

**GUIDANCE**

**PROPOSAL FOR NEW PROGRAMME OR AWARD OR REVALIDATION OF AN EXISTING PROGRAMME**

This form is for use by Faculty/Institutes when intending to offer **(a) a new programme or (b) a new pathway or award which is based partly or wholly on existing validated modules or (c) the revalidation of existing programmes**. It should be used for both on-campus and collaborative provision and is designed for submission to the Faculty/Institute Academic Development Committee (F/IADC)

***Collaborative provision:*** *This form should be completed once institutional approval has been given for the business case for the collaboration via University Strategic Partnership Steering Group or Collaborative Provision Committee. Please contact the Head of Quality and Academic Partnerships or Quality and Standards Managers for Collaborative Provision for further guidance*

In order to fully complete this form, it will be essential to seek guidance from your Dean of Faculty / Director of Institute or her/his Deputy. It may be necessary for you to have discussions with a range of stakeholders across the University.

**Management of programme development, validation and revalidation**

*Faculty/Institute Level*

**Associate Deans of Student Experience:** As Chair of the Faculty/Institute Academic Development Committees, ADSEs are responsible for the operation of the sub-Committee to ensure coherence and oversight of academic and resource developments at the Faculty/Institute level.

*Programme Level*

**Academic Leads:** Subject and Course Leads or other academic staff who have been designated by the relevant Dean/ Director of Faculty/Institute are responsible for timely engagement and completion of required programme and Panel documentation throughout the programme re/validation process.

**Quality and Standards Managers:** Designated Faculty/Institute and Collaborative Provision Managers are responsible for advising on academic curriculum and quality matters throughout the initial proposal, programme development, and approval stages. The QSMs liaise with the relevant Subject and Course Leads to assist and support with progressing the programme throughout the various stages, provide regular progress updates to the Quality Assurance and Enhancement sub-Committee.

*University Level*

**Head of Quality and Academic Partnerships:** responsible for oversight of the University’s schedule of approval of new awards (validations) and review of existing programmes (revalidations) via the Quality Assurance and Enhancement sub-Committee and reporting outcomes to the Academic Development Committee and University’s Portfolio Review Committee. As noted above, QS Managers are allocated to each programme validation and revalidation, reporting to the Head of Quality & Academic Partnerships.

The Head of Quality & Academic Partnerships liaises with Dean of Faculty/Director of Institute and Chairs of Faculty/Institute F/IADC Committees regarding Faculty/Institute developments and reports on progress with validations/revalidations to the University Academic Development Committee, which oversees the schedule in the deliberative structure.

**Student Records**: The University uses a software developed by Tribal Solutions called SITS to create, amend and update programme, module and students records. The curriculum data management is primarily undertaken by the SITS Curriculum and Data Officer. For further advice and guidance please contact the designated Quality and Standards Manager in the first instance.

**Notes for completion of the form**

The notes below refer to the numbered sections of the form and should help you complete it. For more detailed guidance and general information on the process, please contact your designated Quality and Standards Manager or the QS Team via [qateam@stmarys.ac.uk](mailto:qateam@stmarys.ac.uk)

**Consultation with key stakeholders**

In order to complete this form, guidance can be sought from the relevant Head of Department, and Quality and Standards Team. Consultation with key colleagues and stakeholders throughout the programme proposal, development and approval stages is required. You should maintain regular contact with colleagues for feedback, advice and guidance. These collectively include academic and professional services colleagues, external examiners and students. For example, CWPL colleagues for WPL modules and relevant academics for SMU modules or where modules are cross validated with another programme.

