



Swiss International
Institute Lausanne

NEW PROGRAMME DESIGN AND APPROVAL POLICY

Swiss International Institute Lausanne - SIIL

Approved by:	Academic Council
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Responsible Officer:	Academic Director
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I CONTEXT

All study programmes leading to an award from SIIIL are delivered in line with the requirements of the *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)* (May 2015). All programmes leading to an award from SIIIL are subject to a rigorous design and approval process to ensure that the SIIIL education delivers a transformative student experience based on academic excellence, student-centered approach and appropriate e-learning methodology.

II PURPOSE

This policy requires that all new and re-configured programmes and new programmes delivered by SIIIL undergo a robust design and approval process.

III BENEFITS

Guidance and support are made available to SIIIL academic staff in the design and approval process for new and re-configured programmes.

IV SCOPE

This policy applies to all new programmes delivered by SIIIL.

This policy applies to existing programmes undergoing significant curriculum review such as structural changes resulting in a new programme strand.

V PRINCIPLES

The approval of proposals concerning the design and delivery of new programmes is based on an impartial assessment of each proposal in terms of its rationale, academic merits and financial implications.

Programme design and approval processes are transparent, collaborative, coherent, and rigorous.

VI DEFINITIONS

An **Award** is an academic qualification (degree, diploma or certificate), conferred in recognition of the successful completion of a higher education programme of study, either at undergraduate or postgraduate level, and issued by a designated awarding body.

Modules are the building blocks of courses. They are self-contained units of teaching, learning and assessment on particular topics with defined academic credit values, learning outcomes, modes of delivery and assessment schemes. Students are required

to pass a defined number of module credits in order to progress and to attain an award.

Stand-alone Modules are modules as defined above which have no pre- or co-requisites, and to which students may register independent of other modules.

A **Course** is a complete set of modules with an approved curriculum and assessment lasting one or more academic years. There may be modules and course options within the main curriculum, so students on the same course may not all necessarily be following the exact same subject matter.

Learning outcomes are statements of what a learner is expected to know, understand and/or be able to demonstrate on completion of a process of learning.

A **Programme** is a set of modules, courses or course options that lead to an award (e.g. a degree).

VII POLICY

1. Programme design and approval

SIIL requires that new programmes align with the strategic plans of the Institute and the Faculties in which they are to be delivered; the general regulations of SIIL; statutory requirements, and any professional and statutory national or international accreditation requirements that may apply.

The programme design process is consultative, drawing on the perspectives of academic and administrative staff, students, external experts, and other relevant stakeholders. This collaborative approach ensures that the programme's objectives are aligned with the intended learning outcomes.

SIIL supports the incorporation of inclusive teaching and learning practices into the design of new programmes.

SIIL requires that proposals for the design and approval of new undergraduate and postgraduate programmes adhere to the [Guidelines for a New Course Proposal](#).

The lead-in time for the completion of the design and approval process will give due regard to the requirement for internal and external consultation and review, the schedules for Programme Board meetings and deadlines set by executive bodies and strategic bodies (Shareholders' Board) and collaborative partners for marketing and recruitment purposes.

The Programme Board is made up of all the professors and the Study programme directors of a faculty. Lecturers and students shall each have two representatives.

Programmes within SILL are recommended by the Programme Board, Faculty Dean, and approved by the Academic Council.

Programmes developed and delivered jointly by the faculties and Programme Board.

Prior to submission for approval by the Academic Council all new undergraduate and postgraduate programme proposals may be required to be sent for external review.

Programmes will not be advertised prior to the approval by the Academic Council.

2. Stand-Alone-Modules

New undergraduate/postgraduate stand-alone module proposals are submitted to the Programme Board for approval, as appropriate. The Dean of the concerned Faculty have discretion as to whether the stand-alone module should be sent for external review.

3. New Modules and Modules with Significant Change

New undergraduates/postgraduates modules and modules with significant changes are submitted to the Programme Board of the Faculty, and the Programme Board of another Faculty which shares the modules, for approval, as part of the Calendar changes.

The module descriptor template must be used for the creation of new modules and the module(s) should map to the overall programme learning outcomes using the mapping tool.

Significant changes to an existing module will not be implemented without reference to the overall programme learning outcomes of the programme to which it belongs.

VIII RESPONSIBILITY

The responsibility for this policy lies with the Academic Director.

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