core Process (Simplified)



1. Approval in Principle (Strategic Approval)



This is the gateway stage for all changes (new, modified, or closure).

- College proposes change with University Partner engagement
- Central teams review (Registry, Compliance, Marketing, Finance, IT)
- Formal approval confirms the proposal is strategically viable and compliant
- Recorded via the Pathway Approval Form

Output: Permission to proceed to full development



2. Pathway Development and Approval



A) New Pathways / Stages of Study

A structured academic approval process follows:

- Curriculum design (jointly developed with the University Partner)
- Formal approval event/panel (academic scrutiny led by the partner)
- Final approval ("Approval in Full")

This ensures pathways meet:

- Academic standards
- Progression requirements
- Resource and delivery expectations

Output: Approved pathway ready for delivery and recruitment

B) Modifications to Existing Pathways

Changes are: (e.g. modules, progression routes, intake changes)

- Categorised as minor or substantive
- Submitted via the Pathway Approval and Review Form
- Approved by senior Navitas leadership (EGM / Head of Education)

This ensures pathways meet:

- Academic standards
- Progression requirements
- Resource and delivery expectations

Significant changes may trigger full re-approval.

Output: Controlled and proportionate change to existing provision

3. Pathway Closure



Closure is treated as a formal governed process, requiring:

- Cross-team review (including compliance, finance, risk/regulation)
- Student impact considerations (consultation, CMA obligations)
- Regulatory assessment (including potential OFS reporting)
- Completion of a Pathway Closure Form

Closure is confirmed only once all stakeholders approve.

Output: Managed withdrawal of provision with regulatory assurance



Governance and Oversight

- Academic Registry coordinates and monitors all processes
- Central teams provide structured approval checkpoints
- Senior College teams retain responsibility for proposal quality and delivery

Assurance is captured through:

- Approval forms
- Committee reporting (AAC, JSPMB)
- Evidence tracking against regulatory requirements



Regulatory and Quality Focus

The policy explicitly supports:

- UKVI compliance (attendance, CAS implications)
- Consumer protection (CMA) requirements
- Potential OFS reporting (for closures or material changes)
- Quality assurance of curriculum and progression standards



Monitoring and Continuous Improvement

All activity is tracked through central forms and committee reporting

Policy embeds Navitas' commitment to:

- Continuous improvement
- Student partnership and voice
- Ongoing review of provision
- The policy itself is formally reviewed every year.



This policy ensures that every pathway decision (new, changed, or closed) is strategically justified, academically robust, operationally deliverable, and fully compliant across Navitas UPE and its university partners.



NAVITAS UPE POLICY