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| **SECTION 1** | |
| **1** | **Award:** e.g. BA / BSc, MA etc. Please indicate if modules can be offered as ‘stand-alone’ short courses. |
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| **2** | For all programmes (including Professional Doctorates), state the proposed Start Date for new programme and revalidated programmes |
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| **3** | Programme award title. For new programmes, a working title can be included. For revalidation, please confirm if the title is changing. This section should also include any fall back titles in case of programmes with protected titles e.g. Physiotherapy and Psychology offering different titles. |
| **4** | **HeCoS code and HESA Cost Centre**: These are mandatory data required by HESA for their returns and *must* be entered. The JACS code is usually a 4-character string such as A100 and the cost centre will usually consist of 2 digits. JACS codes can be found at: <https://www.hesa.ac.uk/support/documentation/hecos#Mapping> |
| **5** | **Subject and Course Lead:** Please provide the name of the Subject and Course Lead. |
| **6** | **Entry points:** Confirm if the programme will have standard September start and/ or January start. Outline the month of entry and completion of each cohort in any one academic year. Some programmes might have a slightly different end dates due to placements. For SITS purposes, could you confirm if the programme follows standard university start and end dates, this will help Registry to plan the induction and Offer/CAS letters for international students. |
| **7** | **Credits:** Confirm the credits required for the final and sub-awards.  Confirm the duration of the programme e.g. 2 academic semesters for full-time PG programmes or 6 academic semesters for full-time UG |
| **SECTION 2** | |
| **1** | **Proposed Start Date**: The month and year in which it is proposed that the programme will commence |
| **2** | **Programme Length**: For example, “3 academic years full-time” or “6 academic years part-time”. |
| **3** | **Attendance Pattern**: *(NB: This should also state whether the programme will be delivered via blended learning or distance learning.)* For example, “Full-time attendance at St Mary’s”; or Part-time attendance, 6 hours per week”; or “Part-time study, distance learning, no attendance”. |
| **4** | **Proposed Programme Intake**: Estimate maximum and minimum student numbers. |
| **5** | **Modes of delivery:** Confirm the mode of delivery e.g. Full-time, Part-time or Accelerated. Outline if a separate Part time record needs setting up or the programme will be delivered full time with an option to take it part time |
| **6** | **Major Source of Finance**: e.g. tuition fee income, Student Loans, Research Council, self-funding, etc. |
| **7** | **Proposer(s) and Contributing Faculty/Institute(s)**: Please provide the name(s) of the proposer(s) for the new programme. If it is to be a collaboration between two or more Faculty/Institutes, please provide details of each Faculty/Institute’s contribution (based on the modules and credits to be delivered by each Faculty/Institute). |
| **8** | **Rationale for New Programme**: Explain the reasons for introducing the new programme, and state clearly the new programme’s three key USPs (Unique Selling Points). This must draw on the market analysis provided in Section 4(1) |
| **9** | **Relationship to the University Mission and Ethos**: F/IADC will wish to know how your proposed programme reflects the University mission and its ethos. |
| **10** | **Portfolio Review Committee**: Has the proposal been discussed at the Portfolio review committee and received approval. Please include any comments |
| **11** | **Relationship to the University’s Corporate Plan and Faculty/Institute Plan**: F/IADC will look at how your proposed programme fits within the University and Faculty/Institute Plans. |
| **12** | **Professional Accreditation**: Please provide details of accreditation/recognition which will be sought from PSRBs (professional, statutory or regulatory bodies) or other accrediting organisations, including the relevant contact details. Please indicate the timeframe within which accreditation/recognition will be sought |
| **13** | **Support Expressed by External Bodies**: Please include or append (as Appendix 3) expressions of support from external professional bodies or agencies (if appropriate). |
| **14** | **Potential for Collaborative Delivery**: Please provide evidence of any potential for future collaboration in the design and delivery of the programme with HE or FE providers or other bodies. |
| **15** | **Programme Aims, Learning Outcomes and Content**: Please give a brief description of the programme’s aims, learning outcomes and content, including any distinctive features, bearing in mind the importance of aligning your programme to the University Mission and the Faculty/Institute plan.Outline any specific requirements and the rationale for these. *(NB: For PGT programmes, a first degree and/or relevant experience should be standard; a classification such as Upper Second Class should only be specified where this is a requirement of external awarding or accrediting bodies.* |
| **16** | **Modules**: Please insert additional rows as necessary. In the relevant column, please indicate whether the module is core or optional. |
| **17** | **Placements or other work-based learning opportunities:** Please give a brief description of how these will be offered and supported, and whether they will be compulsory or optional. (This includes workplace learning modules, which can be elaborated in Section 2(17) |
| **18** | **Assessment**: Please summarise the programme assessment strategy and modes you propose to use |
| **SECTION 3** | |
| **1** | **Programme Information:** Please outline a brief summary of changes- new modules, discontinuation of modules, shared (cross-validated) modules for revalidated programmes. |
| **2** | **Delivery:** Any changes to the mode of delivery (including addition of F2F *Plus*, Online mode, hybrid or accelerated) that might impact the offer should be discussed with the TEL team in the first instance. If you are proposing Online mode of delivery it might have some resource implications including development of appropriate pedagogical approaches for quality online provision, access to resources and services. The fee banding for online programmes might be different, therefore it is recommended to have a discussion with Finance |
| **3** | **Short Courses:** Confirm if the modules can be offered as short courses, summer school or bridging modules. |
| **4** | **Transitional arrangements:** Outline if the new iteration of the programme will be phased introduction or immediate introduction. For instance, phased introduction would mean that Level 4 will be introduced in the upcoming academic year, Level 5 in the following year and so forth whereas with immediate introduction means that all levels are introduced at the same time. |
| **SECTION 4** | |
| **1** | **Market Analysis report**: The market analysis is in two parts – one to be completed by the programme proposer(s), and the other by the Market Research and Data Analyst, Louise Sullivan. The evidence required from the programme proposer(s) typically comprises of the following: |
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|  | 1. Employment market for graduates: discussions with employers (including schools), current students, alumni and/or professional bodies; 2. The attraction of the programme for potential students: discussions with students or graduates of similar or cognate programmes; 3. The extent to which the proposed programme will contribute to national or local initiatives, government policy, etc. 4. The rationale for the Programme entry requirements described in section 8.   *The Market Research and Data Analyst will complete the following and will provide the information to you in a separate form which should be included as Appendix 1 of this proposal.*   * *Evidence of demand from domestic UK market* * *Evidence of demand from EU market (specific countries to be agreed with the programme proposer)* * *Evidence of demand from international market (specific countries to be agreed with the programme proposer)* * *Main competitor HEIs and programmes in London (i.e. within the M25) – including competitors’ fees* * *Main competitor HEIs and programmes outside the M25 – including competitors’ fees.* |
|  | Please contact Louise Sullivan for further information on a Market Analysis report. |
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| **2** | **Additional Staffing and non-staffing Resources**: This section of the form must be completed in as much detail as possible in consultation with the University Business Manager for sign-off by the relevant Faculty/Institute Academic Development sub-Committee. It will be reviewed and, if necessary, updated prior to the validation event, at which point final approval from the Director of Finance may be required under advice from the designated Faculty/Institute Management Accountant.  In section 2(a), please provide details of the additional staffing and non-staffing resources required for the programme. This must include details of any ‘backfilling’ required for staff currently teaching on other programmes.  Please also append (as Appendix 2) the completed Standard Costing Template. The template for completion is available from your designated Finance Management Accountant (details as above). |
|  | For section 2(b), information concerning module reading and reference lists must be as complete and up-to-date as possible. This is used for discussions about additional resource requirements for the Library. Please contact the Head of Library and Learning Technology or relevant Library Liaison.   * **Dean/ Director of Faculty/Institute** should approve any additional staffing and non-staff resources. This should be clearly reflected in the Programme Costing Spreadsheet. * **Finance:** Designated Faculty/Institute Management Accountant, Ken Brown (SAHPS and IoTLA), Kevin Cai (IoE and IoBLS) copying in [finance@stmarys.ac.uk](mailto:finance@stmarys.ac.uk) * **TEL and Library**: Head of Library and Digital Support (or nominee), Bing Choong copying in [tel@stmarys.ac.uk](mailto:tel@stmarys.ac.uk) * **Information Technology**: Director of Information Technology (or nominee), Chris Johnson copying in [helpdesk@stmarys.ac.uk](mailto:helpdesk@stmarys.ac.uk) * **Timetabling**: Director of Estates & Facilities (or nominee), Chris Paget copying in [timetabling@stmarys.ac.uk](mailto:timetabling@stmarys.ac.uk)   NB: Section 2 and the Standard Costing Template must be completed for sign-off by the relevant Faculty/Institute Academic Development Committee (F/IADC). It will be reviewed and, if necessary, updated prior to the revalidation Panel event, at which point final approval may be required where additional resources are required/ have changed. |
| **SECTION 5 AND 6** are self-explanatory and guidance text have been included in the relevant sections | |

