

UW Course Planning and Approval/Reapproval

Intent to Approve (ITA) form

*Please contact your AQU Officer to set up a preliminary meeting to discuss your proposal. Please complete the details required below as fully as possible and return the form to AQU who will make an assessment of the nature of the approval process required and the external/internal reference points, before forwarding it to the Director of Quality and Educational Development for approval of the external advisers. The form may be returned to you for further information to be provided before it is approved.*

*For details of the Course Planning and Approval/Reapproval Process, see* [*http://www.worc.ac.uk/aqu/655.htm*](http://www.worc.ac.uk/aqu/655.htm)

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|  | **Course Proposer to complete** | **AQU to complete for assessment of risks and implications for approval process** |
| **Name of Proposer/Course Leader** |  |  |
| **School and Department** |  |  |
| **Course/Award Title** |  | *as confirmed by APPG, subject to change through the course planning and development process. Agreed changes to the title must be reported to APPG.* |
| **Proposed start date** |  |  |
| **Nature of Proposal**  *e.g. New course or revision/addition to current course.*  *If revision/addition, include summary of changes to enable decision to be made regarding approval route –  See* [*Appendix 15*](https://www.worc.ac.uk/aqu/655.htm) *for further details.* |  | *If new modules, Student Records should be requested to allocate and confirm module codes.* |
| **Date of approval by APPG?** |  | *AQU to confirm course title and details from APPG form and note any items from the APPG minutes which require clarification through the Course Approval/Re-approval process.* |
| **For collaborative courses only:**  *(Remove this section if not relevant)* |  | *Advise Head of Collaborative Programmes and Deputy Head of Academic Quality of details* |
| **Name of collaborative institution** |  |  |
| **If a new partner, has** [**Partnership Approval process**](http://www.worc.ac.uk/aqu/719.htm) **been completed?**  *If no – liaise with Head of UW School and Deputy Head of Academic Quality* |  |  |
| **Name of key contact at Collaborative Institution (if other than proposer/course leader)** |  | *Head of Collaborative Programmes should attend final approval meeting* |
| **Name of UW Link Tutor (or other School contact if not yet agreed)** |  |  |
| **Where will the course be taught?**  *UW / Partner / Both (specify which modules)* |  |  |
| **Whose staff will it be taught by?**  *UW / Partner / Both (specify which modules)* |  |  |
| **Student Numbers allocated to?**  *UW (Indirectly funded) or Partner (Directly funded) If other, please specify* |  | *For directly-funded courses, reading list should be completed in full in the module specification as Talis is not available.* |
| **All Courses:**  **Liaise with Comms and College Director to provide accurate Course Information for Prospective Students on the University website \* subject to Approval/Re-approval** |  | *Information for publication to be approved by the College Director.* |
| **Will there be any agreed variations/exceptions to the standard TCRF regulations?** |  | *New Request for Variation to Regulations form to be completed, approved by KP/MS and submitted with documentation. Check with AQU/JZ (tbc - Feb 2021)* |
| **UWIC:** *Will this course be part of the UWIC portfolio?* |  | *Check APPG proposal for details.* |
| **Optional Language Centre modules:**  *If the course is Undergraduate (BA/BSc), UW students should be given the option to choose available LANG modules* |  | *Language Centre modules should be made available as optional modules unless permission has been obtained to exclude them e.g. due to PSRB requirements.* |
| **Are Professional Statutory and Regulatory Bodies involved?**  *If yes, see* [*guidance*](http://www.worc.ac.uk/aqu/721.htm) *and attach details of PSRB requirements* |  | *PSRB rep to be invited to attend final approval/re-approval meeting? Will accreditation be approved immediately or when the course has run for a period of time?* |
| **For Masters courses**, *will the course be using Research School research methods modules when available?* |  | *Discuss with Research School regarding options available.* |
| **For Foundation Degrees**  *See* [*Principles and Guidance for the Design of FD courses*](https://www2.worc.ac.uk/aqu/documents/PrinciplesandGuidancefortheDesignofFDs.pdf) |  | *Employer representative required? At consultation/ development stage or final approval meeting?* |
| **Are there any placements, work based learning, or other professional requirements?**  *If yes, provide details and see* [*policy*](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) |  | *How is WBL assessed? Work based learning handbook for students and for employers/mentors (or equivalent) to be supplied for approval? Mentors to attend final approval meeting?* [*Risk assessment*](http://www.worc.ac.uk/aqu/documents/Appendix_1_-_University_Risk_Assessment_Form_for_Placement_Learning.docx) *and* [*Audit Record*](http://www.worc.ac.uk/aqu/documents/WBPLAuditRecord.docx) *to be completed and submitted with final documents.*  *Team needs to take account of University* [*policy on the management of Placement and Work-Based Learning*](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) |
| **Will the course share modules with any other courses/Schools?**  *If yes, please give details of course/s* |  | *Consult in discussions with other course leaders/Heads of School as appropriate during process.*  *Ensure course is distinct from pre-existing courses* |
| **How will the course be delivered?**  *(e.g. standard taught course over two semesters, evenings only, daytimes only, intensive study weekends, summer schools, on-line only, etc)* |  |  |
| **Are there are distance learning or e-learning modules?**  *If yes, provide details and see* [*Quality Standards*](http://www.worc.ac.uk/aqu/documents/QSforFlexibleDistributedLearning.pdf) *for flexible and distributed learning,*  *Where possible, external adviser should have relevant experience.* |  | *How much involved?*  *Discuss with* [*Technology Enhanced Learning Unit*](https://uwtel.co.uk/)  *and set up Blackboard requirements.* |
| **Are there any subject specific learning technologies or resources required,**  *(e.g. technical equipment, rooms, software, etc.)* |  | *Resources statement (UW or Collaborative) required for all new courses.*  *Resources tour in final approval meeting if specialist resources* |
| **Has a date slot been discussed with AQU for the final approval meeting?** |  | *Confirm with School Quality Co-ordinator/Administrator for availability.*  ***Check room availability before confirming date.*** |
| **Proposal approved by Head of School?** |  | *Enter name/s* |
| **Date form submitted to AQU** |  | *AQU Officer to arrange preliminary meeting with Course Leader and School Quality Co-ordinator (cc College Director for information).* |

