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**Academic Planning and Portfolio Group – Course Proposal Form**

All new course proposals, including short-courses, must be submitted to **Academic Planning and Portfolio Group** **(APPG)** for approval. Formal approval will include agreement to commence marketing, agreement to proceed via the [Course Planning and Approval/Re-approval Process](https://www.worc.ac.uk/aqu/documents/_ApprovalsProcessFull.pdf) or for a proposal to be implemented.

This form must be completed and submitted, to the APPG Secretary by the paper deadline (2 weeks before the APPG meeting) and must include:

* **APPG Costings Form**
* **APPG Template for Provision of Information for Prospective Students**

The proposal will be presented to Academic Planning and Portfolio Group by a School Representative.

**1. PROPOSAL**

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| **School**  |  | **Academic Department** |  |

**1a) Full course name and award** *provide the full name of each proposed award, including apprenticeship if relevant, on which students will enrol, including whether or not Joint Hons Award and, if so, which subjects it will be combined with*

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**1b) Exit awards** *include any proposed named exit awards*

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**1c) Delivered by** *indicate UW, named Partner(s) or UW and named Partner*

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**1d) Mode of Attendance** *(tick all that apply)*

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| --- | --- | --- | --- | --- | --- |
| **FT** |  | **PT** |  | **Apprenticeship** |  |

**1e) Length of Course** *(for full time and part time as appropriate)* **and Proposed Start Date** *(month/year in which it is intended to register first intake)*

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**1f) Mode of Delivery***(tick as appropriate, and provide details if more than one option ticked)*

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| **Standard on-site** |  |  |
| **Off-site** |  |  |
| **Distance/Online Learning** |  |  |
| **Block Learning** |  |  |
| **Blended Learning** |  |  |

**1g) Contact Hours** *specify the intended hours of contact time per week, or days/hours per module if block or blended learning*

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**1h) Professional, Statutory and Regulatory Body (PSRB) Accreditation** *give details of any accreditation, any external or professional body involvement or endorsement currently required or likely to be required in the future*

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**1i) Target Intake** *provide the target intake for the first three years, completing the table below, and/or providing further information if eg multiple cohorts per annum, or other non-standard*

|  |  |  |  |
| --- | --- | --- | --- |
|  | 20xx/20xx | 20xx/20xx | 20xx/20xx |
| HomeFT | HomePT | InternationalFT | HomeFT | HomePT | InternationalFT | HomeFT | HomePT | InternationalFT |
| **Level 3** |  |  |  |  |  |  |  |  |  |
| **Level 4** |  |  |  |  |  |  |  |  |  |
| **Level 5** |  |  |  |  |  |  |  |  |  |
| **Level 6** |  |  |  |  |  |  |  |  |  |
| **Level 7** |  |  |  |  |  |  |  |  |  |

*Please provide a short statement about the basis on which you have arrived at the intake figures and projections*

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**1j) Pathway Available for UWIC students?** *(tick and complete as appropriate)*

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| --- | --- | --- | --- | --- | --- |
| **No** |  | **Yes** |  | **Entry Level (3,4,5,6,7 or 8)** |  |

**2. RATIONALE, MARKET ASSESSMENT, RECRUITMENT STRATEGY, EMPLOYER ENGAGEMENT**

**2a) Rationale for the proposal:** *provide brief details of how the course fits with University/School strategy, whether it is growth or replacement provision and rationale for development.*

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**2c) Market:** *liaise with Communications and Participation to provide evidence to show employer/student demand for the course, who will be the target market, what competition is there, provide evidence of feeder courses, as appropriate; wherever possible provide numbers.*

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**2d) Employer involvement:** *how have/will employers be involved in the design, delivery and ongoing review of the course and, where relevant, the provision of placements/work-based learning and/or apprenticeships*

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**3. PROPOSED COURSE STRUCTURE**

**3a) Modular Structure:** *provide an outline of the basic modular structure of the proposal for each year of study; identify mandatory and optional modules, credits at each Level, new and existing modules. Substitute or append diagram/award map if appropriate.*

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| --- | --- | --- | --- | --- | --- |
| **Level** | **Module Code**  | **Module Title** | **Credits** | **Status****(M or O)** | **Existing module *(tick if applicable)*** |
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**3b) *Undergraduate courses only*** *(tick and complete as appropriate)*

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|  | *Yes* | *No* | *Explanatory comment* |
| *Are all Level 4 modules mandatory?* |  |  |  |
| *Can students take Language Modules at Levels 4 and 5?* |  |  |  |
| *Is there a mandatory taught module at Level 6?* |  |  |  |
| *Will the Project or Independent Study module at Level 6 (if there is one) include at least 4 taught sessions?* |  |  |  |

**3c) Provide details of TEF Subject group to which course will belong**

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**3d) Proposed web copy for UW website to be provided for approval:** *complete and attach the APPG* [*Template for Provision of Information for Prospective Students*](https://www.worc.ac.uk/aqu/documents/Provision_of_Information_for_Prospective_Students_Policy_template_only.docx)*in conjunction with the associated*[*Provision of Information for Prospective Students Policy*](https://www.worcester.ac.uk/aqu/documents/Provision_of_Information_for_Prospective_Students_Policy%281%29.pdf)*dated January 2018.*

**4. RESOURCES**

**4a) Staffing Implications – Academic, Technical and Support**

*Provide details of existing and required new staff FTEs who will be involved in course delivery over the first three years*

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| **Existing staff** *including workload and capacity.* |

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| **New staff** |

**4b). Specialist Resource Implications**

*Provide details and costs of any other resources required to support the delivery of the course, for example, equipment, specialist rooms, special arrangements to manage placements, etc, external agent fees, travel and subsistence if delivered off site*

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**4c). Resource Implications – Library Resources**

*Consultation with the Head of Library Services and Library staff required. Please provide details and costs of library resources, including e-resources needed to support the proposed course. Please identify any* ***new*** *resources required, including journal subscriptions. Where existing library resources are to be used, provide confirmation of capacity to meet needs of additional student numbers*

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**4d). Resource Implications – Teaching accommodation**

*Provide details of requirements for teaching accommodation, ie size and nature of rooms, and any specific timetabling requirements*

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**5. CONTACTS AND SIGNATURES**

**Name of School Representative who will attend APPG to present proposal:**

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**Name of Management Accountant who prepared APPG Costings Form:**

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**Signatures:**

**Head of School**

Name:

Signature:

Date:

**Head of Partner Institution**

Name:

Signature:

Date: