|  |  |
| --- | --- |
| New course approvals |  |
|  |
| **Development stage 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: Strategic and portfolio fit** | Rationale for introduction of the course and its strategic fit. |
| **SECTION C: Admissions** | 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: Recommendations and approval** | Consultation and approval status of the course. |

**Consultation**

Where a box indicates that you need to consult with another team, please do this prior to submission of the form to the Quality and Academic Development (QUAD) Team. This helps to build feedback into course design from an early stage and avoid possible subsequent delays to the course approval process where feedback is sought later.
[Appendix A](#Appendix) gives an overview of when the International Services Team need to be consulted.

**Approval process**

The department putting forward the proposal is responsible for ensuring that the submission addresses all relevant issues. **All proposals must be authorised by every Head of Department contributing to the course prior to submission of the form to QUAD.**

Once submitted, the form will be considered by the Faculty Executive Dean in conjunction with recommendations from the Faculty Dean, the Faculty Manager, Quality and Academic Development and Communications and External Relations. The Faculty Executive Dean 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.

**Submission**

Please return this form to the relevant Quality and Academic Development Manager via quad@essex.ac.uk. If you have any questions or queries, please contact the QUAD Team

# SECTION A: Course outline

|  |  |
| --- | --- |
| **Level of course** | [ ]  UG [ ]  PGT [ ]  PGR *Please note, if the course is* ***below*** *RQF level 6 (full bachelor’s award) and is to be offered to students from outside the UK and Ireland then upon completion of the form please send to the International Services Team for consideration (**istsenior@essex.ac.uk**)*  |
| **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 |
| **Campus** | [ ]  Colchester [ ]  Southend [ ]  Loughton |
| **Faculty** |  |
| **Department** |  |
| **Key Contact** |  |
| **Proposed date of introduction** | dd/mm/yyyy |

|  |
| --- |
| **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 (delivered fully online) [ ]  Blended Learning (incl. some modules delivered fully online)*Variants* [ ]  Year Abroad [ ]  Placement Year [ ]  CPD [ ]  Year Zero [ ]  Term Abroad: Year X, Term X. Modules replaced:\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Postgraduate Taught***Duration of course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[ ]  Full-time (12 months) [ ]  Part-time (24 months) [ ]  Apprenticeship [ ]  Credit Accumulation [ ]  Full-time including Professional Placement (24 months) [ ]  Distance Learning (delivered fully online) [ ]  Blended Learning (incl. some modules delivered fully online)[ ]  CPD [ ]  Accelerated [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| [**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)* |  |
| [**JACS code(s)**](https://www.hesa.ac.uk/support/documentation/jacs) | **Percentage share (%)** | [**HECoS Code(s)**](https://www.hesa.ac.uk/innovation/hecos) | **Percentage share (%)** |
| **1** |  |  | **1** |  |  |
| **2** |  |  | **2** |  |  |

|  |
| --- |
| **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 [ ]  Overseas students |

If the course is open to **students from outside the UK and Ireland**, they may require a Student visa. To be eligible for University sponsorship the course must meet the Home Office requirements and be taught in person, inside the UK.

The University of Essex only sponsors students from outside the UK and Ireland to study full-time eligible courses (at level 6 or above). Part-time courses (or courses below level 6) are not eligible for sponsorship. Please ensure the form captures the relevant information for each course variant.

Additionally, some postgraduate students may require Academic Technology Approval Scheme (ATAS) clearance from the Foreign and Commonwealth Development Office (FCDO). This applies to specified nationals with limited leave to enter or remain in the UK (not just those with student visas).

If you have any questions please email the International Services Team (IST) via istsenior@essex.ac.uk, prior to sending the completed form to QUAD.

