### UCL open logo

### UCL STUDENT AND REGISTRY SERVICES

Academic Policy and Quality Assurance

**OUTLINE PROGRAMME PROPOSAL (STAGE 1)**

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| This form (previously a PIQ1) should be used to obtain **Outline Approval** from the relevant Department and Faculty for the establishment of a new taught academic programme, or the taught elements of a research degree. For Final Approval, the Final Programme Proposal form (previously a PIQ2) is required.  This form should be fully completed and submitted to Academic Services (Academic Policy and Quality Assurance) only once Department and Faculty approval has been granted. This should be evidenced with the appropriate signatures.  Please expand boxes as necessary to input required text.  This form should be sent to the Academic Services (Academic Policy and Quality Assurance), UCL Student and Registry Services. It may also be in submitted in electronic format to [academicservices@ucl.ac.uk](mailto:academicservices@ucl.ac.uk)  The role of this form is described in the UCL Academic Manual, Chapter 3: [www.ucl.ac.uk/srs/academic-manual/overview](http://www.ucl.ac.uk/srs/academic-manual/overview). |

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| **Date of submission:** | **04 August 2017** |

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| **Department and Faculty Approvals** | | | | |
| **Head of Department** | **Chair of Department Teaching Committee** | **Faculty Dean** | **School Finance Director** | **Chair of Faculty Teaching Committee** |
| **Name:**  **Signature:**  **Date:** | **Name:**  **Signature:**  **Date:** | **Name:**  **Signature:**  **Date:** | **Name:**  **Signature:**  **Date:** | **Name:**  **Signature:**  **Date:** |

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| **A. Title and academic unit** | | | | | | |
| 1 | **Proposed award of Programme**  (e.g BSc / GradDip / MA / MRes / MSc / etc).  If an MRes is being proposed, also complete and attach the MRes Programme Proposal Appendix. | |  | | | |
| **Will the proposed programme require a new award to be approved?**  All new awards require Education Committee and Academic Board approval before outline approval can be given. | | **Yes**  **No** | | **🞎**  **🞎** | |
| 2 | **Proposed title of Programme** | |  | | | |
| 3 | **Parent Department/Division/Institute** | |  | | | |
| 4 | **Parent Faculty** | | Choose an item. | | | |
| **B. Roles** | | | | | | |
| 1 | **Programme Initiator** | | Name: |  | | |
| Email: |
| Telephone No: |  | | |
| 2 | **Programme Director**  (if different from Initiator) | | Name: |  | | |
| Email: |  | | |
| Telephone No: |  | | |
| 3 | **External Scrutineer**  (if known at this stage) | | Name: |  | | |
| Position/Institution: |  | | |
| 4 | **Other nominees**  (other relevant parties involved in programme development, e.g. administrator not named above) | | Name: |  | | |
| Email: |  | | |
| Role: |  | | |
| Name: |  | | |
| Email: |  | | |
| Role: |  | | |
| **C. Structure** | | | | | | |
| 1 | **Proposed start date** | | (Month / Year) | | | |
| 2 | **Intended Interim award(s)**  (e.g. PGDip for Masters) | |  | | | |
| **Will applicants be able to register on the Interim award(s) from the outset?** | | **Yes**  **No** | | **🞎**  **🞎** | |
| **Will the Interim award(s) be classified?**  If it is intended for the Interim awards to be registerable from the outset, they will need to be classified. | | **Yes**  **No** | | **🞎**  **🞎** | |
| 3 | **Degree routes**  (if planned) | |  | | | |
| 4 | **Delivery location** | |  | | | |
| 5 | **Mode of Study** | | Full Time **🞎** Part Time **🞎** Flexible **🞎** | | | |
| 6 | **Programme Type** | | Choose an item. | | | |
| 7 | **Entry requirements**  (if variation proposed from UCL norms) | |  | | | |
| 8 | **Have you attached a draft Programme Summary?** | **Yes**  **No** | | | **🞎**  **🞎** | |
| 9 | **Have you attached an Outline Module Proposal for any new modules proposed?** | **Yes**  **No** | | | **🞎**  **🞎** | |
| **D. Description of Programme and Academic Rationale** (c. 500 words) | | | | | | |
|  | | | | | | |
| **E. Strategic rationale**  With reference to UCL 2034, Education Strategy, Faculty and Department strategies, Connected Curriculum; Global Engagement c. 250 words | | | | | | |
|  | | | | | | |
| **F. Equality and Diversity**  Describe the consideration that has been given to ensuring that the programme design and structure supports and accommodates a diverse student body. What steps will be taken to encourage a wide diversity of students onto this programme? | | | | | | |
|  | | | | | | |
| **G. Partnerships/externality** | | | | | | |
| 1 | **Description of intent to make use of existing modules, and other internal partnerships.**  In order to obtain Final approval from PMAP, evidence of approval from the module ‘’owning’’ Department and Faculty will need to be provided. | |  | | | |
| 2 | **Description of any proposed external Academic Partnership**  Please refer to the UCL Academic Manual, Chapter 7. | |  | | | |
| **Have you contacted the UCL Senior Policy Advisor (Academic Partnerships) for further advice and guidance on UCL approval of Academic Partnerships?**  In order to obtain Final approval from PMAP, evidence of APRG (Academic Partnerships Review Group) approval of any external academic partnership will need to be provided. | | **Yes**  **No**  **Not applicable** | | **🞎**  **🞎**  **🞎** | |
| 3 | **Description of involvement of externality in programme design undertaken and planned**  (e.g. employers, alumni) | |  | | | |
| **Where the proposed programme has a placement, internship or period in Industry, have you contacted UCL Careers for further advice and guidance?** | | **Yes**  **No**  **Not applicable** | | **🞎**  **🞎**  **🞎** | |
| 4 | **Where the proposed programme has a period of Study Abroad, have you contacted the UCL Study Abroad team for further advice and guidance?** | | **Yes**  **No**  **Not applicable** | | **🞎**  **🞎**  **🞎** | |
| **H. Business case** | | | | | | |
| 1 | **Market research**  Outline of research undertaken including competitor offers | |  | | | |
| 2 | **Internal competition**  Outline of research undertaken including any potential conflict/overlap with other UCL provision | |  | | | |
| 3 | **Student numbers**  At steady state | |  | **Min** | | **Max** |
| **Home/EU FTE** |  | |  |
| **Overseas FTE** |  | |  |
| 4 | **Anticipated number of years to reach steady state numbers** | |  | | | |
| 5 | **Applicable tuition fees at the point of programme approval** | |  | | | |
| 6 | **Have you attached a completed and attached a programme costing spreadsheet?**  (There are different templates for UG and PG) | **Yes**  **No** | | | **🞎**  **🞎** | |
| 7 | **Is the new programme already included within approved Faculty plans?** | **Yes**  **No** | | | **🞎**  **🞎** | |
| 8 | **Do the student numbers represent additional growth?**  (i.e. there will be no cessation of activity elsewhere within the Faculty) | **Yes**  **No** | | | **🞎**  **🞎** | |
| 9 | **Will any programme(s) be closed as a result of this new programme development?** | **Yes**  **No** | | | **🞎**  **🞎** | |
| 10 | **Is the UCL Planning team aware of this programme development?** | **Yes**  **No** | | | **🞎**  **🞎** | |

For new programmes, once complete, Outline Approval is valid for 24 months during which time the full Final Approval process should be completed.

If Final Approval is not achieved within 24 months, Outline Approval should be sought again considering any changes in the market and reflecting any changes in direction of UCL strategy.