

**Part 1 Programme Proposal Form**

All sections must be completed in full and supplementary information attached where requested. Part 1 proposals must:

* be considered by the School/Institute Education Committee and approved for further development;
* be considered by Faculty Executive and form part of the annual Planning and Accountability review;
* be discussed with External Relations regarding the market demand for the programme and endorsed by the relevant School/Institute Marketing Manager with an appended marketing report (requires endorsement of section 4);
* be discussed with Admissions regarding the entry requirements for the programme (requires endorsement of section 5);
* be discussed with the Degree Apprenticeship team regarding employer interest and End-Point Assessment arrangements (requires endorsement of section 7);
* be accompanied by detailed costing information and a business plan for the programme, endorsed by the relevant Senior Finance Partner (requires endorsement of section 8);
* be discussed with Library Services/I.T/Estates regarding the required resources for the programme (requires endorsement of section 12);

If a proposed programme is to be delivered as part of a collaborative arrangement, a Partnership Proposal form will need to be approved by the Partnerships Board before a Part 1 proposal can be considered. Please ensure section 6 is completed.

If a proposed programme is to be delivered by Distance Learning (DL), the Part 1 proposal and business case must be approved by the DL Sub-Board of SET in parallel with the Part 1 approval process above. A programme cannot move onto the Part 2 process until it has approval from both the DL Sub-Board of SET and the Part 1 Sub-Board of TPB.

Following confirmation by Faculty Executive, Part 1 proposals must be endorsed by the Part 1 Sub-Board of TPB before development of the programme can begin and further programme documentation (Part 2 proposal, Programme and Module Specifications) can be produced.

The information provided on this form will be used to market the programme.

Supplementary guidance to support completion of this form can be found on the [DGLS website](https://www.qmul.ac.uk/governance-and-legal-services/quality-assurance/academic-development/programme-development/).

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| 1. **Proposal details** | | | | | | | | | | | | | |
| **Proposed Programme title (and name of award if different)** | | |  | | | | | | | | | | |
| **Award type** | | | Single | | | | Joint | | | | | Double | |
| **Proposed start date** | | | Choose an item. | | | | | Choose an item. | | | | | |
| **Proposed term dates (if non-standard). Include at least five years ahead** | | |  | | | | | | | | | | |
| **Points of intake/entry** | | | September | | | | | January | | | Non-standard | | |
| **Direct Application?** | | | Yes | | | | | No | | | | | |
| **Closed / Restricted Programme?** | | | Yes | | | | | No | | | | | |
| **Academic Lead** | | |  | | | | | | | | | | |
| **Administrative Lead** | | |  | | | | | | | | | | |
| **Apprenticeship Standard and version number (if applicable):** | | |  | | | | | | | | | | |
| **Intended Awards** | | | | | | | | | | | | | |
| **Award** | | **Mode of Study / Location of Study** | | | | | | | **Duration** | | | | |
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| **Anticipated Student Numbers** (provide 3 academic years from the proposed start) | | | | | | | | | | | | | |
| **Year of Registration** | **Anticipated Numbers** | | | | **Maximum Numbers** | | | | | **Minimum Numbers** | | | |
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| **Proposed HECoS Codes and weighting** (HECoS Code information can be found [on the HESA Collections Coding Tool](https://www.hesa.ac.uk/collection/coding-manual-tools/hecoscahdata/hecos)) | | | | | | | | | | | | | |
| HECoS Code 1 | Choose an item. | | | | | | | | | | % | | |
| HECoS Code 2 | Choose an item. | | | | | | | | | | % | | |
| HECoS Code 3 | Choose an item. | | | | | | | | | | % | | |
| **Responsible Cost Centre** | | | | | | | | | | | | | |
| Choose an item. | | | | | | | | | | | | | |
| **Teaching Apportionment** (please indicate the split of teaching between Schools / Institutes for the programme and according to the particular Discipline) | | | | | | | | | | | | | |
| **School/Institute** | | | | **Discipline** | | | | | | | | | **% Split** |
| Choose an item. | | | |  | | | | | | | | |  |
| Choose an item. | | | |  | | | | | | | | |  |
| Choose an item. | | | |  | | | | | | | | |  |
| **Does the programme include a formal collaborative arrangement with an overseas provider?** | | | | | | Yes | | | | | No | | |
| **If yes, will the students spend more than half of their studies in the UK or overseas?** (Please provide an approximate percentage for study at each provider rounded to the nearest 10%, e.g. 40% in the UK and 60% overseas) | | | | | | | | | | | | | |
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| **Details of collaborative institution(s) involved in delivering any part of the programme** | | | | | | | | | | | | | |
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| **Funding Details** | | | | | | | | | | | | | |
| **Will the programme be funded by another European Commission public source that is not HEFCE?** | | | Yes | | | | | No | | | | | |
| **If so, provide details.** | | |  | | | | |  | | | | | |
| **Will the programme be funded by another source that is not a European Commission public source?** | | | Yes | | | | | No | | | | | |
| **If so, provide details.** | | |  | | | | |  | | | | | |
| **Will the programme be offered under the Science and Engineering Foundation (SEFP) umbrella?** | | | Yes | | | | | No | | | | | |
| **What level of disclosure (DBS) or overseas police check is required for this programme, if any?**  For further information about the different types of DBS checks, please visit the DBS Guidance [website](https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#types-of-dbs-checks) | | | | | | | | | | | | | |
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| **What level of Occupational Health clearance is required for this programme, if any?**  For further information please visit the QM Occupational Health [website](https://hr.qmul.ac.uk/occupational-health/) | | | | | | | | | | | | | |
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| 1. **Programme rationale**   Please provide details of the rationale for the proposed programme. In addition to being academically sound, these should include clear links to the QM Strategy 2030, the Principles of Academic Degree Programme Design and any other strategic reasons, financial reasons and / or recruitment reasons. If more than one point of entry is proposed, this should be clearly explained. If the proposed programme involves a collaborative partner, please clearly outline the responsibilities of the partner in developing (if applicable) and delivering the programme. If the programme is an apprenticeship, this should explain the intent of the programme. |
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| 1. **Programme description**   Please provide a description of the proposed programme for prospective applicants (this will inform the marketing material). This should provide an overview of the key features of the programme, and should include additional information that may be helpful for marketing the programme, e.g. distinctive strengths in your School/Institute. |
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| 1. **Marketing information**   Please provide evidence of demand for the proposed programme (further guidance and information must be sought from External Relations and appended to this form). This could include:   * A level trends and UCAS or HESA data; * UK, EU and international economic data and regional, national or sector-specific data; * consideration whether the market is UK-only, EU or international (consult International Office); * qualitative feedback on the proposal - via questionnaire or focus groups; * employer feedback / feedback from Professional or Statutory Regulatory Bodies (consult the Careers Service); * explanation of overlap with existing programmes at QM and if so which ones, how will the proposed programme be differentiated; * employer appetite for apprenticeship delivery (consult the central Apprenticeship team) | |
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| **Competitor provision (from other Higher Education Institutions where applicable)**  Please provide brief summary including: programme titles, length of time programmes have been offered, numbers of applicants and registered students. | |
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| **Marketing endorsement** | Reviewed by: Click or tap here to enter text.  Date: Click or tap to enter a date. |