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

|  |
| --- |
| **Work Based Learning (WBL)** |
| **For each proposed course variant, please specify the percentage of the course that will be spent undertaking Work Based Learning***Please note, if the work placement is more than 50% of the whole course duration and the course is available to students from outside the UK and Ireland, then the course would not be eligible for sponsorship. Please contact the Work Based Learning team for more information.* |
| 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 courses with a study abroad period** |
| **Will students continue their course in the UK after the study abroad period?***If no, and the course is available to students from outside the UK and Ireland, please contact the International Services team for advice -* *istsenior@essex.ac.uk* | [ ]  Yes [ ]  No |
|  |
| **For courses with a Year Zero** |
| **Please provide details of the consultation undertaken with the Essex Pathways Department:** |
|  |

|  |
| --- |
| **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 [ ]  NoReason (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:**UG admissions (**ugadsnr@essex.ac.uk**) or* *PG admissions (**pgqualsmanagers@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: Strategic and portfolio fit

**Analysis of Market Demand**

|  |  |
| --- | --- |
| **Has the Marketing and Student Recruitment Team been consulted?** | [ ]  Yes [ ]  No*If yes please include response in rationale below.* |
| **Has a market research report been completed?** | [ ]  Yes [ ]  No*If yes please send the report alongside this form.* |

**Rationale**

In order to gain course approval, please set out why this course should be introduced 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 Strategic Plan and its supporting Education Strategy, as well as any relevant department-level plans.

|  |
| --- |
| *Please 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 department’s current portfolio or at other universities, identify in what way this course is distinctive*
* *Include reference to employer needs and/or professional development*
 |
|  |

# 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.

This section ensures that Communications and External Relations have all the required and relevant information to successfully publicise the course, if approved.

|  |
| --- |
| **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** | [ ]  UG entry requirements agreed with UG Admissions[ ]  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:** |

|  |  |
| --- | --- |
| **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*If yes contact* *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**)* | [ ]  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.* |

|  |  |
| --- | --- |
| **For postgraduate level courses only available to students from outside the UK and Ireland:****Is an Academic Technology Approval Scheme (ATAS) certificate required?**Please check for the course title under the Academic Subjects relevant to ATAS section of [Appendix ATAS](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas) | [ ]  Yes [ ]  No [ ]  Not applicableIf ‘yes’, the student will be required to obtain an ATAS certificate before they can start the course. These are obtained as part of the Admissions process.After reading the guidance if you have any queries please contact the International Services team via istsenior@essex.ac.uk for guidance. |

# SECTION D: 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** |  |  |  |  |
| **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 E*[ ]  | [ ]  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 QUAD** | 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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# SECTION E: Academic design

|  |
| --- |
| **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 through 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 accessibility and inclusivity*
* *Please indicate how the department incorporates sustainability/environmentalism into the curriculum/teaching*
 |
| **For online/blended learning, please provide percentages of delivery:** | Face to face delivery | X% | Online Delivery | X% |
|  |

|  |  |
| --- | --- |
| **Are there two in-person engagements in each month of the term?***For undergraduate students – exams would be considered engagement during the summer term**For postgraduate taught students the dissertation period is ‘term time’. Students must have monthly in person supervisory meetings during the dissertation period.* | [ ]  Yes [ ]  No*If no, and the course is open to students outside the UK and Ireland – the course would not be eligible for sponsorship.* |

|  |
| --- |
| **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) |
| **Would final assessment deadlines fall outside the normal student registration and CAS 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**.* |
| **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**.* |
| **Will the proposed course require a variation to (UG) or new (PG) 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?***Please also refer to online guidance and check for eligibility:*[*Course eligibility requirements for the UG courses*](https://www.gov.uk/student-finance/who-qualifies)*For the postgraduate courses the course eligibility:* [*Masters*](https://www.gov.uk/masters-loan/eligibility) *and* [*research*](https://www.gov.uk/doctoral-loan/eligibility)  | [ ]  Yes [ ]  No*If yes contact* *funding@essex.ac.uk**.* |
| **Are there any elements to this course which may affect timetabling?** | [ ]  Yes [ ]  No*If yes contact* *timetable@essex.ac.uk**.* |
| **Are any modules for this course taught entirely online?*****Please provide information on what support will be provided to students and how this will be managed within the Department.****If the course is open to* ***students from outside the UK and Ireland****, they may require a Student visa. To be eligible for University sponsorship they must have in person engagement in every month of the term.**If the course is to be taught entirely online, then please consult with the TEL team (**tel@essex.ac.uk**).* | [ ]  Yes [ ]  No*If yes, please specify how many credits.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **All new modules will be introduced at the same time as the introduction of the course. Are there any modules on this course which should not be made available at the date of introduction?***If you have selected yes then please provide the specific module details below.* *Please note that modules created as ‘future’ rather than ‘current’ will affect whether direct entrants into subsequent years of the course can be admitted.* | [ ]  Yes [ ]  No |
| *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:* |

