|  |  |
| --- | --- |
| Integrated PhD approvals |  |
|  | |
| **Integrated PhD approval form** | |

Please fill out all relevant boxes in each of the sections. Further guidance on course design and the course approval process can be found on the QUAD [webpages.](https://www1.essex.ac.uk/quality/course_design_approval_and_modifications/new_courses_pages/default.asp)

|  |  |
| --- | --- |
| Section | Information gathered |
| **SECTION A: Course outline** | Key information required for the course. |
| **SECTION B: Admissions and advertising** | Admissions details for the course. |
| **SECTION C: Business case** | Resources required for the delivery of the course. |
| **SECTION D: Academic design** | Indicative course structure and an outline of the course content. |
| **SECTION E: Additional information** | Additional documentation that is required for approval. |
| **SECTION F: Recommendations and approval** | Consultation and approval status of the course. |

**Structure**

Integrated PhD degrees at the University of Essex are typically 4 years in length and consist as follows:

* 180 credits at Level 7, during year 1
* 3 years of PhD study (6 years part time)
* Up to one year of completion (as needed on a case by case basis)
* The submission of a 80,000 word thesis followed by viva examination

**Awards/Titles**

Following successful viva examination, students will be awarded the degree of Doctor of Philosophy in [Title of PhD course used in the development of the Integrated PhD structure].

A student that submits their thesis for examination, but fails to be awarded a PhD, will be considered for the exit awards appropriate for a PhD.

A student who withdraws/is discontinued ahead of thesis submission, or fails to meet the criteria for any PhD exit award, will be considered for the exit awards appropriate to the taught component of the course (year 1).

**Submission**

Please return this form to the Postgraduate Research Education Manager via [pgresearch@essex.ac.uk](mailto:pgresearch@essex.ac.uk). If you have any questions or queries, please contact the PGRE Team

# SECTION A: Course outline

|  |  |
| --- | --- |
| **Level of course** | PGR |
| **Title of course** | Integrated PhD (XXXXX) |
| **Is this a new award?[[1]](#footnote-1)** *Please note that a new award will require approval from Senate.* | Yes  No |
| **Campus** | Colchester  Southend  Loughton |
| **Faculty** |  |
| **Department** |  |
| **Key Contact** |  |
| **Proposed date of introduction** | dd/mm/yyyy |

|  |  |
| --- | --- |
| **Name and course code of pre-existing Masters course being used for Year 1** |  |
| **Do you require the student to complete the dissertation at the end of Year 1, ahead of commencement of the PhD?** |  |
| **Name and course code of Pre-existing PhD course being used for Year 2 onwards** |  |
| **Are any exit awards being requested at the same time**  *(Eg. PG Dip, PG Cert, MPhil, Masters by Dissertation)* |  |

|  |  |
| --- | --- |
| **Professional accreditation** | |
| **Will the course be accredited by a professional, regulatory, or statutory body?** | Yes  No  *If yes please complete the questions on below.* |
| **Will accreditation be dependent on the modules taken?** | Yes  No |
| **Name of professional accrediting body** |  |
| **Accreditation type** |  |
| **Expected accreditation start date** |  |
| **Process for accreditation approval** |  |

# Course Delivery and Variants

|  |  |
| --- | --- |
| **The course is open to:** | Home students  EU students  Overseas students |
| **Modes of study**  (*F/T, P/T)*  *(Can request Masters Year F/T only, PhD years F/T or P/T)* |  |
| **Entry Points**  *(October, January, and April)* |  |

|  |  |  |
| --- | --- | --- |
| **Does delivery of the course involve other departments / partner institutions?** | | Yes  No  *If yes please fill in table below.* |
| **Department** | **Percentage share (%)** | **Cost Centre** |
|  |  |  |

