



SECTION B

In order for a programme to be approved by ACTT, an institution must provide narrative and evidence to meet the following criteria:

1.0 Authorisation to offer the programme has been given by the Governing Body or relevant authority.

Evidence Required

- **Authorisation from the Governing Body or relevant authority to offer the programme.**
 - Signed letter of authorisation from a relevant authority
- or**
- Signed and dated minutes of meeting of the Governing Body showing authorisation was granted

2.0 The programme is consistent with the mission of the institution.

Evidence Required

- Mission statement of institution
- Mission statement of programme
- Programme aims

3.0 The institution has a system for internal programme approval, monitoring and review.

Evidence Required

- Programme approval policy and procedures.
- Composition of the Programme Approval Committee that is independent of the academic department/unit that will be offering the programme.
- Evidence that the committee has access to any specialised advice which may be needed.
- Signed and dated Programme Approval Committee minutes.
- Programme review policy and procedures.

4.0 There is a detailed programme specification for the programme.

Please refer to the included Programme Specifications guidelines

5.0 There are adequate resources to support the programme.

Evidence Required

- Programme Staff – qualifications, experience & courses assigned to teach
- Budget for the programme, which includes projections for both income and expenditure

6.0 A market case has been made for the offering of the programme.

Evidence Required

- Report on relevant market research