# New Programmes

Form A: Approval of New Programmes

This form should be completed when seeking approval for:

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| A new programme (Prior approval of a Strategic Alignment and Feasibility Evaluation (SAFE) case is required) |
| A new mode for an existing programme (e.g. full-time to part-time, or campus-based to distance-learning, or vice versa) (Prior approval of a SAFE case is required) |
| Apprenticeships (Prior approval of a SAFE case is required) |
| A change to the title of an existing programme |
| A change to the award of an existing programme (eg from MA to MRes) |
| Introduction of an exit award to an existing programme |
| Introduction of programmes delivered at a branch campus or with a partner (excluding progression arrangements) (Prior approval of a SAFE case is required) |
| Introduction of a new Study Abroad version of an existing programme |
| Introduction of a new Placement version of an existing programme |
| Ad hominem degrees |

Programme Lifecycle Policy, section 8.

Please refer to the University’s Programme Lifecycle Policy (see paragraphs 8-9 and 10-24 and complete the form in accordance with the guidance notes and in collaboration with the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS.

## Section 1: Proposal

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| proposer details | |
| Name |  |
| Email |  |
| Telephone |  |

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| In the case of a new programme, introduction of different mode of delivery, or an apprenticeship:  Has the Strategic Alignment and Feasibility Evaluation case for the proposal been approved by UPB? | Yes | No |

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| PROPOSAL DETAILS | | | | | |
| 1. New programme(s) proposed, including any programme variants, e.g. Foundation/placement year/Study Abroad |  | | | | |
| 2. Length of programme(s) proposed |  | | | | |
| 3. List of programmes currently being delivered at UoR in the same broad subject area of the proposed programme (including any programmes offered by other Schools and joint programmes) |  | | | | |
| 4. Programme(s) to be replaced (if applicable) |  | | | | |
| 5. Programme(s) otherwise affected by the proposal (if applicable) |  | | | | |
| 6. Name of owning School and BoSSE |  | | | | |
| 7. Name(s) of other contributing School(s) |  | | | | |
| 8. Name and contact details of UoRM liaison (if applicable) |  | | | | |
| 9. Name of Partner Institution, type of partnership arrangement (e.g. progression, collaborative provision, Double Masters), and name and contact details of Partner Institution liaison (if applicable) |  | | | | |
| 10. Proposed date of implementation, including cohorts affected (cohort refers to the year of entry, e.g. 2024/25) | Date of implementation | |  | | |
| Cohorts affected | |  | | |
| 11. Entry tariff (for programmes offered through Admissions) |  | | | | |
| 12. Mode(s) of study | Full-time  Part-time  Distance learning  Flexible  Other (please specify below) | | | | |
| 13. Proposed fee level (if a non-standard fee is proposed, please include/attach a rationale, with reference to competitor fee levels, in the Business Case) |  | | Home | International | |
| Full-time | |  |  | |
| Part-time | |  |  | |
| Flexible modular | |  |  | |
| Other information | | | | |
| 14. HECoS coding  (programmes may have **up to** five codes allocated against them – see [guidance notes](https://livereadingac.sharepoint.com/:b:/s/grp-psf-PSODataShares/Ec5GIUTbyaNHgzfzAOC3VFABTcA8PZXiFN2DMl7uxYzYGg?e=FGGWQr) and [mapping tool](https://livereadingac.sharepoint.com/:x:/s/grp-psf-PSODataShares/ETuCMpMBvttGhvY0lv_MtfQBQqZSsk1zeh4_clu1hF82rw?e=VD9Dfw)) | Code | Name | | | Percentage |
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| 15. Accreditation details, including name of Accrediting Body |  | | | | |

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| 16. Please provide a brief summary and rationale for the proposal. |
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## Section 2: School-level Approval

Please seek and obtain approval for the proposal to be taken to the University Programmes Board from (or on behalf of) the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Board of Studies and Student Experience – owning school | | | | |
| Name (SDTL) |  | | School |  |
| Date of BoSSE meeting or Chair’s approval | | Click here to enter a date. | | |
| Comments on the proposal | |  | | |
| Signature | |  | | |
| Date | | Click here to enter a date. | | |
| BOARD OF STUDIES AND STUDENT EXPERIENCe – Contributing school(s) | | | | |
| Name (SDTL) |  | | School |  |
| Date of BoSSE meeting or Chair’s approval | | Click here to enter a date. | | |
| Comments on the proposal | |  | | |
| Signature | |  | | |
| Date | | Click here to enter a date. | | |
| Head of School | | | | |
| Name | |  | | |
| Comments on the proposal | |  | | |
| Signature | |  | | |
| Date | | Click here to enter a date. | | |

|  |  |
| --- | --- |
| Teaching and LEarning Dean of owning School’s Cluster | |
| Name |  |
| Comments on the proposal |  |
| Signature |  |
| Date | Click here to enter a date. |

## Section 3: Supporting Documentation Checklist

**Before submitting the proposal, please confirm with the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Senior Teaching and Learning Officer in HBS which documentation is required.**

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| Documents/reports to be submitted by the proposer | | |
| The Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Senior Teaching and Learning Officer in HBS will indicate which items from the following list are required to accompany the proposal. | Required | Attached |
| 17. Programme specification |  |  |
| 18. Curriculum mapping template |  |  |
| 19. Module descriptions |  |  |
| 20. Business Proposal |  |  |
| 21. Partnership approval |  |  |
| 22. Admissions report |  |  |
| 23. Marketing report |  |  |
| 24. Finance report |  |  |
| 25. Careers report |  |  |
| 26. Library report |  |  |
| 27. Technology Enhanced Learning report |  |  |
| 28. DTS report |  |  |
| 29. Teaching and Learning Operations report(s) (to include Timetabling, Room Booking, Exams, International Advisory, Support Centre teams as appropriate) |  |  |
| 30. Study Abroad Office confirmation |  |  |
| 31. The following additional documentation, as directed by CQSD or Henley School Office, is provided in support of the proposal (e.g. External Examiners’ feedback): | | |