

**PROGRAMME APPROVAL FORM – COLLABORATIVE PROGRAMMES**

Use this form for all new programme proposals with collaborative partners.

Guidance on completing this form is available from Sheila Adamson, Partnership Development Manager, [sadamson@qmu.ac.uk](mailto:sadamson@qmu.ac.uk)

The Programme Approval Process is a three-part process.

|  |  |  |  |
| --- | --- | --- | --- |
| Stage | Purpose | Submit to | Considered by |
| [1](#part1) | To determine whether to devote resources to developing a full proposal | School Manager | Senior Leadership Management Group (SLMG) (Health Sciences)  Senior Management Team (SMT) (ASSaM) |
| [2](#part2) | To consider the strategic and business case for the new programme | Dawn Martin and Gordon Mackenzie | Academic Planning Board |
| [3](#part3) | To approve the programme structure and academic case | School Manager | School Academic Board |

**Important:** To allow for marketing and recruitment, new programmes should have completed Part 3 approval through the School Academic Board at least nine months before the proposed start date.

Please refer to the Appendix for key dates during 2023-24.

### PART 1 – PRELIMINARY CONSIDERATION

### Health Sciences: Senior Leadership Management Group (SLMG)

**Arts, Social Sciences and Management: Senior Management Team (SMT)**

Please complete Part 1 of this form and submit to the School Manager for consideration by the SLMG/SMT.

**Purpose of Part 1:**

* To gain a first understanding of the proposal
* To consider the rationale and fit with the institutional strategy/School Operational Plan
* To decide whether the proposal may proceed to Part 2

**General**

|  |  |  |
| --- | --- | --- |
| 1 | Name of person completing this form |  |
| 2 | Name of proposed Programme |  |
| 3 | Name and location of partner organisation |  |
| 4 | Division |  |
| 5 | School |  |
|  | Programme proposition[[1]](#footnote-1) (c.15 lines) | |
|  | |
| 6 | Fit with [Institutional Strategy and Sub-Strategies](https://myshare.qmu.ac.uk/services/strategic/SitePages/Home.aspx) (c. 10 lines) | |
|  |  | |
| 7 | Fit with School Operational Plan[[2]](#footnote-2) (c. 10 lines) | |
|  |  | |
| 8 | Mode of study (delete as applicable) | Full-time / Part-time / Both |
| 9 | Type of collaborative arrangement  (delete as applicable) | Full programme / short programme/ local support centre / other |
| 10 | Award type | Joint award / dual award / QMU award |
| 11 | Language of instruction and assessment |  |
| 12 | Proposed start date and number of intakes per year |  |
| 13 | Date of first intake (if different) |  |
| 14 | Key commercial and / or strategic reasons for offering the Programme | |
|  |  | |
| 15 | Brief information about the partner organisation and its suitability (include summary of any preliminary due diligence checks undertaken) | |
|  |  | |
| 16 | Site visit – will this be needed and when can it be undertaken?[[3]](#footnote-3) | |
|  |  | |

Signatures to confirm agreement that the proposal can come forward for SLMG/SMT consideration/that there has been appropriate consultation.

|  |  |
| --- | --- |
| Head(s) of Division (please expand as appropriate to include Heads of all contributing Divisions) |  |
| Dean(s) (please expend as appropriate to include Deans of all contributing Schools) |  |
| Any others involved |  |

A proposal for a cross Divisional/School initiative will only be considered by SLMG/SMT and APB if all relevant signatures are included.

If there are any changes to the form as a result of SLMG/SMT consideration, please amend before submission to APB.

### PART 2 – ACADEMIC PLANNING BOARD CONSIDERATION

Please complete Part 2 of this form and submit it together with Part 1 to the Head of Strategic Planning and Policy, Gordon Mackenzie: [gmackenzie1@qmu.ac.uk](mailto:gmackenzie1@qmu.ac.uk) and the Assistant Secretary, Governance and Quality Enhancement, Dawn Martin: [dmartin1@qmu.ac.uk](mailto:dmartin1@qmu.ac.uk)

The form must be submitted no later than ten days before the meeting of APB where it is to be considered. Incomplete forms or forms submitted after the deadline will be returned, and if necessary deferred to the following meeting of APB.

