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Program Design, Approval and Review Procedure

QUA-002 | Governance and Quality

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INSTITUTIONAL REGULATIONS & POLICIES | IEU

Program Design, Approval and Review Procedure

DOCUMENT CONTROL / QUA-002

Document ID	QUA-002
Document family	Governance and Quality
Document custodian	Programme Design / Quality Committee
Version	1.0
Edition date	18 October 2026
Review cycle	Annually and following material change

1 Purpose and applicability

Applies to proposed and operating educational programs. The provisions govern the activities within the defined IEU service scope; applicable programme-specific contracts and verified rules of a separate awarding institution govern award requirements wherever relevant.

2 Policy requirements

- 01 A program proposal includes rationale, target audience, admission rules, curriculum map, staffing, delivery mode and financial viability.
- 02 Subject-matter reviewers assess standards and resources before any institutional program approval.
- 03 If an external partner awards the degree, the partner's formal approval and published award conditions are necessary.
- 04 New programs may not be advertised with unsupported official approval or degree status.
- 05 Significant changes to outcomes, length, tuition or award arrangements are logged and communicated.
- 06 Periodic review assesses academic currency, demand, learner evidence and corrective actions.

3 Operational procedure

Trigger: New programme concept, major amendment or scheduled periodic review

- 01 Prepare a proposal covering demand, outcomes, curriculum, entry rules, staff, resources, finances and delivery.
- 02 Secure subject-level scrutiny and document identified deficiencies.
- 03 Obtain any required awarding partner approval before making degree or award claims.
- 04 Record authorization, release approved information and review actual delivery and student outcomes.

4 Responsibilities and evidence

Accountable process owner. Programme Design / Quality Committee maintains implementation, staff guidance, case processing and reporting. Academic decisions requiring external award authority must be referred according to the verified programme arrangement.

Minimum evidence. Business case; curriculum map; external review; resource check; decision; approved programme record.

Record protection. Keep case files, decisions and correspondence in access-controlled systems; apply an approved retention schedule and document transfers to relevant partners. Do not publish personal or confidential records.

5 Exceptions, concerns and review

Exceptions. Material deviations require a written rationale, authorization by a role with the appropriate delegation, and a record of any impact on students or staff. No local exception may override mandatory law or a controlling awarding-body requirement.

Challenge and escalation. Explain the applicable complaints, academic appeals or rights-request route to affected persons. Refer safety concerns, integrity incidents, data incidents, conflicts of interest or disputed award claims to the designated specialist authority.

Monitoring. Audit changes to published curricula, award labels, fees and duration.

6 Linked institutional controls

Related controls, where relevant: Academic Regulations (ACD-001); Academic Integrity (ACD-003); Student Complaints (STU-004); Academic Appeals (STU-005); Quality Assurance (QUA-001); Privacy and Student Records (DIG-001); Academic Partnerships and Award Information (PAR-001).

7 Document information and periodic review

Document series	IEU Regulations & Policies
Institution	International European University (IEU)
Applicability	See section 1 and programme-specific terms
Student enquiries	Use the IEU contact and support routes
Document maintenance	Controlled by the responsible function