

NEW PROGRAMMES

Guidance notes on completing Form A

The New Programme Approval Form (Form A) is for the approval of new programmes or major changes to existing programmes which alter the University's portfolio of conferred awards. This includes:

- A new programme;
- A change to the title of an existing programme;
- A change to the award of an existing programme (e.g. from MA to MRes);
- New variants of an existing programme (the introduction of part-time modes of study, year in industry or study abroad);
- Introduction of (or additional) formal pathways;
- Programmes delivered at branch campuses or with a partner; and
- Ad hominem award

(Additional support should be sought from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer (HBS).)

Section 1: Proposal

Include here the name, telephone number and email address of the Proposer. This person will be the main contact throughout the approval process, and will be expected to co-ordinate the required activities within the School.

Proposal

1. List the award title and name of any new programme(s) proposed.
2. List the **names and codes** for any **existing** programmes affected by the proposal.
Examples of where details for an existing programme will need to be specified include:
 - where new pathways are proposed for an existing programme;
 - where a new variant is proposed, such as part-time/additional placement year/year abroad/distance learning;
 - change to a programme title or award title;
 - an ad hominem award;
 - where an existing programme is to be delivered at a branch campus;
 - where an existing programme is to be delivered with a partner.
3. Include here the length of the proposed programme and any variants requested, including the programme length for part-time/additional placement year/year abroad/distance learning variants (where applicable).
4. List the names and codes for all programme(s) to be replaced by the new programme(s) proposed (where applicable), including programme codes for modes of study, such as full-time/part-time/flexible (if applicable).

Examples of where an existing programme will be withdrawn as a result of the proposal include:

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- where a number of existing programmes are to be amalgamated into one programme;
 - where existing programmes are to be replaced by a single programme with pathways;
 - change to a programme title or award title.
5. Name of Sponsoring School and Board of Studies. Include here the School and Department owning the programme proposed and the Board of Studies it will come under.
 6. List the other Schools which will contribute to the programme. Examples of contribution from other Schools include:
 - compulsory or optional modules;
 - joint programmes
 7. Where the programme will be offered in UoRM, please include the name and contact details of the key contact in UoRM.
Please contact CQSD/HBS Faculty Office for advice.
 8. Name of Partner Institution (if applicable)
Contact CQSD (Partnerships)
 9. Name and contact details of key person within the Partner Institution
Contact CQSD (Partnerships)
 10. Specify the proposed date of implementation and any existing cohorts affected. Include information on additional intakes (e.g. January intake).
 11. Specify the entry tariff bands for use by Admissions, including IELTS requirements.
 12. Indicate, by checking the appropriate boxes, the modes of study included in the proposal.
 13. Proposed fee level, including International fee level. Please indicate which international band level fee, if applicable, the fee information can be found -
www.reading.ac.uk/internal/feetables/ftb-home.aspx
(If a non-standard fee is proposed, please include/attach rationale, with reference to competitor fee levels, in the Business Case).

Include information relevant to all modes of study.
www.reading.ac.uk/feetables

14. A new subject coding system – the Higher Education Classification of Subject (HECoS) – has been developed to replace the old JACS subject coding system. All new programmes need to have HECoS codes allocated to them. A programme may have up to five codes allocated, representing the content of the programme. Further guidance is provided at www.reading.ac.uk/web/files/qualitysupport/HECoS-coding-guidance-for-schools.pdf, and the list of codes can be found at www.reading.ac.uk/web/files/qualitysupport/HECoS-codes.xlsx.
15. Please include details of accreditation requirements and information on the Accrediting Body (if applicable)
Please indicate whether a PGT Distance Learning proposal is full-time/part-time/flexible
16. Include in the summary:
 - An overview of the proposal; and
 - Rationale behind the proposal.

Section 2: School-level approval

School support for the proposal shall be indicated by gaining the comments and signatures of the following:

- School Director for Teaching and Learning (on behalf of the School Board for Teaching and Learning) of the 'owning' School;
- School Director for Teaching and Learning (on behalf of the School Board for Teaching and Learning) of any contributing Schools;
- Head of School; and,
- The Teaching and Learning Dean with responsibility for the owning School

University Approval Submission

17. Please indicate whether the programme(s) proposed are to be offered directly through Admissions. Programmes not offered through Admissions will be set up as **Internal Transfer only**. Examples of Internal Transfer only requests include:
- Ad hominem awards;
 - Pathways within existing programmes;
 - Additional modes of study, such as part-time; and,
 - Placement/study abroad variants.