Please note that there is no need to complete the rest of the form until APB has confirmed that the proposal can proceed to Part 3.

**Purpose of Part 2:**

* To consider detailed market research on viability
* To identify any research gaps that may need to be addressed
* To consider the costing for the proposed programme
* To decide whether the proposal may proceed to Part 3

**Selection principles (new partners only)**

|  |  |
| --- | --- |
| 1 | Fit with QMU selection principles. Where any principle is not fully met, provide a justification. |
|  |  |
| 2 | Summarise the partner’s capacity to deliver the programme (or those elements for which it is responsible). Please cross-refer to the site report, which should be appended with this documentation. |
|  |  |

**Risk assessment**

|  |  |  |
| --- | --- | --- |
| 3 | Summarise the main risks associated with the proposed programme and how these would be managed. Please cross-refer to the risk evaluation report which should be appended with this documentation. | |
|  |  | |
| 4 | Summarise the main benefits of the proposed programme. | |
|  |  | |
| 5 | What support will be required from QMU to make this programme successful? Consider staff development, physical resources, and administrative support as well as academic input. It is essential that there is appropriate consultation with any support services affected. | |
|  | Academic staff (Collaborative Academic Lead, moderation, other) |  |
|  | Library  Contact: Ken Dick, Head of Library Services: [kdick@qmu.ac.uk](mailto:kdick@qmu.ac.uk) |  |
|  | IT resources, including TEL support  Contact: Scott Kerr, Head of Information Technology: [skerr1@qmu.ac.uk](mailto:skerr1@qmu.ac.uk) |  |
|  | School Office support  Contact: June Ross, Assistant Secretary (RAA): [jross@qmu.ac.uk](mailto:jross@qmu.ac.uk) |  |
|  | Marketing  Contact: Jane Scott, Director of Marketing and Communications: [jscott@qmu.ac.uk](mailto:jscott@qmu.ac.uk) |  |
|  | QMU Student Services (if applicable)  Contact Yvonne Simpson, Assistant Secretary External Liaison and Student services: [ysimpson@qmu.ac.uk](mailto:ysimpson@qmu.ac.uk) |  |
|  | QMU space or equipment (if applicable) |  |

**Commercial (detailed information)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6 | Evidence of demand as provided by the partner | | | |
|  |  | | | |
| 7a | Who are the main competitors locally? Are other overseas universities operating in the area? | | | |
|  |  | | | |
| 7b | List below any competitors who have withdrawn similar programmes recently with reasons | | | |
|  | Institution | Programme | Reasons for withdrawal | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| 8 | Evidence from other sources | | | |
|  |  | | | |
| 9 | Summary of business case | | | |
| 9a | Full Economic Cost (development) | | |  |
| 9b | Full Economic Cost (operation) | | |  |
| 9c | Annual costs of any additional (new) academic staff required to deliver this partnership that would need to be added to operational budgets over the first five years | | |  |
| 9d | Annual costs of any additional (new) non staff costs (e.g., travel, marketing etc.) that would need to be added to operational budgets over the first five years | | |  |
| 9e | Annual costs of any additional (new) professional services staff required to deliver this partnership that would need to be added to operational budgets over the first five years | | |  |
| 9f | Details of projected income and surplus for years 1 to 5, including:   * Minimum expected annual income * Target annual income * Minimum expected surplus   (*insert table*) | | | |
| 10 | Please add any further information regarding costs and benefits that the APB may find useful. | | | |
|  |  | | | |

**ATTACHMENTS:**

* **Site report (new partnerships)**
* **Risk evaluation report**
* **Costings**

Signatures to confirm agreement that the proposal can come forward for APB consideration/that there has been appropriate consultation. APB will not accept forms without signatures. If any changes are agreed during the sign-off process as a result of consultation with the stakeholders listed below, it **is essential** that all stakeholders are informed of these changes and given the opportunity to comment further before the form is provided to APB.

