|  |  |
| --- | --- |
| New Course Approval |  |
|  |
| **Development stage form** |

Please fill out all relevant boxes in each of the sections. Further guidance on the course approval process can be found on the [Partnership Team webpages](https://www.essex.ac.uk/information/university-partnerships/information-for-partners.)

**Submission**

Please return this form to the relevant Partnerships Manager via partnerships@essex.ac.uk. If you have any questions or queries, please contact the Partnerships Team.

|  |  |
| --- | --- |
| Section | Information gathered |
| **SECTION A: Course outline** | Key information required for the course. |
| **SECTION B: Strategic and portfolio fit** | Rationale for introduction of the course and its strategic fit. |
| **SECTION C: Admissions & Advertising** | Admissions details for the course. |
| **SECTION D: Business case** | Resources required for the delivery of the course. |
| **SECTION E: Academic design** | Indicative course structure and an outline of the course content. |
| **SECTION F: Consultation** | Evidence of consultation that has taken place |
| **SECTION G: Recommendations and approval** | Approval status of the course. |

**Approval process**

Once submitted, the form will be considered by the Partnerships Team, a relevant academic Department/School at the University (if applicable) and the Deputy Dean of Partnerships. The Dean of Partnerships will determine if approval can be given to proceed with the course proposal and make the following decisions:

* Can the course be advertised?
* Can applications be accepted and offers made?
* Can the course development continue without being advertised or offers made yet?

A course development may still be able to continue without approval to be advertised or for applications to be accepted or offers made – in this case, new courses will be advertised, and applications accepted once full final approval has been given.

Once Development Stage approval has been granted, the route for seeking Final Stage approval will be confirmed. There is a chance that the approval route may be re-considered if Final Stage information varies from the information provided at Development Stage. Until Final Stage approval has been obtained applicants will be made aware that the course is subject to approval.

# SECTION A: Course outline

|  |  |
| --- | --- |
| **Partner Institution** |  |
| **Key Contact at Partner Institution** |  |
| **Level of course** | [ ]  UG [ ]  PGT [ ]  PGR  |
| **Title of course** *(including award qualification, for example BA, MSc)* |  |
| **Is this a new award?[[1]](#footnote-1)** *Please note that a new award will require approval from Senate.* | [ ]  Yes [ ]  No |
| **Named exit awards2** *(please specify unless unnamed)* |  |
| **Location of study** |  |
| **Faculty/School/Centre** |  |
| **Department(s)** |  |
| **Language of delivery and assessment** *(for international partnerships)* |  |
| **Proposed date of introduction** | dd/mm/yyyy |
| **Funding Source** (*e.g. HEFCE full or co-funding, independent*) |  |

|  |
| --- |
| **Type/Length of course:** (*please tick all that apply and add details)* |
| **Undergraduate:** *Duration of course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[ ]  Full time [ ]  Part time [ ]  Apprenticeship [ ]  Accelerated [ ]  Credit Accumulation [ ]  Distance Learning *Variants* [ ]  Year Abroad [ ]  Placement Year [ ]  CPD [ ]  Year Zero [ ]  Term Abroad: Year X, Term X. Modules replaced:\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Postgraduate Taught***Duration of course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[ ]  Full-time [ ]  Part-time [ ]  Apprenticeship [ ]  Credit Accumulation [ ]  Full-time including Professional Placement [ ]  Distance Learning [ ]  CPD[ ]  Accelerated [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Postgraduate Research**Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Full-time – Standard: XX months Max: XX months[ ]  Part-time – Standard: XX months Max: XX months |

|  |
| --- |
| [**QAA Benchmark Statement**](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements)**s** *(UG only)* |
| **1st QAA Benchmark Statement** |  |
| **2nd QAA Benchmark Statement** *(for joint UG programmes)* |  |
| **3rd QAA Benchmark Statement** *(for joint UG programmes)* |  |

|  |
| --- |
| **Professional accreditation** |
| **Will the course be accredited by a professional, regulatory, or statutory body?** | [ ]  Yes [ ]  No*If yes, please complete the questions 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** |  |
| **If the course is an apprenticeship, which apprenticeship standard is the course linked to?** |  |