|  |  |
| --- | --- |
| **Progression from University of Essex International College** | |
| **Can University of Essex International College (UEIC) students progress to the course(s)?**  *If yes, the course(s) will be added to the UEIC progression route list.*  *If no, please provide an explanation as to why the course should not be added to the UEIC progression route list:* | Yes  No  Reason (if no): |
| **If yes, can the agreed standard UEIC progression requirements for your Department/School be applied?**  *If you are unsure of what the agreed UEIC course specific progression requirements are, or think that the course should have different progression requirements, please contact:*  *PG admissions (*[pgadmit@essex.ac.uk](mailto:pgadmit@essex.ac.uk)*).* | Yes  No (please contact Admissions to discuss further) |
| **Are students required to take any mandatory elective modules?**  *If you are unsure of the available elective modules for the UEIC course, please contact Admissions using the contacts detailed above.* | Yes  No  *If yes, please state these below with the required grades if higher than the pass mark of 40%:*  Modules: |

# SECTION B: Admissions and advertising

If the course is approved to be advertised and accept applications at the end of the Development stage, then all publicity will list the course as ‘subject to approval’ and will still require Final Stage approval before any students can be registered.

This section ensures that Communications and External Relations have all the required and relevant information to successfully publicise the course, if approved. Please consult with them whilst completing this section.

|  |
| --- |
| **Course Description**  *Please provide a short description of the course. A member of the Marketing team will contact the course lead to discuss the Course Finder/UCAS entry, along with other promotional opportunities.* |
|  |

|  |  |
| --- | --- |
| **Academic entry requirements** | PG entry requirements agreed with PG Admissions (NB standard is 2:2) |
| **Agreed entry requirements:** | |
| **English language requirements** (for non-first language English speakers) | Standard UG English language requirements  Non-standard UG English language requirements *Please specify below and give rationale*  PG English language requirements agreed with PG Admissions |
| **Non-standard English language requirements requested, with rationale:** | |
| **Are applicants required to be over 18 either before or during the course?** | Yes  No  *If yes please specify below the date by which the applicant must be 18 (e.g. by Registration or by 1 January) along with the rationale for this.* |
| **Comments:** | |

|  |  |
| --- | --- |
| **Will students on the course need to undergo a Disclosure and Barring Service (DBS) check?** | Yes  No  *If yes contact* [*dbs@essex.ac.uk*](mailto:dbs@essex.ac.uk) |
| **Will the DBS check be required prior to, or post registration on the course?** | Prior to registration  Post registration |
| **If known, what type of DBS barring list check is required** *(please tick all that apply – if not known contact* [*dbs@essex.ac.uk*](mailto:dbs@essex.ac.uk)*)* | Child  Adult |
| **Will entrants be required to undergo occupational health checks?** | Yes  No |
| *If you have answered yes to any of the above questions then please provide any further information that may be relevant, including any further information provided by the appropriate University team and how this has been taken into account.* | |

**SECTION C: Business case**

**RESOURCES**

All new courses have resource implications and your Faculty Accountant will help identify costs and advise on any bids which may need to be made for additional funding. The proposer should contact the Faculty Accountant, who will provide a costing report for consideration by the Executive Dean.

Please note that any new staff posts identified in this section must be formally applied for via the “Request to Recruit” process at the point the post is required. Development Stage approval by the Executive Dean is of the business case and represents “in principle” approval only.

|  |
| --- |
| **Income** |

*Please indicate in the table below what you expect the net increase in student numbers to be during the first four years of operation as a result of introducing this course.*

*In each year please give new student registrations only; do* ***not*** *include expected student progression numbers.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| **Home/EU** |  |  |  |  |
| **Overseas** |  |  |  |  |

|  |  |
| --- | --- |
| **Do you wish to apply for an exception to the published fee band for the department** | Yes   No  *If yes a fee proposal will need to be submitted to the University’s Fees Group* |

|  |  |  |
| --- | --- | --- |
| **Expenditure** | | |
| **Is the proposed course entirely based on existing modules and requires no new resources?**  ***(such as staffing, additional classes, library resources or facilities)*** | Yes  *Please proceed to Section D* | No  *Please answer the below questions* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **New modules** | | | | | |
| **Module Title** | **FHEQ Level** | **Credits** | **Module Status** | **Format and Contact Hours** | **Unique to this course?** |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
| **Please list any planned discontinuations of courses and/or modules in order to free up teaching resources for the new course(s)** *Please include titles and date of withdrawal* | | | | | |
|  | | | | | |

|  |
| --- |
| **Additional non-staff resources** |

For example:

* Additional classes/labs - Library resources - IT/office equipment
* Specialist equipment - Consumables - DBS checks
* Non-standard teaching requirements - Field Trips

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start-up costs** |  | | | |
| **Ongoing costs** | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
|  |  |  |  |  |
|  |  |  |  |  |
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# SECTION D: Academic design

*Please note that the information contained within this section will form the programme specification for the course.*

|  |  |  |
| --- | --- | --- |
| **Course Aims:**  *Course aims are intended to provide a clear understanding of the course’s teaching intentions. These should be brief statements of what the course intends to deliver.* | | |
|  | | |
| **Course Outcomes:**  *Please add rows as necessary.*  *For each section, indicate how teaching, learning and assessment enable outcomes to be achieved and demonstrated.* | | |
| **A. Knowledge and Understanding** | | |
| Learning outcomes | | |
| A1 |  | |
| A2 |  | |
| A3 |  | |
| A4 |  | |
| A5 |  | |
| Learning methods | | |
| *Please highlight how learning and teaching methods will be inclusive for all students.* | | |
| Assessment methods | | |
| *Please highlight how assessment methods will be inclusive for all students.* | | |
| **B. Intellectual/cognitive skills** | | |
| Learning outcomes | | |
| B1 |  | |
| B2 |  | |
| B3 |  | |
| B4 |  | |
| Learning methods | | |
| *Please highlight how learning and teaching methods will be inclusive for all students.* | | |
| Assessment methods | | |
| *Please highlight how assessment methods will be inclusive for all students.* | | |
| **C. Practical and professional skills** | | |
| Learning outcomes | | |
| C1 |  | |
| C2 |  | |
| C3 |  | |
| C4 |  | |
| Learning methods | | |
| *Please highlight how learning and teaching methods will be inclusive for all students.* | | |
| Assessment methods | | |
| *Please highlight how assessment methods will be inclusive for all students.* | | |
| **D. Key Skills** | | |
| Learning outcomes | | |
| D1 | Communication |  |
| D2 | Information Technology |  |
| D3 | Numeracy |  |
| D4 | Problem solving |  |
| D5 | Working with others |  |
| D6 | Improving own learning and performance |  |
| Learning methods | | |
| *Please highlight how learning and teaching methods will be inclusive for all students.* | | |
| Assessment methods | | |
| *Please highlight how assessment methods will be inclusive for all students.* | | |

|  |
| --- |
| **Outline of academic content and coherence of the course**  Please also:   * *Indicate if the course will involve modules largely delivered on a distance learning basis or though significant levels of work-based learning (more information on these modules will be collected during the Final stage of course approval)* * *Indicate the way in which other departments, partner institutions or other organisations are involved (if appropriate)* * *Provide details of how the course has been designed to promote inclusivity* |
|  |

|  |  |
| --- | --- |
| **Aspects of Course Design** | |
| **Do any compulsory/core modules rely on the expertise of a single member of staff?** | Yes  No |
| **Are the proposed course dates different to the University’s published term dates?** | Yes  No  *If yes please view* [*the guidance*](https://www1.essex.ac.uk/quality/Documents/course_design_approval_and_modifications/Year-round_delivery_guidance.pdf) |
| **Are there any elements of the course that might pose a specific risk to staff, students or University property (i.e. placements, study visits, field trips)?** | Yes  No  *If yes contact* [*safety@essex.ac.uk*](mailto:safety@essex.ac.uk)*.* |
| **Is there any aspect of this course that might present any difficulties for students with disabilities (including mental health and medical conditions)?** | Yes  No  *If yes contact* [*include@essex.ac.uk*](mailto:include@essex.ac.uk)*.* |
| **Will the proposed course require a variation to Integrated PhD Rules of Assessment?** | Yes  No  *If yes this must be discussed with the Assessment Team.* |
| **Are there any elements to this course which may affect university/student funding?** | Yes  No  *If yes contact* [*funding@essex.ac.uk*](mailto:funding@essex.ac.uk)*.* |
| **Are there any elements to this course which may affect timetabling?** | Yes  No  *If yes contact* [*cto@essex.ac.uk*](mailto:cto@essex.ac.uk)*.* |
| *If you have answered yes to any of the above questions then please provide further details and the response from the relevant University team here:* | |

