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| New Course Approval |  |
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| **Concept stage** | |

The purpose of the Concept Stage is for the Partner Institution to provide a brief overview of the new course, provide a case for strategic fit and potential market demand and indicate whether any major new resources or capital expenditure is required. Contacting colleagues at an early stage eases the approval process, resolving queries and determining indicative approval routes and timelines.

# Information requested at Concept stage

If you wish to discuss a new course proposal further, please contact the Partnerships team by emailing [partnerships@essex.ac.uk](mailto:partnerships@essex.ac.uk), and the Partnerships Manager will be in touch.

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| **Partner Institution:** | |  | | |
| **Key Contact:** | |  | | |
| **Title of course:** | |  | | |
| **Level of course:** | | UG  PGT  PGR | | |
| **Anticipated start date:** | | dd/mm/yyyy | | |
| **Does the course proposal align with the University’s strategic plan?** | | Yes  No | | |
| **Rationale and anticipated market demand:** *(please detail below)* | | | | |
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| **How is it envisaged that the course will be constructed?** | | | | |
| Constructed entirely from existing provision  Constructed with a small number of new modules (up to one-third new credits of the new target award – for example 120 credits for a new 360 credit undergraduate programme)  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** | | | | |
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| **Proposal supported by the Head of Administering Department at Partner Institution:** | | | | |
| **Signed:** |  | | **Date:** |  |
| **Proposal supported by the Dean of Partnerships:** | | | | |
|  | | | **Date:** |  |

**Document review information**

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| **Document owner** | **Partnerships Team** |
| **Document author** | **Rachel Frost, Senior Partnerships Manager** |
| **Document last reviewed by** | **Dawn Mott, Partnerships Manager (Development and Oversight)** |
| **Date last reviewed** | **February 2022** |
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