# Course Delivery and Variants

|  |
| --- |
| **Work Based Learning (WBL)** |
| **For each proposed course variant, please specify the percentage of the course that will be spent undertaking Work Based Learning:** |
| e.g. 3 Year - AS300 (30 credits) | 8.3 **%** |  | **%** |
| **Does the department currently offer WBL/placements?** | [ ]  Yes [ ]  No |
| **Are there established WBL/placement procedures/policies/handbooks in place?** | [ ]  Yes [ ]  No |

|  |
| --- |
| **For Apprenticeships** |
| **How will the apprenticeship be delivered?** |  |
| **How have the off-the-jobs hours been calculated?** |  |

|  |
| --- |
| **For courses with a year abroad** |
| **Will Year 3 be spent abroad and weighted at 20% / 60 credits?** | [ ]  Yes [ ]  No*If no, please provide further details below.* |
|  |

# SECTION B: Strategic and portfolio fit

**Analysis of Market Demand**

|  |  |
| --- | --- |
| **Has market research been undertaken?** | [ ]  Yes [ ]  No*If yes, please send the report alongside this form or provide comments below* |
|  |

**Rationale**

In order to gain course approval, please set out why this course should be introduced, how the new course fits with the existing portfolio and any objectives that you hope to achieve with its development and introduction.

All new course proposals should set out clearly how they support and align with the University’s and Partner’s Strategic Plans and the University’s supporting Education Strategy, as well as any relevant department-level plans.

|  |
| --- |
| *Please also provide a brief outline of the reasons for introducing the course(s) and any observations about possible demand.* * *Where similar courses exist, either within the current portfolio or at other universities, identify in what way this course is distinctive*
* *Include reference to employer needs and/or professional development*
* *Details of anticipated target market*
* *Include evidence of applicant and employer demand (including outcomes of consultation with industry/employers)*
 |
|  |

# SECTION C: 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.

|  |
| --- |
| **Proposed recruitment strategy (including any proposed variations to the standard admissions / entry requirements and any English Language requirements, if relevant).**  |
| **Comments:** |

|  |  |
| --- | --- |
| **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:** |

|  |  |
| --- | --- |
| **After which stage of approval would you like the course to be advertised?** | [ ]  Development [ ]  Final |
| **After which stage of approval would you like the course to be open to applications and offers to be made to applicants?** | [ ]  Development [ ]  Final |
| **Please provide a rationale for the course(s) being advertised and offers made before full approval:***As part of the rationale please comment on the anticipated level of change to the information published between Development Stage and Final Stage approval. A change to published information may affect a prospective student’s decision on what course to take. Prospective students will need to be notified of changes to information they have referred to, including the reason for the change. Please also provide details of alternative courses that could be offered to applicants if the course did not receive Final Stage approval.* |
|  |

|  |  |
| --- | --- |
| **Will students on the course need to undergo a Disclosure and Barring Service (DBS) check?** | [ ]  Yes [ ]  No |
| **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)* | [ ]  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.* |

# SECTION D: Business case

**RESOURCES**

|  |
| --- |
| **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** |  |  |  |  |

|  |
| --- |
| **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  | ☐ 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* |
|  |

|  |
| --- |
| **New staff required to deliver the course** |
| **Job Title** | **FTE** | **Start Date** | **Grade or estimated salary (in case of part-time staff)** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Existing External Examiner** | **Y/N** | **If no, please state if nomination has been sent to University for review** | **Y/N** |
| **Name of existing or proposed External Examiner** |  |

|  |
| --- |
| **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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Other associated costs not otherwise incurred by the College/Institution:** |
|  |

