Completing the Part 2 Programme Proposal Form

1. Process

The Part 2 Programme Proposal Form should be developed in conjunction with the Programme Specification. If any new modules are proposed as part of the programme, Module Proposal Form(s) must also be submitted. These documents should be produced by the Programme Proposer after Part 1 approval has been granted by both SRAG and the Faculty.

The Part 2 documents will present the arrangements for programme management and organisation and also describe the academic content and structure of the programme and any new modules within it. This information will enable the “diet” records to be set up on the Student Information System, meaning the records which describe which module is taken when as part of the degree programme.

The Part 2 submission should be forwarded to the Academic Secretariat who will arrange for it to be considered by Taught Programmes Board. The Academic Secretariat will check all proposals for completeness, and retains the right to send an incomplete proposal back to the originator for amendment before it is submitted to the Board. The Part 2 submission should comprise the following:

- Programme Specification;
- Part 2 Programme Proposal Form;
- External Adviser Feedback From;
- Any new Module Proposal Form(s);
- Draft Memorandum of Agreement or contract (for collaborative proposals).

Taught Programmes Board may request further information or refer the proposal back to the Programme Proposer / responsible School / Institute for further development. If significant redevelopment of the proposal is required it should be resubmitted to Taught Programmes Board for reconsideration. Proposals that require minor revision may be considered by the Chair of Taught Programmes Board outside the meeting and should be submitted within 2 weeks from the date of the meeting where initial consideration took place.

In cases where the approval of a programme requires a validation meeting in association with an external body, the arrangements are made by the Head of School / Institute responsible for the programme in consultation with the external body and the Academic Secretariat.

Once Part 2 approval is agreed, the programme is formally approved for its first student intake and only then can offers be made to applicants who have applied to the programme.

2. Summary information

The information provided should match that provided within the approved Part 1 Programme Proposal Form.
**Proposed programme title**

Please indicate the proposed title of the programme as it would appear on the final award certificate. Please list all modes of attendance but not exit / interim awards. This information should match the Part 1 proposal form.

**Proposed Programme and Route Code(s)**

The programme and route for a programme can be found using the mySIS task > Academic Model, View Programmes and Routes by Department. Please list all modes of attendance but not exit / interim awards.

**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. Please list all modes of attendance but not exit / interim awards. This information should match the Part 1 proposal form.

**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. This information should match the Part 1 proposal form.

**Programme duration**

Please indicate the standard duration of the proposed programme.

**Proposed start date**

Please indicate the proposed start date of the programme. This information should match the Part 1 proposal form.

**Proposed term dates**

Please indicate the proposed term dates of the programme, if non-standard. This information should match the Part 1 proposal form.

3. **Programme management**

Please complete either section a) for programmes delivered by one School / Institute, or section b) for programmes delivered by more than one School / Institute.

Please describe the arrangements for the operational management of the programme, and the quality assurance and enhancement mechanisms that will be put in place. Consideration should be given to:
a) Explaining the remit and purpose of the committee discharged with managing the operation of the programme;
b) Arrangements and responsibilities for marketing, admissions, induction, and communication with students;
c) Mechanisms for ensuring academic coherence and student progression;
d) Programme specific arrangements relating to assessment, feedback, and examinations;
e) Student-staff Liaison Committees, and student representation;
f) Programme administration and timetabling.

For programmes that are delivered jointly between more than one School / Institute, a separate Joint Working Statement should be submitted which identifies the responsibilities of each School / Institute with regards to programme management, quality assurance, enhancement, and student support. This document should be signed by the Heads of all Schools / Institutes involved with the programme, and should be reviewed on an annual basis.

All programmes should be compliant with the Academic Regulations, including the respective Assessment Regulations and associated Progression and Award Regulations. If any deviation from these regulations is proposed; detailed information on these differences should be stipulated in the ‘Programme-specific rules and facts’ section of the Programme Specification.

4. Academic Staffing for the Programme (Non-Queen Mary Staff)

A list of academic staff that are not employed or managed by QMUL that will be involved in the teaching or assessment of the programme should be provided. It is important to ascertain where new programmes are starting up with a number of staff that are not employed or managed by QMUL so that any potential risks can be managed and mitigated. This refers to planned teaching contributions from external staff, such as clinical staff on NHS contracts, or external staff from collaborative partner institutes, and is over and above the usual need to buy in teaching due to annual workload fluctuations.

5. Distance learning programmes (if applicable)

If the proposed programme is to be delivered via distance learning, please use this section to describe the specific arrangements in place to ensure the quality of distance learning provision. Particular consideration should be given to enrolment, assessment, provision of learning materials, and student support. All proposals for new distance learning programmes should be discussed with the e-Learning team ahead of submission to Taught Programmes Board.

**External adviser feedback**

The Part 2 submission must include at least one External Adviser Feedback Form, providing written expression of support and / or commentary from an expert in the area of the programme proposal who is external to QMUL, e.g. a senior academic within the discipline and/or running a similar programme elsewhere, along with a detailed response from the
Programme Proposers to address each of the queries and/or issues raised by the External(s).

The External Adviser should have an understanding of current practice and developments in teaching, learning and assessment in higher education. They should be able to comment in sufficient detail on the appropriateness and viability of the proposed programme(s).

In the case of professional or vocational programmes it may also be appropriate to seek comment from a major employer or a professional body who can appreciate the needs of industry, commerce, public service and the professions (as appropriate).

An External Adviser is normally approached by the Head of the School / Institute responsible for the proposal and the adviser should be given a copy of the *External Adviser Feedback Form* to complete.

The programme proposer should provide a response to the comments made by the External Adviser. Where the External has raised concerns, issues for further consideration, or suggested amendments to the programme, these points should be specifically addressed. In the response, proposers may provide further information or a rationale for the proposed approach, or commit to make amendments.