**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.*
* *New modules will require financial approval in addition to academic approval.*
* *Please ensure the number of credits on offer match the amount required to complete the course.*
* *New modules would include existing modules taught at a different level, but a module delivered in a different term would not be considered new.*

**Undergraduate Courses**

|  |
| --- |
| **Year Zero** |
| **Module Code**  | **Module Title** | **FHEQ Level** | **Credits** | **Status****(core/comp/opt)** | **New Module** | **Delivery** |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |

|  |
| --- |
| **Year One** |
| **Module Code**  | **Module Title** | **FHEQ Level** | **Credits** | **Status****(core/comp/opt)** | **New Module** | **Delivery** |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |

|  |
| --- |
| **Year Two** |
| **Module Code**  | **Module Title** | **FHEQ Level** | **Credits** | **Status****(core/comp/opt)** | **New Module** | **Delivery** |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |

|  |
| --- |
| **Placement Year** |
| **Module Code**  | **Module Title** | **FHEQ Level** | **Credits** | **New Module** |
|  |  |  |  | [ ]  |

|  |
| --- |
| **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** | **Delivery** |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |
|  |  |  |  | Choose an item. | [ ]  | [ ]  In person [ ]  Online |

**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** | **Delivery** | **Main Status****(core/comp/opt)** | **PG Diploma** **Exit Award Status** | **PG Cert** **Exit Award Status** |
|  |  |  |  | [ ]  | [ ]  In person [ ]  Online | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  | [ ]  | [ ]  In person [ ]  Online | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  | [ ]  | [ ]  In person [ ]  Online | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  | [ ]  | [ ]  In person [ ]  Online | Choose an item. | Choose an item. | Choose an item. |

# Consultation

Please indicate who you have consulted with over the development of the course(s) to date

|  |  |
| --- | --- |
| **External Academic Consultation** | **Area consulted and summary of feedback** |
|  |  |
| **External Industry Consultation** | **Means of consultation and summary of feedback** |
|  |  |
| **Student Consultation** | **Means of consultation and summary of feedback** |
|  |  |
| **Internal Sections (such as TEL) / Departments** | **Area consulted and summary of feedback** |
|  |  |
| **Other, e.g. PSRB** | **Organisation consulted and summary of feedback** |
|  |  |

# 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** |  |

**CER Recommendation**

|  |
| --- |
| **For completion by Marketing and Student Recruitment (MaSR):** |
| **Please provide an analysis of market demand and feasibility below:** |
|  |
| **MaSR Recommendation***For areas to be further clarified, please indicate in the comments above at what stage these need to be addressed* |  |
| **Name** |  | **Date** |  |

# Once all the sections above have been completed, please forward this form and any accompanying information to the QUAD team (quad@essex.ac.uk)

# QUAD Comments

|  |
| --- |
| **Approval route**  |
| [ ]  **Category 1**Executive Dean | [ ]  **Category 2:**AQS[ ]  | [ ]  **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 |
|  |
| **Can all variants of the course be offered to students requiring sponsorship for a Student visa?** If no, please add comments below and refer to istsenior@essex.ac.uk for consideration | [ ]  Yes [ ]  [ ]  No |
|  |
| **For completion by IST if referred:**  |
| Are you satisfied that all variants of the course can be offered to students requiring sponsorship for a Student visa? | [ ]  Yes [ ]  [ ]  No |
| **IST comments:** |
|  |
| **Date form sent to** **ugadsnr@essex.ac.uk** **or** **pgqualsmanagers@essex.ac.uk** **after approval**  |  |
| **Date form sent to** **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** *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**[x]  | [ ]  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**

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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)