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| **NEW COURSE PROPOSAL** |

This form is intended for use by new and existing Partners of the University of Essex

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| **Please complete all relevant areas of each section** |

Before you complete this form, please read the guidance available on the [Partnerships Team Webpages](https://www.essex.ac.uk/staff/university-partnerships/information-for-partners).

**Submission**

Please return this form to the relevant Partnerships Manager via [partnerships@essex.ac.uk](mailto:partnerships@essex.ac.uk).

|  |  |
| --- | --- |
| **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 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 proposal continue without being advertised or offers made yet?

A course proposal may be able to continue without approval to be advertised or for applications to be accepted or offers made – in this case, approval to advertised or for applications to be accepted will be considered by the validation panel.

Once approval of the proposal has been granted, the route to validation panel will be confirmed. Until final approval has been obtained applicants will be made aware that the course is subject to final approval by the University’s Academic Quality and Standards Committee.

**Submission Deadlines**

Validation events take place in the Autumn and Spring terms, please submit this form by the specified deadline below:

|  |  |
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| For courses going to validation panel in the Autumn term | 31 July |
| For courses going to validation panel in the Spring term | 31 October |

Late submissions are unlikely to go to validation panel until the following Autumn/Spring term.

**SECTION A: Course outline**

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| **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** | |  | | | | |
| **Anticipated start date** | | dd/mm/yyyy | | | | |
| **Funding source** (*e.g., Office for Students*) | |  | | | | |
| **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) | | | | |  | |
| **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? | | |  | | | |
| **Work Based Learning (WBL)** (Please also submit the Work-Based Learning form) | | | | | | |
| 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 | | |

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| **Apprenticeships** (please also submit the Degree Apprenticeships Form) | |
| 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**

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| **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**  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 and Partnerships Sub-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 proposal stage, then all publicity will list the course as ‘subject to approval’ and will still require final approval by the University’s Academic Quality and Standards Committee 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):** | |
|  | |
| 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.* | |
| Are you seeking approval to advertise the course prior to final approval being given by the University’s Academic Quality and Standards Committee? | Yes  No |
| Are you seeking approval for the course to be open to applications and for offers to be made prior to final approval being given by the University’s Academic Quality and Standards Committee? | Yes  No |
| Please provide, in the box below, a rationale for the course(s) being advertised and offers made prior to final approval being given by the University’s Academic Quality and Standards Committee:  *Prospective students must be notified of any changes to published information with a rationale for the changes. Any changes to may affect a prospective student’s decision on what course to take*  *Prospective students must also be notified if the course does not receive final approval. In this situation details of alternative courses should be provided.* | |
|  | |
| 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | Year 5 | |
| 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 | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 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)  *(Only applicable if new members of staff from Essex are required to support the partnership.)* | | |
|  |  | |  | |  | | |
| **External Examiners** | | | | | | | |
| Existing External Examiner | Yes  No | | If no, please state if nomination has been sent to University for review | | Yes  No | | |
| 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 | Year 5 |
|  |  |  | |  | |  |  |
|  |  |  | |  | |  |  |
|  |  |  | |  | |  | |
| Other associated costs not otherwise incurred by the College/Institution: | | | | | | | |
|  | | | | | | | |

**SECTION E: Academic design**

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| --- | --- | --- |
| **Outline of academic content and coherence of the course** | | |
| In the space below, please:   * *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* * *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 (please indicate whether additional information has been attached)** | | |
| Postgraduate Research – Course Validation Summary document | |  |
| Work-based learning form | |  |
| Degree Apprenticeship form | |  |

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| **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 approval of the proposal, 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 | Main Status  (core/comp/opt) | New Module | |
|  |  |  | |  | Choose an item. |  | |
|  |  |  | |  | Choose an item. |  | |
|  |  |  | |  | Choose an item. |  | |
|  |  |  | |  | Choose an item. |  | |

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| **Postgraduate 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 | Main Status  (core/comp/opt) | PG Diploma  Exit Award Status | PG Cert  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. | 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. | Choose an item. |  |
|  |  |  |  | Choose an item. | Choose an item. | Choose an item. |  |

**SECTION F: External Academic Consultation**

|  |  |  |
| --- | --- | --- |
| **External Academic Details** | | |
| Name |  | |
| Current Role |  | |
| Faculty / Discipline |  | |
| Institution |  | |
| Date of Report |  | |
| *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? | | |
|  | | |

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| **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**

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| --- | --- | --- | --- | --- | --- |
| **Proposal supported by the Head of Department / Head of HE at Partner Institution** | | | | | |
| Department |  | | | | |
| Signed |  | Date |  | | |
| **Proposal supported by Department/School, University of Essex** | | | | | |
| Department |  | | | | |
| Name |  | | | | |
| *Comments:* | | | | | |
| **Approval Route – *to be completed by the Partnerships Team*** | | | | | |
| Category 1 – Dean of Partnerships | | | | |  |
| Category 2 – Academic Quality and Standards Committee following Dean’s review | | | | |  |
| Category 3 – Academic Quality and Standards Committee via validation panel | | | | |  |
| Please provide below details of any additional consultation carried out, i.e., EBS Accreditation Team, Admissions Teams etc: | | | | | |
|  | | | | | |
| Signed |  | Date |  | | |
| **Proposal supported by Deputy Dean of Partnerships (Categories 1 and 2 only)** | | | | | |
| Comments: | | | | | |
| Signed |  | Date |  | | |
| **Dean of Partnerships Approval** | | | | | |
| Proposal approved? | | | | ☐ Yes  ☐ No | |
| Can the course be advertised | | | | ☐ Yes  ☐ No | |
| Can applications be accepted and offers made | | | | ☐ Yes  ☐ No | |
| Comments: | | | | | |
| Signed |  | Date |  | | |

**SECTION H: Category 1 Validation Sign-off *(if relevant)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dean of Partnerships Approval** | | | | |
| Category 1 Sign-off Approved? | | | | ☐ Yes  ☐ No |
| Comments: | | | | |
| Signed |  | Date |  | |

* **Category 2 Validations to be referred to a paper-based review (see *New Course Approval - Guidance for Partners* document). If the course is ultimately approved, final sign-off to be recorded in Section I overleaf.**
* **Category 3 Validations to be considered by a Validation Panel (see *New Course Approval - Guidance for Partners* document). If the course is ultimately approved, final sign-off to be recorded in Section J overleaf.**

**SECTION H: Category 2 Validation Sign-off *(if relevant)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dean of Partnerships Approval** | | | | |
| Category 1 Sign-off Approved? | | | | ☐ Yes  ☐ No |
| Comments: | | | | |
| Signed |  | Date |  | |

**SECTION H: Category 3 Validation Sign-off *(if relevant)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dean of Partnerships Approval** | | | | |
| Category 1 Sign-off Approved? | | | | ☐ Yes  ☐ No |
| Comments: | | | | |
| Signed |  | Date |  | |

***Document review information***

|  |  |
| --- | --- |
| Document owner | Partnerships Team |
| Document author | Partnerships Team |
| Document last reviewed by | Charlotte Strohm, Partnerships Manager (Development and Oversight) |
| Date last reviewed | March 2023 |
| 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)