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**PROPOSAL FOR NEW PROGRAMME OR AWARD**

This form is for use by Faculty/Institute 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. It is designed for submission to the Faculty/Institute Academic Development Committee, Quality Assurance and Enhancement Committee and Ethics Sub Committee.

***Collaborative provision:*** *This form should be completed once institutional approval has been given for the business case for the collaboration. Please contact the Head of Quality and Standards for further guidance.*

In order to fully complete this form, it will be essential to seek guidance from your Head of Faculty/Institute or her/his Deputy. It will also be necessary for you to have discussions with colleagues from a number of areas of the University. Input from other colleagues will be required for the following sections:

**Section 14, Market Analysis:**

Marketing and Recruitment

Student / alumni representatives

Employers (including Faculty/Institutes) and/or professional bodies

**Section 20, Placements or other work-based learning opportunities:**

 Centre for Workplace Learning

**Section 22, Ethics Approval:**

Faculty/Institute Ethics Representative. Prior to sign off by the Faculty/Institute Academic Development Committee following programme development, the full programme document must be reviewed and approved by the Ethics Sub Committee. The programme should be submitted using the appropriate forms for consideration by the Ethics Sub Committee

Completed ethics forms should be sent via the Faculty/Institute Ethics Representative for consideration by the Ethics Sub-Committee.

For further guidance, please contact your Faculty/Institute Ethics Representative.

**Section 23, Additional Staffing and Non-Staffing Resources:**

Head of Faculty/Institute or Deputy Head of Faculty/Institute

Director of Finance

Director of Library and Learning Technology (or nominee)

Head of Technology Enhanced Learning Support (or nominee)

Director of Information Technology (or nominee)

Director of Estates & Facilities (or nominee)

NB: Section 23 and the Standard Costing Template must be completed in as much detail as possible for sign-off by F/IADC. It will be reviewed and if necessary updated prior to the validation event, at which point final approval may be required.

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

1. ***Programme level:***

**Subject Leads**, or other academic staff designated by the Head of Faculty/Institute/Deputy Head of Faculty/Institute, complete programme proposal forms for validations & revalidations.

**QS Managers** are allocated to each programme development, and liaise with Subject Leads and, as necessary, the relevant Deputy Head of Faculty/Institute and Chair of F/IADC. QS Managers report to the Head of Quality & Standards.

1. ***Faculty/Institute level:***

**Chair of F/IADC** co-ordinate programme developments at Faculty/Institute level. This ensures coherence & oversight of academic and resource developments at Faculty/Institute level. They report on progress to the Faculty/Institute Academic Development Committee.

1. ***Institutional level:***

The **Head of Quality & Standards** co-ordinates the University schedule of validation and revalidation, reporting to the Academic Development Committee/Academic Board. As noted above, QS Managers are allocated to each programme validation and revalidation, reporting to the Head of Quality & Standards.

The Head of Quality & Standards liaises with Deputy Heads of Faculty/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.

**Notes for completion of the form:**

If you need more space in the boxes, simply continue to enter text. The notes below refer to the numbered sections of the form and should help you to complete it. For more detailed guidance and general information on the process of programme development and validation, please contact your QS Manager or the Head of Quality and Standards.

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| **1** | **Award:** e.g. BA / BSc, MA etc. Please also indicate if modules can be offered as ‘stand-alone’ short courses. |
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| **2** | For undergraduate proposals, state whether the programme will be single or joint honours.  |
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| **3** | Proposed programme title. |
| **3a****3b** | **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>  |
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| **4** | **Proposed Start Date**: The month and year in which it is proposed that the programme will commence.  |
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| **5** | **Programme Length & Mode of Study**: For example, “3 academic years full-time” or “6 academic years part-time”. |
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| **6** | **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”.  |
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| **7** | **Proposed Programme Intake**: Estimate maximum and minimum student numbers. |
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| **8** | **Programme Entry Requirements**: Please state 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.)* |
|  |  |
| **9** | **Major Source of Finance**: e.g. tuition fee income, Research Council, self-funding, etc. |
|  |  |
| **10** | **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).  |
|  |  |
| **11** | **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 14.  |
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| **12** | **Relationship to the University Mission and Ethos**: F/IADC will wish to know how your proposed programme reflects the University mission and its ethos. |
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| **13** | **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. |
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| **14** | **Market Analysis**: The market analysis is in two parts – one to be completed by the programme proposer(s), while the other is completed by the Market Research and Data Analyst (please contact Marketing and Recruitment for further information): |
|  |  |
|  | The evidence required from the programme proposer(s) comprises the following:1. Employment market for graduates: discussions with employers (including Faculty/Institutes) 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.*
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|  |  |
| **15** | **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.  |
|  |  |
| **16** | **Support Expressed by External Bodies**: Please include or append (as Appendix 3) expressions of support from external professional bodies or agencies (if appropriate). |
|  |  |
| **17** | **Potential for Collaborative Delivery**: Please provide evidence of any potential for future collaboration in the design and delivery of the programme with H.E. or F.E. providers or other bodies.  |
|  |  |
| **18****19****20** | **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.**Modules**: Please insert additional rows as necessary. In the relevant column, please indicate whether the module is core or optional.**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 19.) |
|  |  |
| **21** | **Assessment**: Please summarise the programme assessment strategy and modes you propose to use. |
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| **22** | **Ethics Approval**: As explained on pages 1-2, approval is in-principle at this stage since the proposal form does not provide full programme content. The full programme document will be considered prior to F/IADC submisison. |
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| **23** | **Additional Staffing and Non-staffing Resources**: This section of the form must be completed in as much detail as possible for sign-off by committees. 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.In section 23(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. |
|  | For section 23(b), information concerning module reading and reference lists must be as complete and up-to-date as possible, because it will be used for discussions about additional resource requirements for the Library.  |

