

**Part 2 Programme Proposal Form**

All sections must be completed in full and supplementary information attached where requested. Part 2 proposals should be submitted with the documentation listed below, to DGLS, who will arrange for the consideration of the proposal at Taught Programmes Board:

* Programme Specification(s)
* External Adviser Feedback Form(s) and a response to those comments from the School/Institute programme team
* Module proposal form(s) for any new modules, with School/Institute approval (Head of School/Director of Institute or Director of Education) plus;
	+ Module amendment forms if updates to existing modules are being proposed.
	+ Module specification(s) for any existing modules.
* Draft Memorandum of Agreement (for any programme proposals involving a collaborative partner)
* Knowledge, Skills and Behaviours (KSB) mapping (for any programme proposals involving apprenticeship provision)

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. **Summary information**
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| **Proposed Programme title** |  |
| **Proposed programme and route code(s)** |  |
| **Proposed start date** | September [ ]   | January [ ]  | Non-standard [ ]  |
| **Proposed term dates (if non-standard). Include at least five years ahead** |  |
| **Academic lead** |  |
| **Administrative lead** |  |
| **Apprenticeship Standard and version number (if applicable):** |  |
| **Does the programme contain a foundation year or any pre-sessional activity?** | Yes [ ]  | No [ ]  |
| **Intended Awards** |
| **Award** | **Mode of Study / Location of Study** | **Duration** |
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| 1. **Programme management**

Please describe the arrangements for the operational management of the programme and the quality assurance and enhancement mechanisms that will be put in place. Consideration should be given to student representatives and hearing student views, as well as any additional requirements, for example how tripartite reviews will be managed for apprenticeship programmes.Please complete either section:1. for programmes delivered by one QMUL School/Institute
2. for programmes delivered by more than one QMUL School/Institute/Faculty.

For programmes that are delivered jointly between more than one QMUL school/institute or for programmes that utilise modules from other QMUL schools/institutes in an interdisciplinary capacity, a separate joint working statement signed by all relevant Heads of Schools/Institutes should also be provided. This should identify the respective responsibilities of each school/institute with regards to programme management, quality assurance, enhancement, and student support, and should be reviewed on an annual basis.Programme management arrangements for collaborative programmes should also be reflected in the Memorandum of Agreement with the partner institution. |
| **Section A – Single school/institute delivery** |
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| **Section B – Joint school/institute delivery** |
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| 1. **Indicative Teaching and Learning Profile**

Please provide details of the indicative teaching and learning profile for each year of the proposed programme. This information may be provided to prospective students ahead of, or during their application process. |
| **Programme Year** | **% Time spent in scheduled teaching and learning** | **% Time spent in compulsory work-based learning** | **% Time spent in independent study** |
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| 1. **Equality, Diversity and Inclusion**

Please describe how you have factored in the needs of all students for this programme, including those with disabilities and those who are neurodiverse (e.g. have dyslexia, AD(H)D, autism). Considerations of this nature should include the following:* Are the learning outcomes for the programme and each module clear?
* Have all reading lists been reviewed in the last academic year with consideration given to texts that are available electronically as well as in hard copy?
* Have all reading lists been included on the Reading Lists Online resource available from Library Services?
* How much of the teaching will be made available via Q-Review and when will recordings be released to students?
* Has consideration been given to using QMPlus to post audio content for students to relisten to?
* Has QMPlus content been checked for accessibility standards with the E-Learning Unit?
* How any/all reasonable adjustments are addressed, if needed, to ensure the programme is accessible to all?

Further information and guidance on inclusive practice can be found on the Disability and Dyslexia Service's [website](https://www.qmul.ac.uk/disability-and-dyslexia-service/inclusive-practice/). |
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| 1. **Programme resources**

Please describe the arrangements which ensure the programme will be adequately resourced, both physical and staff resource, and highlight any areas where additional resource will be required. This should include Library, I.T, and space requirements, as well as the impact on any existing provision.Please list any academic staff that are not employed or managed by QM that will be involved in the teaching or assessment of the programme and state the proportion of non-QM staff involved.For collaborative programmes, this list should include staff from the partner institution(s) who will be involved in delivering the proposed programme. |
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| 1. **Additional information required for Distance Learning (DL) proposals**

If the programme is to be delivered via distance learning, please describe the specific arrangements in place to ensure the quality of distance learning provision. Particular consideration should be given to enrolment, assessment, provision of learning materials, and student support. All proposals for new distance learning programmes should be discussed with the e-Learning team. |
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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 is (EPAO), and the duration of the EPA. Please also highlight if any required employer contracts are in place and signed, or in progress and when this is likely to be completed. |
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| 1. **Subject Examination Board details**

Please specify the name of the Subject Examination Board (SEB) which will oversee the assessment processes that operate for the programme(s) and modules and clarify whether this is a new or existing SEB.For further information please contact DGLS. |
| **School/Institute** |  **Subject Exam Board responsible** |
| Choose an item. |  |

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| 1. **Documentation checklist**

The following documents must accompany the Part 2 Programme Proposal. Proposals that are not accompanied by the necessary documentation will not be considered by Taught Programmes Board. |
| [ ]  Programme Specification(s) completed and submitted with the Part 2[ ]  Module proposal form(s) for each new module submitted with the Part 2[ ]  Module amendment form(s) for each existing module that requires amendment with the Part 2[ ]  Module Specification(s) [ ]  At least one External Adviser Feedback form submitted with the Part 2[ ]  Any special regulations, if required, for the proposed programme, clearly documented and/or appended? |
| **Collaborative provision only:**[ ]  Draft Memorandum of Agreement been submitted with the Part 2? |

**Approval of Part 2 Programme Proposal**

New programme proposals are to be confirmed by the Head(s) of School/Institute before being submitted to TPB.

Confirmation of School/Institute 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 approval** |
| **Head(s) of School/Institute:**  | **Head(s) of supporting School/Institute:** |
| **Head(s) of supporting School/Institute:** | **Head(s) of supporting School/Institute:** |

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| **TPB approval** |
| **Chair of Taught Programmes Board:** | **Date:** Click or tap to enter a date. |

**Once a programme has passed Part 2 approval offers can be made to applicants. For programmes that are offered in partnership with an external organisation, offers cannot be made until the Memorandum of Agreement has been signed.**

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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 2 Proposal form received[ ]  Fully completed and approved Programme Specification received[ ]  Fully completed and approved Module Proposal form(s) received[ ] Logged with Academic Model team for programme diet creation[ ] Part 2 Proposal form and Programme Specification circulated to programme team and stakeholders |
| **Part 2 process completion:** | Click or tap to enter a date. |
| **Notes:** |  |