**Course Proposal Form: Partner Institutions**

**Proposal to proceed to validation**

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. Once publicised,* [*under CMA requirements*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/411392/HE_providers_60ss.pdf)*, the course named 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. Partner institution** |  |

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| **4. Course contact** *(including email address)* |  |

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

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| **6. Summary of course** *(please provide an ‘applicant-friendly’ summary of the course)*  |
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| **7. Course rationale** *(a statement should be provided showing how this fits with the partner institution’s portfolio and strategic objectives; whether this is new provision or intended to replace 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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| **8. Target intake** *(complete the target first year intake (in FTEs) for the next five years)*  |
|  | 20xx/xx | 20xx/xx | 20xx/xx | 20xx/xx | 20xx/xx |
| Level 3 |  |  |  |  |  |
| Level 4 |  |  |  |  |  |
| Level 5 |  |  |  |  |  |
| Level 6 |  |  |  |  |  |
| Level 7 |  |  |  |  |  |

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| **9. Modes of delivery**  | *Full-time* |  | *Part-time* |  | *Online learning* |  | *Distance Learning* |  |

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| **10. HECoS (Higher Education Classification of Subjects)** *(please describe the course in no more than 250 characters. This will be used to allocate the HECoS subject code and area. If a specific subject code is sought, please provide details and rationale below)* |
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| **11. Recruitment and admissions** *(please provide details of academic and, where relevant, English language entry criteria; please also outline any specific admissions requirements e.g. will applicants require an interview, audition, portfolio review or occupational health assessment?)* |
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| **12. 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 or the Quality team.* |
|  Yes |  | No |  |

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| **13. Disclosure and Barring Service (DBS) check required** | No |  | Standard |  | Enhanced |  |

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| **14 Length of course in years if studied full time** |  | years |

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| **15. Standard length of course in years if studied part-time** |  | years |

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| **16. 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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| **17. 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(mandatory, requisite, optional) |
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| **18. 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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| **19. Professional, Statutory and Regulatory Body (PSRB) accreditation** *(please give details of accreditation currently required or plans for future accreditation.)* |
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| **20. Does the PSRB need to be present at the validation event?** *(please tick)* | Yes |  | No |  |

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| **21. Accreditation dependent on module choice** | Yes |  | No |  |

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| **21. Staffing implications – academic** *(provide details of existing and new staff required for course delivery over the first three years)* |
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| **22. Resource implications** *(provide details of any other resources required to support the delivery of the course, for example equipment, specialist rooms, special arrangements to manage placements, staff training, guest speakers, field trips)* |
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| **23. Resource implications – library resources** *(please provide details of library resources, including e-resources that would be needed to support the proposed course; where existing library resources are being used, provide confirmation of capacity to meet needs of additional student numbers)* |
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| **Supported by the head of the partner institution** *(Please provide a statement confirming that the course aligns with the partner institution’s strategic objectives and that the required resources will be available to support the design and delivery of the proposed course.)*  |
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| Signed: |  | Date: |  |

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