|  |  |
| --- | --- |
| New Course Approval |  |
|  |
| **Final 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 Partnerships Team [webpages.](https://www.essex.ac.uk/information/university-partnerships/information-for-partners)

|  |  |
| --- | --- |
| Section | Information gathered |
| **SECTION A: Changes since Development stage** | Details of changes and consultation that have been made |
| **SECTION B: Additional documentation** | Final documentation that is required for approval. |
| **SECTION C: Approval** | Approval status of the course. |

**Approval process**

The Partner Institution putting forward the proposal is responsible for ensuring that the submission addresses all relevant issues. This form is required to be completed for all Category 1 courses in order to complete the approval process. For Category 2 and 3 courses this form is required to be submitted as part of the course documentation prior to the validation event.

**Submission**

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

|  |  |
| --- | --- |
| Partner Institution |  |
| Course title and award (including named exit awards) |  |
| Validation Category | Category 1 [ ] Category 2 [ ] Category 3 [ ]   |

# SECTION A:

# Changes and consultation since Development stage

Please outline any changes to the course proposal since Development Stage approval was granted (if any). This includes resource requirements, academic content and the information given on the development approval form.

If there have been significant changes to the course proposal then prospective students, including those who have received offers, will need to be notified of any changes.

**Please provide an updated programme specification and module map if changes have been made since the Development Stage.**

If no changes have been made, then please confirm by checking the box below.

|  |
| --- |
| **Changes since Development Stage approval:** |
|  |

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| **Has any further consultation been undertaken since Development Stage approval?** *Please include any industry, professional or student consultation and how this has been accounted for* |
|  |

[ ]  **No changes have been made since development stage approval.**

# SECTION B: Additional information

**Documents attached:**

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| **Final Module Documentation** |
| **Module Code** | **Module Outline attached** |
|  | [ ]  |
|  | [ ]  |

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| **Final Course-Level Documentation** |
| **Final Programme Specification (including named exit award programme specifications)** |[ ]
| **Final Module Map** | [ ]  |
| **Work-based/placement learning form** (*if applicable*) | [ ]  |
| **Apprenticeship form** *(if applicable)* |  |
| **Postgraduate Research – Course Validation Summary document** *(if applicable)* |[ ]
| **Other** *Please specify* | [ ]  |

# SECTION C: Approval

**Partner Institution**

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

**University of Essex**

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

**Partnerships Team Comments**

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| **Any additional consultation/approval(s) required?**  |
| **Course Records**[ ]  Yes [ ]  No | **RoA Variations**[ ]  Yes [ ]  No | **Admissions**[ ]  Yes [ ]  No |
| **Comments**  |
|  |
| **Signed** |  | **Date** |  |

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| **Proposal support: Deputy Dean of Partnerships (Category 1 and 2 only)** |
| **Comments** |  |
| **Signed** |  | **Date** |  |

**Category 1 Final Approval**

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| --- |
| **Dean of Partnerships Approval** |
| **Final Stage approval give**[ ]  | ☐ Yes (no conditions[ ]  | ☐ Yes (with conditions)*Please specify conditions below* | ☐ 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 On | February 2022 |
| Review frequency | Annually |