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

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

**Appendix 2** Standard Costing Template

**Appendix 3** Expressions of support from external professional bodies or

 agencies

**Appendix 4** Email confirmations of approval from those listed below:

*NB: Approval is required for the overall proposal including the information provided in section 23*

Please obtain email confirmations of approval for your proposal from those listed below.

* Head of Faculty/Institute
* Head of contributing Faculty/Institute (where applicable)
* Director of Library & Learning Technology (for TEL also)
* Director of Estates & Facilities
* Director of Information Technology
* Marketing Manager
* Director of Finance

**It is essential that all email confirmations are received and appended to the version of the form which is considered by Academic Development Committee; incomplete forms and appendices will be returned.** 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 Sport St Mary’s concerning specialist Sport resources).****

**PROPOSAL FOR NEW PROGRAMME OR AWARD**

|  |  |
| --- | --- |
| **(1) Award** | **(2) Single / Joint Honours** |
|  |  |
| **(3) Programme Title** |
|  |
| **3(a) HeCoS Code** |
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| **3(b) HESA Cost Centre** |
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| **(4) Proposed Start Date (month/year)** | **(5) Programme Length & Mode of Study** | **(6) Attendance Pattern** |
|  |  |  |
| **(7) Proposed Intake** | **(8) Proposed Entry Requirements** | **(9) Major Source of Finance** |
|  |  |  |
| **(10a) Proposing Faculty/Institute** | **(10c) Programme Proposer** |
|  |  |
| **(10b) Contributing Faculty/Institute(s)** |
|  |
| **(11) Rationale for New Programme** |
|  |
| **(12) Relationship to the University Vision, Mission and Ethos** |
|  |
| **(13) Relationship to the University’s Corporate Plan and the Faculty/Institute Plan** |
|  |
| **(14) Market Analysis** ***NB: This section to be completed jointly by the programme proposer(s) and the Market Research and Data Analyst (please contact Marketing and Recruitment for further information)***  |
|  |
| **(15) Professional Accreditation** |
|  |
| **(16) Support Expressed from External Bodies** |
|  |
| **(17) Potential for Collaborative Delivery** |
|  |
| **(18a) Aims**  |
|  |
| **(18b) Learning Outcomes** |
|  |
| **(18c) Content**  |
|  |
| **(19) Modules** |
| **Level** | **Proposed Title** | **Core/Option** | **Credit****Value** | **JACS****Code** | **HESA Cost Centre** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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| **(20) Placements or other work-based learning opportunities** |
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| **(21) Assessment** |
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| **(22) Ethics Approval** |
| I, [the proposer], confirm that this programme proposal conforms with the University’s ethical guidelines and procedures and has been approved by the Ethics Sub-Committee on *(please state date)*Signature: Date: |
| **(23) Additional Staffing and Non-Staffing Resources*****NB All sections below should include indicative costings*** |
| **(23a) Staffing, including backfilling required for staff currently teaching on other programmes** |
| *NB: This section will draw on the Standard Costing Template which you should complete with the Director of Finance* |
| **(23b) Library** |
| *NB: You should complete this section with the Director of Library and Learning Technology or his nominee* |
| **(23c) Technology Enhanced Learning** |
| *NB: You should complete this section with the Head of Technology Enhanced Learning Support or her nominee* |
| **(23d) Information Technology** |
| *NB: You should complete this section with the Director of Information Technology or his nominee* |
| **(23e) Estates** |
| *NB: You should complete this section with the Director of Estates & Facilities or his nominee* |
| **(23f) Specialist Equipment** |
| *NB: This section should be completed for any equipment not covered above, e.g. proposals relating to Sport or Media* |

**PLEASE APPEND:**

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

**Appendix 2 Standard Costing Template**

**Appendix 3 Expressions of support from external professional bodies or agencies**

**Appendix 4 Email confirmations of approval**