*Please complete the section below with details of two Academic External Advisers.*

*You will be advised by AQU if a third external adviser is required. For guidance on choosing your External Advisers, see* [*here*](http://www.worc.ac.uk/aqu/documents/Appendix6GuidanceonChoosingExternalAdvisersPanelMembers.docx)*.*

*All course teams should consider how External Adviser 1 engagement will be built into the early stages of the course development.*

*Courses involving* ***substantial work-based or work-related learning elements*** *will also require a third external adviser from an employer/sector background to be involved in the development of the course (in similar role to EA1 with engagement in the early stages).*

*Courses which are* ***professionally-based*** *may require an employer or professional body representative at the final approval meeting (in similar role to EA2).*

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|  | External Adviser 1  to work with the course team in planning and developing the course | External Adviser 2  to comment on the final documentation and attend the  final approval meeting | External Adviser 3  to work with course team during development and report by  correspondence (see EA1 role) or to attend the final meeting for new iterations of existing courses (see EA2 role) |
| **Name (including title)** |  |  |  |
| **Job Title/Role** |  |  |  |
| **Name of Institution or Organisation** |  |  |  |
| **Email address** |  |  |  |
| **Hyperlink to Staff Profile on webpage (or electronic CV)** |  |  |  |
| **Any relationship past or present with UW (or partner institution, if applicable)** |  |  |  |
| **Relevant/appropriate experience i.e. Your reason for nominating this person.** |  |  |  |

**For completion by College Director**

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|  | **1st Nominee**  **(Academic)** | **2nd Nominee**  **(Academic)** | **3rd Nominee**  **(Employer)** |
| **External advisors appropriately qualified and experienced?** | *Yes / No* | *Yes / No* | *Yes / No* |
| **Comments or additional requirements?** |  |  |  |

AQU Officer to send course details for information to: Admissions, Student Records, Communications, Timetabling, DMU, and cc’d to Course Proposer, School Quality Administrator, College Director.