Section 3: Approval for a new programme offered through admissions

Documents/Reports to be submitted by the proposer

18. New programme specifications for all proposed programmes will need to be submitted. The template for programmes specifications can be found here:
UG: www.reading.ac.uk/web/FILES/qualitysupport/ugprogspectemplate.docx
PGT: www.reading.ac.uk/web/FILES/qualitysupport/pgprogspectemplate.docx
Include compulsory modules and the structure of the programme, such as constrained option rules and available credits that can be taken from University-wide modules.
19. Information to be included in the Further Programme Information (if known), such as:
- Programme director;
 - Additional information on optional modules.
20. Where new modules are proposed, please include the module descriptions, including codes. The template for module descriptions can be found here:
UG: www.reading.ac.uk/web/FILES/qualitysupport/ugmoddescriptiontemplate.docx
PGT: www.reading.ac.uk/web/FILES/qualitysupport/pgmoddescriptiontemplate.docx
Please note that compulsory module codes and titles must be provided for all Parts (UG programmes).
21. The template for the Business Case can be found here:
www.reading.ac.uk/web/FILES/qualitysupport/annex6businessproposal.pdf
As an indication only (please confirm with CQSD/HBS):
- A Business Case **and** full financial details will need to be provided for the following (please confirm with CQSD):
 - i. a new programme, with a new structure and modules;
 - ii. a new programme comprising an amalgamation of existing modules, including new joint programmes;
 - iii. where an existing programme is to be delivered with a partner.

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22. Contact the Senior Quality Support Officer (Partnerships) for advice on the documentation required.

23. Admissions report required for the following (indication only):

- a new programme, with a new structure and modules;
- a new programme comprising an amalgamation of existing modules, including new joint programmes;
- a pathway(s) to be included in the programme title;
- a new variant, such as part-time/additional placement year/year abroad/distance learning;
- change to a programme title or award title;
- where an existing programme is to be delivered with a partner.

The template for the Admissions Report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.

The Admissions report will be completed by the relevant **Senior Admissions Manager**

24. Marketing report (including a report from RIO, where applicable) required for the following (indication only):

- a new programme, with a new structure and modules;
- a new programme comprising an amalgamation of existing modules, including new joint programmes;
- a pathway(s) to be included in the programme title;
- a new variant, such as part-time/additional placement year/year abroad/distance learning;
- change to a programme title or award title;
- where an existing programme is to be delivered with a partner.

The template for the Marketing Report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.

The Marketing report will be completed by your School's **Marketing Business Partner**

25. Finance report required for the following (indication only):

- a new programme, with a new structure and modules;
- a new programme comprising an amalgamation of existing modules, including new joint programmes;

The template for the Finance Report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.

The Finance report will be completed by your School's **Finance Business Partner or Management Accountant**

26. Careers report required for the following (indication only):

- a new programme, with a new structure and modules;
- a new programme comprising an amalgamation of existing modules, including new joint programmes;
- a new variant, such as an additional placement year.

The template for the Careers Report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.

27. Where a proposal will impact on library resource, please include a Library report:

- where there will be a significant increase in student numbers;
- a move into a completely new subject area;
- delivery to students based overseas;
- distance learning (please also consult the TEL team);
- branch campus;
- partnership involvement;

The template for the Library report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.

The report will be completed by the relevant **Liaison Librarian.**

www.reading.ac.uk/library/liaison/)

28. The Technology Enhanced Learning report is required for the following (indication only):

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- Distance and blended learning activities
- Activities with a partner institution

The template for the TEL report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.

The report will be completed by the **Head of TEL or a Senior TEL Advisor**.

29. The IT report is required for activities where additional software or IT resources are required (e.g. scientific modelling software).

The template for the IT report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.

The report will be completed by the School's **IT Business Partner**.

30. The Timetabling and Room booking report is required for activities where there will be additional impacts on spaces allocated for Teaching and Learning (e.g. where new modules are being delivered, where there is an expected increase in student numbers, or where there may be timetabling clashes owing to the new offering).

The template for the Timetabling and Room Booking report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.

The report will be completed by the **Head of Timetabling and Room Booking**.

31. Where a proposal includes a study abroad term or year, please confirm that the Study Abroad team have been consulted.

The report will be completed by the **Erasmus and Study Abroad Manager**.

32. Please list any additional supporting documents, such as External Examiner feedback or other items indicated by the TLD/CQSD.

Section 4: Approval for a new programme – internal transfer only

Documents/Reports to be submitted by the proposer

33. For internal transfer only proposals, please include the 'parent' programme specification, amended to include rules relating to the proposal. For example:

- for a placement variant, include the additional modules and any progression requirements;
- for pathway proposals, include information on the requirements to be met in order for students to transfer onto the pathway prior to award;
- for part-time variants, the part-time requirements must be specified within the full-time specification.

Note: a programme specification with the modules studied by the individual student will need to be included for ad hominem requests.

34. Attach module descriptions associated with the proposed change.

35. Where an internal transfer only programme is used in promotion materials, including the prospectus and Open/Visit Days, a Marketing report will need to be submitted. The template for the Marketing Report is available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Teaching and Learning Officer, HBS.

The Marketing report will be completed by your School's **Marketing Business Partner**.

36. Where a proposal includes a study abroad term or year, please confirm that the Study Abroad team have been consulted.

Contact: Erasmus and Study Abroad Manager.

37. Please list additional any additional supporting documents, such as External Examiner feedback, TEL team report or other items indicated by the TLD/CQSD.

Section 5: University Programmes Board Approval

The section is completed by the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Teaching and Learning Officer in HBS. The section specifies the documents provided to UPB and UPB's decision. The Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Teaching and Learning Officer in HBS are responsible for directing the School in any further action required.

Section 6: Post-approval

The section is completed by the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or the Teaching and Learning Officer in HBS. The section provides a check that all relevant stake holders have been notified and includes the completion date for the approval process.