Completing the Part 1 Programme Proposal Form

1. Process

After discussion within the School / Institute, the Programme Proposer should complete a Part 1 Programme Proposal Form and develop a detailed set of costings, using the Business Case Template. Proposers are encouraged to inform the Academic Secretariat of any Part 1 proposals in development.

All sections of the Part 1 form must be completed, and discussed with all relevant QMUL departments listed on the form.

By hovering over the blank boxes on the form with your cursor, further guidance will be displayed to aid completion.

Following approval by the School / Institute Teaching and Learning Committee (or equivalent), Part 1 Proposal Forms should be submitted to the Academic Secretariat for scrutiny, and onward consideration by the Faculty Executive (or equivalent). The Academic Secretariat scrutinise proposals to ensure that any potential issues relating to regulations, programme structure and set-up on the Student Information System (SIS) are resolved at an early stage. The Academic Secretariat may also, where appropriate, require evidence that adequate market research and a suitable business case has been supplied, in support of the new programme.

Following Faculty approval, Part 1 Proposal Forms and the accompanying business case(s) must then be discussed and approved by the Student Recruitment and Admissions Group (SRAG). SRAG maintains strategic oversight of QMUL’s taught programmes portfolio, and its remit involves an ongoing review of the portfolio with regard to strategy, market research, student numbers, resource requirements and price.

Completed and signed Part 1 forms should then be submitted to the Academic Secretariat for final scrutiny and implementation.

The Academic Secretariat will notify Schools / Institutes and Marketing and Communications that the programme may be advertised as ‘subject to approval’. The information provided on the Part 1 form will be used to market the programme.

2. Summary information

Proposed programme title

Please indicate the proposed title of the programme as it would appear on the final award certificate.

Type of proposed programme

Please indicate whether the proposed programme is a single, joint, or double award. These are defined as follows:
<table>
<thead>
<tr>
<th>Type of award</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single award</td>
<td>A programme that leads to a single award by QMUL (this includes joint honours programmes delivered by more than one QMUL school / institute).</td>
</tr>
<tr>
<td>Joint award</td>
<td>An arrangement where QMUL and one or more partner institutions together provide elements of a joint programme that leads to a single award made jointly by both, or all, participants.</td>
</tr>
<tr>
<td>Double award</td>
<td>An arrangement where QMUL and a partner institution collaborate to provide elements of a programme leading to separate awards from each institution.</td>
</tr>
</tbody>
</table>

**Programme qualification**

Please supply the basic information about the qualification(s) proposed. If multiple qualifications are being proposed (for example, a MA, and a PGDip), click the ‘Add qualification’ button to list each qualification clearly.

**Mode of study**

This section of the form requests information about how the proposed programme(s) will be delivered. If multiple modes of study are being proposed, click the ‘Add qualification’ button to list each variation clearly.

**Programme duration**

Please indicate the standard duration of the proposed programme.

**Proposed start date**

Please indicate the proposed start date of the programme.

**Proposed term dates**

Please indicate the proposed term dates of the programme, if non-standard.

**Availability for direct application**

This section the form requests confirmation of whether the programme is to be made available for direct application (from applicants external to QMUL), or whether it is intended to be available only for existing QMUL students to transfer onto.

**Closed / restricted programmes**

This section the form requests confirmation of whether the programme is to made available to any suitable qualified candidate that satisfies the criteria for admission (not closed / restricted), or whether it is to made available only to certain groups of people, for example,
employees from a particular company (closed / restricted).

3. Anticipated student numbers

Please indicate the anticipated student intake, along with minimum and maximum student numbers, for the first three years of the programme.

4. HECoS Code Selection

Please indicate the proposed HECoS codes for the programme. HECoS codes are used by:

- HESA to determine funding arrangements
- The National Student Survey to determine subject groupings
- UCAS
- Marketing to indicate programme groupings

Each programme must have HECoS codes listed. Further details about HECoS codes can be found here. For more information about HECoS codes, please contact the Academic Secretariat.

5. Responsible cost centre

Please indicate which School / Institute / Department will be responsible for funding the proposed programme.

6. Collaborative institutions

If an institution or organisation other than QMUL is involved in delivering any part of the programme, please provide details of this. Depending on the nature of this collaboration, approval by Partnerships Board may be required. More information about collaborative provision can be found here.

