**Course Proposal Form**

**Proposal to proceed to publicity and validation**

A Market Research Statement, Costing and Website Information Form needs to be completed and submitted with this form..

This form should be submitted to the Quality team (quality@uos.ac.uk) at least 10 days before the first committee at which the form is being considered.

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| **1. Full course name and award** *(include the full name of each proposed award on which students can enrol, this should include any major, minor or joint awards. Once publicised,* [*under CMA requirements*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/411392/HE_providers_60ss.pdf)*, the course name cannot be easily modified during the approval process.)* |
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| **2. Exit awards** *(Include any proposed named exit awards)* |
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| **3. School/Partner College** |  |

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| **4. Course Contact** |  |

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| **5. Proposed starting date**  | Month |  | Year |  |

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| **6. Course rationale** *(a statement should be provided showing how this fits with the current School/Partner portfolio and strategies, whether this is growth or replacing existing provision, the external bodies that have been consulted about the proposal (e.g. professional association, employers’ groups, PSRBs), and evidence of employer and student demand for the programme.)* |
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| **7a. Target intake** *(complete the target first year intake for the next three years)* |
|  | 20xx/xx | 20xx/xx | 20xx/xx |
| Home | International | Home | International | Home | International |
| Full time | Part time heads | Part timeFTE | Full time | Full time | Part time heads | Part time FTE | Full time | Full time | Part time heads | Part time FTE | Full time |
| L3 |  |  |  |  |  |  |  |  |  |  |  |  |
| L4 |  |  |  |  |  |  |  |  |  |  |  |  |
| L5 |  |  |  |  |  |  |  |  |  |  |  |  |
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| L7 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **7b. Intake months** *(please tick all that apply)* |
| September |  | January |  | Other *(please specify all)* |  | Months |  |  |

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| **8. Other local institutions offering similar subject area** *(please provide details of any local competitors (e.g. UEA, Essex, ARU) offering similar subject areas. Details should also be provided of discussions that have taken place within the University of Suffolk and/or across the Partner Institutions offering similar provision.)* |
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| **9. HECoS (Higher Education Classification of Subjects) Code** *(The HECOS code will inform course categorisation for NSS and OfS B3 measures. Further advice and guidance can be sought from the Associate Dean, Learning, Teaching and Student Experience for the School and the Quality team)* |
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| **10. Admissions Procedure** *(provide details of any specific admissions requirements e.g. will applicants be recruited by the University of Suffolk, NHS or another third party; will applicants require an interview, audition, portfolio review, occupational health assessment or second reference? Are there additional entry requirements such as specific qualifications or employment in a relevant sector? Please only provide details of tariff points if these are different from the standard requirements.)* |
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| **11. ATAS Certificates (Academic Technology Approval Scheme)** *(some international students applying to certain taught or research masters’ programmes will require an ATAS certificate as part of their student visa application before commencing study with a UK HEI. The ATAS certificate is issued by the Foreign and Commonwealth Office (FCO) and gives students clearance to study subject areas where the knowledge gained may have application in the development or delivery of weapons of mass destruction e.g. some science-based courses). Please indicate whether students may require an ATAS certificate. Please be aware of the* [*immigration rules*](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas) *which apply to the ATAS. Further advice and guidance can be sought from Admissions.* |
| Yes |  | No |  |

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| **12. DBS check required** | No |  | Standard |  | Enhanced |  |
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| Confirmation that DBS requirements have been discussed with the Head of Safeguarding and DBS/Academic Administration Manager (for Ipswich courses) or equivalent at Partner institutions. |
| Signed: |  | *Head of Safeguarding and DBS and equivalent at the Partner Institution)* | Date: |  |

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| **13. Is the course funded by the Department of Health** | Yes |  | No |  |

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| **14. Sandwich Year** *(tick if applicable)* |
| Professional placement |  | Study abroad |  | Professional placement and study abroad |  |

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| **15. Delivery** *(tick all that apply)* | In-person |  | Online |  | Blended |  |

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| **16. Length of course in years if studied full time** *(only complete if the course will be offered as full-time)* |  | years |

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| **17. Standard length of course in years if studied part-time** *(only complete if the course will be offered as part-time)* |  | years |

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| **18. Framework and Assessment Regulations** |
| Undergraduate |  | Taught Postgraduate |  |
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| Are variations required to the regulations, for example to meet PSRB requirements?*(If yes, variations will need to be approved prior to the validation event.)* | Yes |  | No |  |

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| **19. Proposed course structure** *(Provide the module framework listed by year of study, mandatory and optional; where module titles are not self-explanatory please give a very brief content outline. Please be aware of* [*CMA requirements*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/411392/HE_providers_60ss.pdf) *when providing this information.)* |
| Level | Module title | Credit | Module type(M, R, O) | Existing module | Shared module |
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| *(If there are any existing or shared modules, please provide details of existing course(s) and/or shared course(s))* |
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| **20. Does the course involve placement/work-based practice?** *(if yes, please indicate plans for securing required number of placements and whether students have to already be in employment)* | Yes |  | No |  |
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| **21. Professional, Statutory and Regulatory Body (PSRB) accreditation** *(please give details of accreditation currently required or plans for future accreditation and outline any PSRB annual monitoring requirements.)* |
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| **22. Does the PSRB require an in-person validation event?** *(please tick)* | Yes |  | No |  |

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| **23. Accreditation dependent on module choice** | Yes |  | No |  |

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| **24. Staffing implications – academic** *(provide details of existing and required new staff FTEs involved in course delivery over the first three years)* |
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| **25. Resource implications** *(provide details and costs of any other resources required to support the delivery of the course, for example equipment, specialist rooms, IT software or hardware, special arrangements to manage placements, staff training, guest speakers, field trips)* |
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| **Confirmation resource discussions have taken place with relevant Professional Services team** *(the proposal must be discussed with the Directors of the relevant Professional Service teams to inform costings)* |
| Library and Learning Services |  | Digital and IT Services |  | Estates |  |

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| **26. Economic viability of course** *Provide a summary of the costing model, outlining the expected contribution, when minimum threshold of student numbers will be met. Where minimum threshold and contribution will not be met, provide details for the driver for the course. Demonstrate the course’s ability to break even, or give other reasons why the course should be supported, for example feeder for a different course, attractive to international market, able to break even after x number of years. Also, indicate any impact on other courses.* |
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| **Supported by School Executive Committee / Partner Institution Academic Committee** |
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| Signed: |  | Date: |  |

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| **Recommendation from the Strategic Marketing Group** |
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| Signed: |  | Date: |  |

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| **Approved by the Portfolio Oversight Committee** |
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| Signed: |  | Date: |  |