# New Programmes

Strategic Alignment and Feasibility Evaluation

This form should be completed if you wish to introduce a new programme, a new mode for an existing programme (e.g. full-time to part-time, or campus-based to distance-learning, or vice versa), introduction of delivery at a branch campus or with a partner (excluding progression arrangements), or a degree apprenticeship (see Programme Lifecycle Policy, section 8). At an early stage in your thinking about a proposal, please consult the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS, who can provide further advice on the process.

Before a School and other parts of the University invest resource in developing a new programme, the University Programme Board must decide whether the proposed programme aligns with the University’s strategic objectives, provides excellent educational opportunities, is viable in the market, and can be managed efficiently. By completing this form, Schools will provide the University Programmes Board with the information it requires to decide on the proposed programme’s strategic alignment and feasibility. Depending on UPB’s decision, the School will either proceed to develop the programme proposal for eventual scrutiny and full consideration by UPB or will cease development of the programme. If the Board decides that the proposal should proceed to full development, the information provided will be used to determine the level of scrutiny required. For further information, see the Programme Lifecycle Policy, especially section 19 (1 and 2).

The SDTL and Head of School should consult the relevant Teaching and Learning Dean on the proposed programme.

In order to evaluate the feasibility of the programme, UPB will receive from MCE a market analysis for the proposed programme.

The Pro-Vice-Chancellors (Education and Student Experience) and the Pro-Vice-Chancellor (Academic Planning and Resource) will have an opportunity to comment on the proposal, as set out in the form, before it is considered by UPB.

## Section 1: Proposal

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

|  |  |
| --- | --- |
| 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. Does the proposed programme involve significant contribution from another School? |  |
| 6. Does the proposed programme involve significant contribution from an external partner or delivery at a branch campus? (Please specify) |  |
| 7. Proposed date of implementation |  |

## Section 2: Strategic Alignment and Feasibility Evaluation Case

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| **strategic alignment and feasibility evaluation case** |
| 1. Please provide a brief summary and rationale for the proposal. |
| 2. Please explain how the proposal is aligned with the UoR’s institutional strategic priorities. |
| 3. Please explain how the proposal is aligned with the School’s strategic priorities. |
| 4. Please indicate briefly the nature and size of the market which the School anticipates for the proposed programmes(s). (MCE are asked to provide in Section 3 a detailed market analysis of the proposal.) |
| 5. Please provide a financial summary of the proposal including proposed fee level and anticipated expenditure, income and student numbers (or indicate that a financial analysis is provided as an accompanying document). |
| 6. Please provide details of any additional resources or changes in services from Functions that will be required to support the proposed programme, e.g. staffing or administrative support, teaching space, library resources. |

## Section 3: Market analysis by MCE

Having completed sections 1 and 2, please send the form to your Business Partner in MCE who will provide below an independent market analysis to inform UPB’s evaluation of the proposal.

|  |  |
| --- | --- |
| MARKET ANALYSIS BY mce bUSINESS PARTNER | |
| Name |  |
|  | |

The MCE Business Partner, having completed Section 3, is asked to return the form to the proposer.

## Section 4: Comments from SDTL(s) and Head of School

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

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| --- | --- |
| school director of teaching and learning—OWNING SCHOOL | |
| Name |  |
| Comments on the proposal |  |
| Date | Click here to enter a date. |
| **SCHOOL DIRECTOR OF TEACHING AND LEARNING—CONTRIBUTING SCHOOL** | |
| Name |  |
| Comments on the proposal |  |
| Date | Click here to enter a date. |
| head of school—OWNNG School | |
| Name |  |
| Comments on the proposal |  |
| Date | Click here to enter a date. |