7. Disclosures and clearances

Please indicate the nature of any DBS check or Occupational Health clearances required for the programme.

8. Programme Rationale

The rationale should set out the programme within the context of the School / Institute and the wider context of QMUL. It should outline how the programme fits in with the School / Institute’s academic plan, as agreed between the School / Institute and the relevant Faculty Vice-Principal and Executive Dean. Programme Proposers should address the following issues when putting forward a new programme of study:

- Its ‘fit’ within existing provision in the School / Institute and, if appropriate, in relation to that of other areas of QMUL;
- Evidence of student demand and how the programme might broaden the recruitment base of the School / Institute;
• How existing programmes would benefit from its introduction;
• Its position in relation to national trends in the area of study;
• Prospects for graduate employment and/or postgraduate study;
• The relationship to the QAA subject benchmark statement and the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (2008);
• How the programme might enhance the research profile of the School / Institute.

If the proposed programme involved a collaborative partner, the role of the partner in developing (if applicable), and delivering the programme should be clearly outlined in this section.

9. Programme description

Please provide a description of the proposed programme. The information provided in this section will be used to market the programme.

10. Marketing Information

Programme Proposers should provide evidence that there is a demand in the market for the new provision. Advice must be sought from Marketing and Communications in identifying this information. This section might include:

• A level trends and UCAS or HESA data;
• UK, EU and international economic data and regional, national or sector-specific data;
• Consideration of whether the market is UK-only, EU or international (consult International Office);
• Feedback from prospective, current and former students - via questionnaire or focus groups;
• Employer feedback / feedback from Professional, Statutory and Regulatory Bodies (consult the Careers Service).

11. Competitor provision

A brief summary of similar programmes offered by other Higher Education Institutions (where applicable) should be provided here. The summary should include: programme titles, length of time that the programmes have been offered, number of applicants, and the number of registered students.

12. Entry requirements and Admissions

Please indicate the knowledge and skills required by applicants to complete the programme, including the English language proficiency requirements for each competency. Additional guidance on entry requirements can be obtained from the Admissions and Recruitment Office.
Standard entry requirements should align with those already agreed and published for existing provision. All applications should be processed via the QMUL Admissions Office. Where provision is completely new, or non-standard entry requirements are proposed, this must be discussed with the QMUL Admissions Team. If a limited number of places are available on the programme, please provide the rationale for this.

Please also use this section to outline any proposed deviation from the standard application process (e.g. selection process and deadlines).

For collaborative programmes

Please clarify how and when application data will be shared between institutions, and how students will be informed of this. Please state which institution(s) will be responsible for issuing offer letter(s), and communicating any visa requirements to students.

Please also clarify whether students will be registered at the partner institution, as well as QMUL for the duration of the programme. For proposals where students progress to QMUL from a partner institution, please outline the arrangements for confirmation of this progression to be provided to QMUL.

If you have any queries about this section, please contact the Admissions Team, and / or ARCS.

13. Fee arrangements

Please indicate the proposed fees for the programme. If any non-standard fee arrangements are proposed, please outline them in this section.

14. Indicative curriculum

Please provide details of the indicative curriculum for the proposed programme in terms of the modules to be studied in each academic year. Please clearly indicate which modules are new, and which already exist and have been approved. Following approval of the Part 1 Programme Proposal, you will be required to develop Module Proposal Forms for any new modules proposed as part of the programme, to be submitted with the Part 2 Programme Proposal Form.

15. Indicative teaching and learning profile

Please provide the teaching and learning profile for each academic year of the programme, by using the ‘Add row’ button on the form. The information provided will be used to populate the QMUL programme information pages.
16. Professional accreditation

Please provide details of any professional body accrediting the programme, including the nature of the accreditation (e.g. qualification to practice, membership of a professional body, exemption from professional exams, etc.)

Please note that confirmation of the accreditation will be required before the accreditation of the programme can be advertised.

17. Joint working statement - resources

For programmes that are to be delivered with an external collaborative partner or jointly between more than one internal School / Institute, please summarise the proposed resourcing arrangements for the partnership. Detailed costings should be provided with the form.

18. Worked-based learning

For programmes that involve work-based or placement learning, please provide details of any external partners to be involved in placement provision. Work-based learning includes activities such as placements, internships, professional / industrial experience, and volunteering. Please provide this information for all modules, including those which are elective, and / or non-credit bearing.