**In addition to the completed form, please provide the following appendices:**

**Appendix 1** Market Analysis Data from the Market Research and Data Analyst.

Contact Louise Sullivan - [louise.sullivan@stmarys.ac.uk](mailto:louise.sullivan@stmarys.ac.uk)

**Appendix 2** Standard Costing Template

Contact designated Finance Management Accountant

Ken Brown ([ken.brown@stmarys.ac.uk)](mailto:ken.brown@stmarys.ac.uk)

Kevin Cai ([kevin.cai@stmarys.ac.uk](mailto:kevin.cai@stmarys.ac.uk))

**Appendix 3** Draft Programme Specification

**Appendix 4** Expressions of support from Employers, external professional bodies or agencies

**Appendix 5** Email confirmations of approval from those listed below:

*NB: Approval is required for the overall proposal including the information provided in section 8.* It is essential that all email confirmations are received and appended to the version of the form, which is considered for approval by the relevant Faculty/Institute Academic Development Committee (F/IADC);

*‘Faculty and Institute Committee members would not able to consider incomplete submissions where Appendices are not provided'*. Please contact Lorraine Kerswill [lorraine.kerswill@stmarys.ac.uk](mailto:lorraine.kerswill@stmarys.ac.uk) for SAHPS and Jane Gibson [jane.gibson@stmarys.ac.uk](mailto:jane.gibson@stmarys.ac.uk) for Institutes to confirm the F/IADC dates.

Bear in mind that signatories may need to consult others before final sign-off (e.g. the Director of Estates may need to liaise with Sports St Mary’s concerning specialist Sports resources), and please allow colleagues good time to consider the initial proposal form.

Deadline for submission of initial proposal form and supporting documentation to the relevant Faculty/Institute Academic Development Committee: First meeting of the new academic year 2022/23