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| 1. **Admissions information**   All applications should be processed via the QM Admissions Office. Where provision is completely new, or non-standard entry requirements are proposed, this must be discussed with the QM Admissions Office. If a limited number of places are available on the programme, please provide the rationale for this.  Please outline any proposed deviation from the standard application process (e.g. selection process and deadlines). This is mandatory for all collaborative and apprenticeship programme proposals and must be discussed with the QM Admissions Office and the central Apprenticeship team (if applicable) before any agreement is signed with an external body, partner or employer. | | |
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| **Entry requirements**  Please provide the proposed entry requirements for the programme, including the level of English language proficiency required for international applicants (please list the IELTS requirements separately in the section below). Standard entry requirements should align with those already agreed and published for existing cognate provision. | | |
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| **English language entry requirements (for International students)**  Please specify the IELTS requirements for each component (the minimum component score for degree level study is 5.5). | | |
| **Overall:** Choose an item.  Reading: Choose an item.  Writing: Choose an item. | | Listening: Choose an item.  Speaking: Choose an item. |
| **Admissions endorsement** | Reviewed by: Click or tap here to enter text.  Date: Click or tap to enter a date. | |

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| 1. **Additional information required for collaborative programme proposals**   Please clarify how and when application data will be shared between institutions, and how students will be informed of this. Please state which institution(s) will be responsible for issuing offer letter(s) and communicating any visa requirements to students.  Please also clarify whether students will be registered at the partner institution, as well as QM for the duration of the programme. For proposals where students progress to QM from a partner institution, please outline the arrangements for confirmation of this progression to be provided to QM. |
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| 1. **Additional information required for apprenticeship programme proposals**   Please clarify if the apprenticeship has an integrated or non-integrated End-Point Assessment (EPA), who the End Point Assessor Organisation (EPAO) will be, and the duration of the EPA. Please outline the proposed Intent (planning), Implementation (action), and Impact (on apprentices and employers) of the apprenticeship. | |
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| **Central Apprenticeships endorsement** | Reviewed by: Click or tap here to enter text.  Date: Click or tap to enter a date. |