|  |  |
| --- | --- |
| Dean (s) |  |
| Chief Operations Officer |  |
| Vice Principal and University Secretary |  |

### PART 3 – SCHOOL ACADEMIC BOARD CONISDERATION

Please complete Part 3 of this form and submit to the School Manager (copied to the Assistant Secretary, Governance and Quality Enhancement) for consideration by the School Academic Board (SAB) Forms must be submitted to SAB ten days before the meeting. Incomplete forms or forms submitted after the deadline will be returned, and if necessary deferred to the following meeting of SAB.

Note that SAB will receive Parts 1 and 2 (minus any redacted content) together with Part 3. **It is important to complete Part 3 as fully as possible to allow the SAB to make an informed decision and for the programme to subsequently be marketed as ‘subject to validation’. No information on the programme can be advertised until such time as the title, core modules, core content, structure and fees have been agreed and the SAB has confirmed that the programme can proceed to validation. Once that process is complete, Marketing can advise on appropriate content of advertising materials, and Admissions should be consulted on entry requirements.**

**Purpose of Part 3:**

* To consider and provide feedback on the academic proposal
* To identify opportunities for Cross-School working
* To refer the proposal to Senate: Senate approval is required before the programme can proceed to validation

**PART 3** (to be completed by the proposed Collaborative Academic Lead, in consultation with the proposed Programme Leader)

|  |  |
| --- | --- |
| Name of proposed programme |  |
| Subsidiary exit points (if any) |  |
| Division(s) – if the programme is a cross-School initiative, Part 3 will need to come to both SABs. |  |
| Proposed Programme Leader |  |
| Proposed Collaborative Academic Lead |  |

|  |  |
| --- | --- |
| 1 | Philosophy and aims |
|  | |
| 2 | Outline structure and delivery pattern – core and elective/new and existing modules |
|  | |
| 3 | Learning, teaching and assessment strategy |
|  | |
| 4 | Placement arrangements/work-based learning opportunities |
|  | |
| 5 | Target market and entry requirements |
|  | |
| 6 | How will the programme embed key institutional strategies?  (e.g. Student Experience Strategy, Employability Strategy, Graduate Attributes) |
|  | |

**APPENDIX Key programme approval committee dates 2023-24**

**Note that Convener’s Action can be taken exceptionally to allow proposals to proceed outside the committee cycle.**

|  |  |  |  |
| --- | --- | --- | --- |
| **APB paper deadline** | **APB meeting** | **SAB meeting** | **Senate meeting** |
| 24 July 2023 | 3 August 2023 | ASSAM  26 September 2023  Health Sciences  28 September 2023 | 25 October 2023 |
| 25 September 2023 | 5 October 2023 | ASSAM  30 November 2023  Health Sciences 28 28 November 2023 | 13 December 2023 |
| 27 November 2023 | 7 December 2023 | ASSAM  8 February 2024  Health Sciences 28 1 February 2024 | 13 March 2024 |
| 12 February 2024 | 20 February 2024 | ASSAM  16 April 2024  Health Sciences  2 April 2024 | 8 May 2024 |
| 20 May 2024 | 28 May 2024 | ASSAM  27 June 2024  Health Sciences  23 May 2024  20 June 2024[[4]](#footnote-4) | 26 June 2024 (for proposals considered at HS SAB on 23 May)  First Senate of 2024-25 (for all other proposals) |

1. What is the programme? Why should someone take it (what is the value/benefit of the programme to its students)? What is its target market? What differentiates it from other similar programmes? [↑](#footnote-ref-1)
2. How does the programme enable the Division/School to meet its portfolio development objectives and income generation plans? [↑](#footnote-ref-2)
3. A site visit is normally required for new partners. SLMG/SMT will determine who should undertake the visit. [↑](#footnote-ref-3)
4. Possible additional meeting [↑](#footnote-ref-4)