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**PROGRAMME APPROVAL FORM**

Use this form for all new programme proposals, **except collaborations.** For collaborative programmes, please use the separate [collaborative programme approval form](https://www.qmu.ac.uk/about-the-university/quality/forms-and-guidance/forms-for-programme-design/).

Guidance on completing this form is available from Dawn Martin, Assistant Secretary, Governance and Quality Enhancement: [dmartin1@qmu.ac.uk](mailto:dmartin1@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 | School Executive Board |
| [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 inclusion in the prospectus, new programmes should have completed Part 3 approval through the School Academic Board as follows:

* Undergraduate programmes - 22 months before planned launch date of the programme
* Postgraduate programmes - 18 months before the planned launch date of the programme.

For example, undergraduate programmes for launch in September 2024 should be approved by the Academic Planning Board (APB) and have completed Part 3 by December 2022 and postgraduate programmes by March 2023. Exceptionally, there can be some flexibility with the timeline. This typically applies for programmes with external funding, or with a key business opportunity.

Please refer to the Appendix for key dates during 2022-23.

### PART 1 – SCHOOL EXECUTIVE BOARD (SEB) CONSIDERATION

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

**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

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name of person completing this form[[1]](#footnote-1) |  | |
| 2 | Name of proposed programme |  | |
| 3 | Division(s) |  | |
| 4 | School(s) |  | |
| 5 | Programme proposition[[2]](#footnote-2) (c.15 lines) | | |
|  | | |
| 6 | Fit with [Institutional Strategy and Sub-Strategies](https://myshare.qmu.ac.uk/services/strategic/SitePages/Home.aspx?RootFolder=%2Fservices%2Fstrategic%2FShared%20Documents%2FStrategic%20and%20Operational%20Planning%2FStrategic%20Planning&FolderCTID=0x012000E4C0643AFCE6EA46A1D1278C83DFB591&View=%7B085705F1%2DD592%2D4436%2D9F39%2D74D32006A162%7D) (c. 10 lines) | | |
|  | | |
| 7 | Fit with School Operational Plan[[3]](#footnote-3) (c. 10 lines) | | |
|  |  | | |
| 8 | Mode of study (delete as applicable) | | F/T P/T Both |
| 9 | Delivery model (delete as applicable) | | Fully on Campus; Fully Online; Blended; Day Release; Hyflex |
| 10 | Proposed start date and number of intakes per year | |  |
| 11 | Resources and academic support:   * Provide a brief summary of staff expertise within the Division(s) that would support the development and delivery of this programme * Would any additional staffing resource be needed to design and develop the programme? * Would the delivery of this programme require additional investment in staff and/or additional non staff budget? If yes, please provide a rough estimate of costs. | | |
|  | | |

Signatures to confirm agreement that the proposal can come forward for SEB 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 SEB and APB if all relevant signatures are included.

If there are any changes to the form as a result of SEB 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

**Student numbers and tuition fees**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Expected numbers in first year e.g. 2024-25[[4]](#footnote-4) | | | | | | | | | | | |
| Headcount |  | FTE[[5]](#footnote-5) |  | | | | | | | | |
| 2 | Expected numbers in subsequent years | | | | | | | | | | | |
|  | New students entering level one | | Direct entrants to level two or three | | | | | Cumulative numbers  across all levels of study | | | |
| Years (Y) = academic session not level of study | headcount | FTE | headcount | | | FTE | | headcount | | | FTE |
| Y2 e.g. 2025-26 |  |  |  | | |  | |  | | |  |
| Y3 e.g. 2026-27 |  |  |  | | |  | |  | | |  |
| Y4 e.g. 2027-28 |  |  |  | | |  | |  | | |  |
| 3 | Expected breakdown (%ge) | | Home | | | RUK | | | | International[[6]](#footnote-6) | | |
|  | | |  | | | |  | | |
| 4 | Proposed fee  Contact Kelly Dalton, Planning Officer on the Strategy and Policy team for guidance; kdalton@qmu.ac.uk, | | Home | | RUK | | | International | | | Online | |
|  | |  | | |  | | |  | |
| 5 | Assumed fee income for first year  Contact Kelly Dalton, Planning Officer on the Strategy and Policy team for guidance. | |  | | | | | | | | | |

**A full costing (available from the Finance department) is required for programmes that do not follow the standard fees structure. This needs to be attached to the Part 2 form.**