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| 1. **Fee arrangements** | | |
| Home tuition fee: Choose an item.  Overseas tuition fee: Choose an item. | | Proposed non-standard fee (£):  Proposed non-standard fee (£): |
| If the proposed non-standard fee will match fees charged for any existing programmes, please list all programmes with this same non-standard fee. | | |
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| If any non-standard fee arrangements are proposed, please outline any details and the rationale below. This is required for all collaborative programmes. | | |
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| If the proposal is for an apprenticeship programme, please outline the maximum funding available and detail the funding that will be drawn. | | |
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| **Finance endorsement** | Reviewed by: Click or tap here to enter text.  Date: Click or tap to enter a date. | |

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| 1. **Indicative Curriculum**   Please provide an overview of the indicative curriculum for the proposed programme in terms of proposed modules to be studied in each academic year of study (which will appear in marketing material 'subject to approval'). Please clearly indicate which modules are new, and which already exist and have been approved.  If the programme requires students to undertake any proportion of their scheduled activities outside of a QMUL campus, in a workplace environment, please clearly indicate this below, and specify the percentage of the notional study hours to be undertaken in the workplace. Work-based learning includes activities such as placements, internships, professional / industrial experience, and volunteering.  Please provide this information for all modules, including those which are elective, and / or non-credit bearing. |
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| 1. **Professional accreditation**   Please specify the accrediting body (if applicable) and the nature of the accreditation: e.g. qualification to practice, exemption from professional exams, membership of a professional body). This should include the likelihood of the proposed programme receiving accreditation, and how important the accreditation is to the success of the programme. |
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| 1. **Resourcing requirements**   Please summarise the proposed resourcing arrangements. This should include Library, I.T, space requirements and staffing, as well as the impact on any existing provision. Detailed costings should be provided with the form. | |
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| **Joint Working Statement - resources**  For programmes that are to be delivered with an external collaborative partner or jointly between more than one internal School/Institute, please summarise the proposed resourcing arrangements for the partnership.  For apprenticeship programmes please summarise the specific plans with employers.  Detailed costings should be provided with the form. | |
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| **Library/I.T/Estates endorsement**  **(as appropriate)** | Reviewed by: Click or tap here to enter text.  Date: Click or tap to enter a date. |

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| 1. **Work-Based learning**   For programmes that involve work-based learning, please provide details of any external partners to be involved in workplace provision, the duration of any work-based activity, and the % of time spent in compulsory work-based learning per programme year. |
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**Approval of Part 1 Programme Proposal**

New programme proposals are to be confirmed by Faculty Executive before being submitted to the TPB: Part 1 Sub-Board.

Confirmation of faculty approval will be denoted by the signatures below. The signature of the Head(s)

of School/Institute will confirm that the School/Institute can fund and resource the programme as outlined in the proposal, and support the student experience overall.

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| **School/Institute and Faculty approval** | |
| **Head(s) of School/Institute:** | **Head(s) of supporting School/Institute:** |
| **Head(s) of supporting School/Institute:** | **Head(s) of supporting School/Institute:** |
| **Vice-Principal and Executive Dean:** | |
| **Date of Faculty approval:** Click or tap to enter a date. | |
| **Document checklist for faculty approval** | |
| ☐ Fully completed and signed Part 1 Proposal form  ☐ Business case  ☐ Marketing report  ☐ Financial costing | |

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| **Part 1 Sub-Board endorsement** | |
| **Chair of P1 Sub-Board:** | **Date:** Click or tap to enter a date. |

**Once a programme has Part 1 approval (both faculty and P1 Sub-Board) it can be marketed as 'subject to approval'. To initiate this process, the fully approved Part 1 Proposal form must be sent to DGLS.**

**In order to publicise a new programme the School/Institute administering the programme (through the programme proposer) should liaise directly with their Faculty Marketing Manager to ensure that all the necessary information required to market the programme is provided.**

Please note that for programmes to be delivered with a collaborative partner, **no partnership agreement can be signed** until the proposed programme receives Part 2 Programme approval.

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| **This page is for the use of the Directorate of Governance and Legal Services (DGLS) only** | |
| **Process checklist:** | ☐ Fully completed and signed Part 1 Proposal form received  ☐ Logged with Academic Model team for programme creation  ☐ Programme codes circulated to programme team and stakeholders |
| **Part 1 process completion:** | Click or tap to enter a date. |
| **Notes:** |  |