# SECTION E: Academic design

|  |
| --- |
| **Outline of academic content and coherence of the course**Please also:* *Indicate how internal and external reference points have been considered within the course development, including Professional, Statutory and Regulatory Bodies (PSRB), Quality Assurance Agency (QAA) UK threshold standards, Research Council requirements and reports (where applicable) and the University’s Strategic Plan and supporting Education Strategies.*
* *Provide details on how the curriculum promotes progression through the levels of the award, in line with the QAA Framework for Higher Education Qualifications (FHEQ)*
* *Indicate the way in which other departments, or other organisations are involved (if appropriate)*
* *Provide details of skills development (specialised and transferable) and support for Personal Development Planning (PDP)*
* *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)*
* *Provide details of how the course has been designed to promote accessibility and inclusivity*
* *Indicate how the Course team incorporates sustainability/environmentalism into the curriculum/teaching*
* ***For Postgraduate Research, please also include the Course Validation Summary document as an appendix***
 |
|  |

|  |
| --- |
| **Aspects of Course Design** |
| **Do any compulsory/core modules rely on the expertise of a single member of staff?** | [ ]  Yes [ ]  No |
| **Are there any elements of the course that might pose a specific risk to staff, students or Institution property (i.e. placements, study visits, field trips)?**  | [ ]  Yes [ ]  No |
| **Is there any aspect of this course that might present any difficulties for students with disabilities (including mental health and medical conditions)?** | [ ]  Yes [ ]  No |
| **Will the proposed course require a variation to the Rules of Assessment?** | [ ]  Yes [ ]  No |
| **Do the syllabus structure and assessment arrangements differ to those normally operated by the Department?** | [ ]  Yes [ ]  No |
| **Are there any unusual features of the course that lie outside the typical arrangements within the Institution?** | [ ]  Yes [ ]  No |
| **Are there any other special arrangements upon which the course will depend? (e.g. placement)** | [ ]  Yes [ ]  No |
| *If you have answered yes to any of the above questions, then please provide further details here:* |

**Additional information**

**Documents attached:**

|  |
| --- |
| **Postgraduate Research – Course Validation Summary document** (if applicable) |[ ]

**Indicative Course Structure**

* *The details below should be a strong indication of the final structure. It is recognised that this may change during the approval process.*
* *Where changes are made to new courses which have been advertised and applications accepted after Development Stage approval, applicants and prospective students who have been made offers may need to be notified of changes and offered the option of continuing or not.*
* *Please ensure the amount of credits on offer match the amount required to complete the course.*

**Undergraduate Courses**

|  |
| --- |
| **Year 1** |
| **Module Code**  | **Module Title** | **FHEQ Level** | **Credits** | **Main Status****(core/comp/opt)** | **Cert HE** **Named Exit Award Status** | **New Module** |
|  |  |  |  | Choose an item. | Choose an item. |  |
|  |  |  |  | Choose an item. | Choose an item. |  |
|  |  |  |  | Choose an item. | Choose an item. |  |
|  |  |  |  | Choose an item. | Choose an item. |  |

|  |
| --- |
| **Year 2** |
| **Module Code**  | **Module Title** | **FHEQ Level** | **Credits** | **Main Status****(core/comp/opt)** | **Dip HE** **Named Exit Award Status** | **New Module** |
|  |  |  |  | Choose an item. | Choose an item. |  |
|  |  |  |  | Choose an item. | Choose an item. |  |
|  |  |  |  | Choose an item. | Choose an item. |  |
|  |  |  |  | Choose an item. | Choose an item. |  |

|  |
| --- |
| **Placement Year / Year Abroad** |
| **Module Code**  | **Module Title** | **FHEQ Level** | **Credits** | **New Module** |
|  |  |  |  |  |

|  |
| --- |
| **Final year** |
| **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. |  |

**Postgraduate Taught Courses**

*If an Integrated Masters course is being proposed then please use the below table to detail Year 4.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Module Code**  | **Module Title** | **FHEQ Level** | **Credits** | **New Module** | **Main Status****(core/comp/opt)** | **PG Diploma** **Exit Award Status** | **PG Cert** **Exit Award Status** |
|  |  |  |  |  | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  |  | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  |  | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  |  | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  |  | Choose an item. | Choose an item. | Choose an item. |