**Commercial (detailed information)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1a | Competitor analysis (Scotland, UK and internationally) | | | | |
|  | Institution | Programme | Student numbers (where known) | Fees | USP |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 1b | List below any competitors who have withdrawn similar programmes recently with reasons | | | | |
|  | Institution | Programme | Reasons for withdrawal (where known) | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  |  |  |  | | |
| 2a | Describe the target market | | | | |
|  |  | | | | |
| 2b | Outline the proposed marketing and recruitment and admissions strategies. The proposed Programme Leader (or other nominee from the Division) is required to arrange a meeting bringing together the following people to identify any key points arising under points 1a, 1b, 2a, 2b and 2c, 3, 4, 6, 7, and those points under 8 which relate to Admissions, Recruitment and Marketing: Head of Admissions, Karen McGregor; Head of Recruitment, Greig Lawson; Director of Marketing and Communications, Jane Scott; either Gordon McKenzie or Kelly Dalton from the Strategic Planning and Policy Team. | | | | |
|  |  | | | | |
| 2c | Identify the key barriers to recruitment and admissions and how you would propose to overcome them | | | | |
|  |  | | | | |
| 3 | Evidence of demand from employers | | | | |
| Method(s) of gathering evidence | | Evidence attached | | |
|  | |  | | |
| 4 | Evidence of demand from prospective students | | | | |
| Method(s) of gathering evidence | | Evidence attached | | |
|  | |  | | |
| 5 | Statement of support from an External Examiner who knows our provision in this area (please attach) | | | | |
|  | | | | |
| 6 | Evidence of demand from other sources | | | | |
| Method(s) of gathering evidence | | Evidence attached | | |
|  | |  | | |
| 7 | Articulation (list below opportunities for progression from QMU and other HE degrees, FE, international partners etc.) | | | | |
|  | | | | |
| 8 | Resource considerations – detail below any **additional** resource requirements (i.e., cannot be provided through existing staffing, spaces, resources, etc.) and the cost of this additional resource that would need to be budgeted for. If no additional resource would be required, please state this in the relevant box.  It is essential that there is appropriate consultation and that signatures are included at the end of this form to confirm agreement that there are adequate resources in place to support the programme, and/or that the cost of any additional resources required has been factored into the financial forecast in Section 8, below. If you require help with costing additional resources, please contact Finance and cross-reference any information supplied by them in your comments, below. | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8 |  | **Resource Requirements** | **Cost** | **Recurring or One Off** |
|  | Teaching staff, including casual staff costs |  |  |  |
| Teaching space |  |  |  |
| Equipment |  |  |  |
| Library resources  Contact: Ken Dick, Head of Library Services: kdick@qmu.ac.uk |  |  |  |
| IT resources, including software  Contact: Scott Kerr, Head of Information Technology: [skerr1@qmu.ac.uk](mailto:skerr1@qmu.ac.uk) |  |  |  |
| Other costs (e.g. field trips, specialist printing, materials, etc.) |  |  |  |
| Resource implications for Registry and Academic Administration, including School Office  Contact: June Ross, Assistant Secretary (RAA): [jross@qmu.ac.uk](mailto:jross@qmu.ac.uk) |  |  |  |
| Resource implications for Student Recruitment and Admissions, Widening Participation and Outreach, and Student Services (Disability, Careers, Counselling, Wellbeing and Student Funding Services)  Contact: Dr Jessica Lindohf, Head of Student Services: [jlindohf@qmu.ac.uk](mailto:jlindohf@qmu.ac.uk)  Karen McGregor, Head of Admissions:  [kmcgregor@qmu.ac.uk](mailto:kmcgregor@qmu.ac.uk) |  |  |  |
|  | Resource implications for Marketing  Contact: Jane Scott, Director of Marketing and Communications: [jscott@qmu.ac.uk](mailto:jscott@qmu.ac.uk) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  |  |
| 9 | **Totals of above** | **One-off costs** | **Recurring Costs** |
|  | Additional (new) Divisional costs of developing the programme | £ | £ |
|  | Additional (new) Divisional Costs of running the programme | £ | £ |
|  | Additional (new) professional services costs of developing the programme | £ | £ |
|  | Additional (new) professional services costs of running the programme | £ | £ |
|  | **Total costs** | £ | £ |
|  | | | |
|  | **Projected Annual Income** | £ | |
|  | **Projected Surplus in £ and %** (Projected Income minus Total **Recurring** Costs) | £ | % |

**Please include any further information that may be of interest to APB**

|  |
| --- |
|  |

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) |  |
| Director of Finance and Corporate Strategic Development |  |
| 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 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 Programme Team |  |

|  |  |
| --- | --- |
| 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 (if applicable) |
|  | |
| 5 | Entry requirements |
|  | |
| 6 | How will the programme embed institutional teaching and learning strategies  (e.g. Student Experience Strategy, Employability Strategy, Graduate Attributes) |
|  | |

**APPENDIX Key programme approval committee dates 2022-23**

**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** |
| Mon 22 Aug 2022 | 5 September 2022 | ASSAM  27 September 2022  Health Sciences  29 September 2022 | 19 October 2022 |
| Tues 01 Nov 2022 | 15 November 2022 | ASSAM  15 December 2022 | 15 March 2023 |
| Health Sciences 8 November 2022 | 14 December 2022 |
| **NOVEMBER/DECEMBER 2022 SAB DEADLINE FOR NEW UG PROGRAMMES DUE TO START SEPTEMBER 2024 (approx. 22 months prior to start of programme)** | | | |
| Wed 11 Jan 2023 | 25 January 2023 | ASSAM  9 February 2023  Health Sciences 1 February 2023 | 15 March 2023 |
| **FEBRUARY 2023 SAB DEADLINE FOR NEW PG PROGRAMMES DUE TO START SEPTEMBER 2024 (approx. 18 months prior to start of programme)** | | | |
| Wed 01 Mar 2023 | 15 March 2023 | ASSAM  4 May 2023 | 29 June 2023 |
| Health Sciences 13 April 2023 | 3 May 2023 |
| Thurs 27 Apr 2023 | 11 May 2023 | ASSAM 26 June 2023  Health Sciences 16 May 2023 | 28 June 2023 or first meeting of 2023-24 |
| Tues 27 Jun 2023 | 11 July 2023 | First meeting of 2023-24 | First meeting of 2023-24 |

1. The form must be completed by a member of QMU staff - for collaborative programmes, please use the separate collaborative programme approval form. [↑](#footnote-ref-1)
2. 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-2)
3. How does the programme enable the Division/School to meet its portfolio development objectives and student number plans? [↑](#footnote-ref-3)
4. To be financially viable, an undergraduate programme will need an intake of 25 FTE students, a postgraduate programme will need an intake of 15 FTE students (these thresholds will decrease if modules are shared with other programmes) [↑](#footnote-ref-4)
5. Full-time equivalent [↑](#footnote-ref-5)
6. As a guideline, undergraduate programmes in the UK have an average of < 15% international students, postgraduate programmes have c.50% international students. [↑](#footnote-ref-6)