

**Proposal for Strategic Programme Approval**

Please consult with the Market Research Team at the **early stages** of developing new course ideas. If you have not done so already and are completing this form, please make contact using the details below as soon as possible.  
  
Email**:** [marketresearch@lboro.ac.uk](mailto:marketresearch@lboro.ac.uk)   
Contacts:  
Paul Redfern, Market Research Officer (ext 222831)  
Abbie Loney, Market Research, Evaluation and Policy Manager (ext 223493)

If you have any questions on the programme approval process, please contact Martine Ashby ([**222426**](tel:+441509222426); [**M.A.Ashby@lboro.ac.uk**](mailto:M.A.Ashby@lboro.ac.uk))

**1. Proposal Outline** *– All sections can be expanded as necessary*

|  |
| --- |
| 1. Name of School and/or Department |
| 1. Name of intended / existing Programme Director |
| 3. Type of proposal   |  |  | | --- | --- | |  | New Programme | |  | Change of Programme Title or Award   * Specify proposed Title and/or Award: * First intake with proposed Title/Award: | |  | Suspension of Programme (complete sections 4, 6 and part 3 only)   * Proposed last intake: * Intended next intake: | |  | Termination of Programme (complete sections 4, 6 and part 3 only)   * Proposed last intake: | |  | Other Programme Change (Please specify below) | |
| 4. Award and title of proposed / existing programme  *New programmes: indicate award(s) students should be able to register for (rather than receive as an exit award only)*  *Changes/Terminations/Suspensions: provide existing award, title and programme code(s)* |
| 5. Proposed [JACS](https://www.hesa.ac.uk/support/documentation/jacs/jacs3-principal) and [HECoS](https://www.hesa.ac.uk/innovation/hecos) codes (*(New Programmes Only; Guidance at the link*): |
| 6. Strategic Alignment (*c. 300-500 words)*  *New Programmes: rationale for the proposal, including relevance of the proposal to University strategic priorities and the School’s strategic vision*  *Changes/Terminations/Suspensions: rationale and description; implications for existing students and for applicants; actions taken / to be taken to consult students / inform applicants* |
| 7. Strategic and Resource Implications *(Select all that apply and detail below. Please note consultations required by certain implications. If there is a tick in any box below, Operations Committee approval will be required.)*   |  |  |  | | --- | --- | --- | |  | New strategic area | Additional consultations may be required depending on scope – contact PQTP | |  | New or refurbished space required | **Requires FM consultation**; *detail below in 7a* | |  | New or realigned staff | *Detail below in 7a* | |  | Student growth | *In 7a indicate if this is replacement for other programmes within the school or growth at a School level* | |  | New IT Resources | **Requires IT Consultation** | |  | New Delivery Method | *Detail in Section 8* | |  | External Stakeholders | *Detail below 7a.* | |  | New Int’l Partnership | *Detail below in 7a and confirm support and endorsement of International Office* | |  | Strategically important | *Detail in 7a the strategic importance which would mitigate a limited student market* |   7a. *Detail any of the strategic or resource implications marked above.* |
| 8. Mode of delivery (*New Programmes Only*)  full-time  Blended learning  part-time  100% Distance learning  full-time and part-time  collaborative / off campus |
| 9. Month and Year of first intake to the New/Revised Programme |
| 10. Proposed Entry Requirements  *(New Programmes Only)*  *Include rationale if below ABB for UG or 2:1 for Masters* |
| 11. Proposed Tuition Fee Band  *(New Programmes Only) informed by Market Research* |
| 12. Structure of the programme  *(New Programmes Only)*  *Overview of programme content and programme aims; number of new and existing modules for proposed programme; c. 300-500 words. Indicate whether it will include a year abroad/placement year and the awards linked to this option.* |
| 13. Online Prospectus Entry for Approval *(c. 200-300 words of text only)* |

**2. Attachments**

Course Costing Form (provided by Finance Business Partners)

*Required for New Programmes and for Changes if there will be resource implications*

Market Demand Report (provided by Market Research Team)

*Required for New programmes and Title/award changes.*

*May also be required for programme changes. Seek advice from Martine Ashby*

School Consultation Responses (presented in table format, only if appropriate):

Schools which have common terminology in their programme titles, relevant expertise or common interests for which this may be a concern e.g. Business, Management, Design, Digital

Schools which will provide teaching to the programme

Additional Consultations (only if required in Section 7)

Response to Consultation Concerns

**3. School Approval** *(Electronic signatures acceptable)*

Associate Dean (Teaching) Signature: ……………………………………………..

Date: ……………………………………

Dean of School Signature:…………………………………………………………….

Date: …………………………………..

The completed form should be submitted to Martine Ashby, Secretary to Curriculum Sub-Committee at [m.a.ashby@lboro.ac.uk](mailto:m.a.ashby@lboro.ac.uk)

January 2017