# SECTION F: Consultation

**EXTERNAL ACADEMIC CONSULTATION**

|  |  |
| --- | --- |
| **Name** |  |
| **Current Role** |  |
| **Faculty / Discipline** |  |
| **Institution** |  |
| **Date of Report** |  |
| **Course/Module Reported on** |  |

|  |
| --- |
| **Please comment on the curriculum for the award and its currency** |
|  |
| **How does the award compare with similar awards at other UK Higher Education Institutions and national reference points?**  |
| **Does the course correspond to the stated level of the Framework for Higher Education Qualifications?** | [ ]  Yes [ ]  No |
| **Does the course correspond to the appropriate QAA subject and/or award benchmark?**  |  [ ]  Yes [ ]  No [ ]  N/A |
| **If applicable, does the award meet professional, statutory, or regulatory body requirements?** | [ ]  Yes [ ]  No [ ]  N/A |
| **Additional comments:** |
|  |

|  |
| --- |
| **Are the learning, teaching and assessment strategies appropriate for the award, including re-assessment?** |
|  |
| **Are the marking procedures and criteria clearly defined and appropriate?** *Department to provide marking criteria where requested.* |
|  |
| **Did you identify any examples of practice which could be shared or potential problems?** |
|  |

|  |
| --- |
| **For schemes involving assessed work-based learning/placement:****Do you have any comments on the value of the placement or work-based learning within the curriculum, the appropriateness of the assessment arrangements, or the standards applied?** |
|  |

|  |
| --- |
| **Do you have any other comments?** |
|  |

|  |
| --- |
| **Partner Institution response to the external academic report:** |
| *Please provide a brief response to the external academic report and any issues raised:* |

Please indicate who you have consulted with over the development of the course(s) to date and how this has impacted the proposal.

|  |  |
| --- | --- |
| **External Industry Consultation** | **Means of consultation and summary of feedback** |
|  |  |
| **Student Consultation** | **Means of consultation and summary of feedback** |
|  |  |
| **Internal Sections / Departments** | **Area consulted and summary of feedback** |
|  |  |
| **Other, e.g., PSRB, research institutions**  | **Organisation consulted and summary of feedback** |
|  |  |

# SECTION G: Recommendations and approval

|  |
| --- |
| **Proposal supported by the Head of Department / Head of HE at Partner Institution** |
| **Department** |  |
| **Signed** |  | **Date** |  |

|  |
| --- |
| **Comments from Link Academic or Head of Department at the University of Essex:** |
|  |
| **Response to comments from Partner Institution (if required)** |
|  |

|  |
| --- |
| **Proposal supported by Head of Department/School, University of Essex**  |
| **Signed** |  | **Date** |  |

# Partnerships Team Comments

|  |
| --- |
| **Approval route**  |
| ☐ **Category 1**Dean of Partnerships | ☐ **Category 2:**AQSC following Dean’s review | ☐ **Category 3:**AQSC via Validation Panel |
| **Does a check need to be undertaken with the EBS Accreditation Team?** *If yes provide comments from EBS below.* | ☐ Yes [ ]  ☐ No |
| **Does a check need to be undertaken with the Admissions Team if the Partner Institution is proposing non-standard entry requirements?** | ☐ Yes [ ]  ☐ No |
| **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** |  |

|  |
| --- |
| **Proposal support: Deputy Dean of Partnerships (Categories 1 and 2 only)***For areas to be further clarified, please indicate at what stage these need to be addressed* |
| **Comments** |  |
| **Signed** |  | **Date** |  |

|  |
| --- |
| **Dean of Partnerships 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** |  |

***Document review information***

|  |  |
| --- | --- |
| Document owner | Partnerships Team |
| Document author | Quality and Academic Development Team |
| Document last reviewed by | Dawn Mott, Partnerships Manager (Development and Oversight) |
| Date last reviewed  | February 2022 |
| Review frequency | Annually |

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)’.

2 Where a student does not achieve the required credit to be awarded the qualification they registered for, the Examination Board may consider them for an intermediary award (e.g. if a student failed to pass the required number of credits for a Bachelor’s degree, they could be considered for a Certificate or Diploma of Higher Education). Details of standard intermediary awards are given in the Rules of Assessment for each award.

Modules that need to be passed to gain a named exit award should be detailed in the programme specification for the main award.

Standard exit awards on UG awards are unnamed (e.g. CertHE). Standard PGT Named UG exit awards (e.g. CertHE Business Studies) can be validated, and should be specified above if desired. Titles of PGT exit awards should be specified if different from the main award. Variations from the standard RoA need to be approved by Senate on recommendation by the Education Committee. [↑](#footnote-ref-1)