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| **New course approval** |  |
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| **Concept stage** | |

Early discussions over a course development help identify which sections of the University should be consulted, and can generate useful advice on designing the course to suit a wide a range of students and provide the fullest choice of learning opportunities as possible. Contacting colleagues at an early stage eases the approval process, resolving queries and determining indicative approval routes and timelines.

# Information requested at Concept stage

The information below can be captured while talking to your QUAD Manager about the proposed course. Please contact the team to arrange a phone call or a time to meet. Alternatively, please email the information to the QUAD team (quad@essex.ac.uk), and the QUAD Manager will be in touch.

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| --- | --- | --- | --- | --- | --- | --- |
| Title of course: | | |  | | | |
| **Level of course:** | | UG  PGT  PGR | **Apprenticeship:** | Yes  No | | |
| **Campus:** | | | Colchester  Southend  Loughton | | | |
| **Key Contact:** | | |  | | | |
| **Anticipated start date:** | | | dd/mm/yy | | | |
| **Other departments involved:** | | | Yes  No | | | |
| **Origin of idea:** | | | Department  Product Development Group  Student Feedback  Professional Body  Other (please specify): | | | |
| **Confirm the course proposal:** | | | Aligns with the University’s Strategic Plan?  Yes  No  Aligns with the Department’s strategy?  Yes  No | | | |
| **Rationale and anticipated market demand:** | | | | | | |
|  | | | | | | |
| **How is it envisaged that the course will be constructed?** | | | | | | |
| Constructed entirely from existing provision or a small number of new modules (up to 30 credits)  Constructed from more significant levels of new content or delivery in an existing area  A course in a new curriculum area / using a new method of delivery / involving external collaboration / requires validation to meet external requirements (delete as appropriate) | | | | | | |
| **Will delivery of the new course rely on any significant new resources or capital expenditure? If yes please provide details: e.g. new members of staff, new teaching space** | | | | | | |
|  | | | | | | |
| **Are there any other unusual aspects of the course? E.g. timetabling, funding** | | | | | | |
|  | | | | | | |
| **Proposal supported by the Head of Administering Department:** | | | | | | |
| **Signed:** |  | | | | **Date:** |  |

# Executive Dean Approval

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| **Executive Dean Approval** | | | |
| **Comments** |  | | |
| **Signed** |  | **Date** |  |

**Document review information**

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| Document owner | Quality and Academic Development Team |
| Document last reviewed by | Aminah Suhail, Quality and Academic Development Manager |
| Date last reviewed | March 2025 |
| Review frequency | Annually |