**Course Structure**

|  |
| --- |
| **Year 1** |
| **Module Code** | **Module Title** | **FHEQ Level** | **Credits** | **Status**  **(core/comp/opt)** | **New Module** |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |

|  |
| --- |
| **Year 2** |
| Research - as set out in relevant PhD [Milestone Document](https://www.essex.ac.uk/student/postgraduate-research/pgr-progress) | |

|  |
| --- |
| **Year 3** |
| Research - as set out in relevant PhD [Milestone Document](https://www.essex.ac.uk/student/postgraduate-research/pgr-progress) | |

|  |
| --- |
| **Year 4** |
| Research - as set out in relevant PhD [Milestone Document](https://www.essex.ac.uk/student/postgraduate-research/pgr-progress) | |

|  |
| --- |
| **Year 5** |
| Completion – up to 3 terms, as required, as outlined in relevant PhD [Milestone Document](https://www.essex.ac.uk/student/postgraduate-research/pgr-progress) | |

# SECTION E: Additional information

**Documents attached:**

|  |  |
| --- | --- |
| **New/Amended Module Documentation** | |
| **Module Code** | **Module Outline attached** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Course-Level Documentation** | |
| **Module Map** |  |
| **Variation to the rules of assessment** |  |
| **Milestone document** |  |
| **Other** *Please specify* |  |

# SECTION F: Recommendations and approval

**Department Support**

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal supported by the Head of Administering Department** | | | |
| **Department** |  | | |
| **Signed** |  | **Date** |  |
| **Proposal supported by the Head of other department(s) contributing to the course** | | | |
| **Department** |  | | |
| **Signed** |  | **Date** |  |

# Once all the sections above have been completed, please forward this form and any accompanying information to the PGRE team ([pgresearch@essex.ac.uk](mailto:pgresearch@essex.ac.uk))

**PGRE Team Comments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Consultation undertaken** | | |  |
| QUAD | CRT | PG Admissions | MaSR |
| **Additional comments from above teams:** | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Approval route** | | | | | |
| **Category 1**  Executive Dean | | **Category 2:**  AQS | **Category 3:**  AQSC via Validation Panel | | |
| **Date form sent to** [pgadmit@essex.ac.uk](mailto:pgadmit@essex.ac.uk) **after approval** | | |  | | |
| **Date form sent to** [**dbs@essex.ac.uk**](mailto:dbs@essex.ac.uk) **after approval (if applicable)** | | |  | | |
| **Comments to be addressed during the approval process**  *For areas to be further clarified, please indicate at what stage these need to be addressed* | | | | | |
|  | | | | | |
| **Signed** |  | | | **Date** |  |

# Faculty Support

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal support: Faculty Manager**  *For areas to be further clarified, please indicate at what stage these need to be addressed* | | | |
| **Comments** |  | | |
| **Signed** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal support: Faculty Dean (Postgraduate)**  *For areas to be further clarified, please indicate at what stage these need to be addressed* | | | |
| **Comments** |  | | |
| **Signed** |  | **Date** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Executive Dean Approval** | | | | | |
| **Development Stage approval give** | | Yes (no conditions | Yes (with conditions)  *Please specify conditions below* | | No |
| **Can the course be advertised** | | | | | Yes   No |
| **Can applications be accepted and offers made** | | | | | Yes   No |
| **Comments** |  | | | | |
| **Deadline for response to conditions and recommendations** | | | | | dd/mm/yy |
| **Signed** |  | | | **Date** |  |

1. The awards offered by the University, for example BA, MScs, are set out in the ‘[Regulations relating to Programmes of Study](https://www.essex.ac.uk/about/governance/regulations)’. [↑](#footnote-ref-1)