### UCL open logo

### UCL STUDENT AND REGISTRY SERVICES

Academic Policy and Quality Assurance

**PROGRAMME PROPOSAL FORM**

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| This form should be used to obtain approval from the relevant Department, Faculty and UCL for a new taught academic programme, or the taught elements of a research degree. Please expand boxes as necessary to input required text. Further details of the programme approval policy and process can be found in the UCL Academic Manual, Chapter 7 Part B.Completed forms should be sent, along with all relevant supporting documentation, to UCL Academic Services (Academic Policy and Quality Assurance), at acadserv.pmap@ucl.ac.uk.**The programme proposal will not be considered by UCL’s Programme and Module Approval Panel (PMAP) without:*** **Approval from the Department, Faculty and UCL’s Financial Planning and Performance Committee; and**
* **(For UCL EAST programmes) the full endorsement from the UCL EAST Senior Academic Planning Coordinator**

**This will be evidenced with the appropriate signatures.**The form comprises the following:**PART 1 (Approvals and Endorsements)** 1. **Approvals**
	* + - *Department*
	* Chair of Departmental Teaching Committee (DTC)
	* Head of Department
		+ - *Faculty*
	* Chair of Faculty Teaching Committee (FTC)
	* Faculty Dean
		+ - UCL Financial Planning and Performance Committee (FPPC)
2. **Endorsements**
	* + - UCL EAST Senior Academic Planning Coordinator *(for UCL EAST programmes only)*
			- UCL Institute of Higher Education, Development and Support (HEDS)

**PART 2 (Programme Design and Detail)**1. **Programme Management**
2. **Programme set-up**
3. **Qualifications**
4. **Curriculum Overview**
5. **Module Overview**
6. **Regulation, Accreditation and Collaboration**
7. **Admissions**

**PART 3 (Supporting Documents)**1. **Required documents for all new programme proposals:**
* Programme Diet Template;
* Module Proposal Forms;
* External Scrutineer’s Report;
1. **plus, if applicable:**
* Module sharing agreements;
* Academic Partnership enclosures;
* UG Affiliate Study Abroad programme Checklist;
* MRes Programme Proposal Appendix;
* Professional, Statutory and Regulatory Body (PSRB) report;
* Level 7 Masters Apprenticeship documentation.
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| **Proposed Programme qualification and title** *If an MRes is being proposed, also complete and attach the MRes Programme Proposal Appendix.* |  |
| **Proposed start date** | (Month / Year) |
| **Date of submission to PMAP**  |  |

**PART 1 (Approvals and Endorsements)**

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| **A) APPROVALS** |
| **Position** | **Name** | **Approval Signature**  | **Date**  |
| **Chair of Department Teaching Committee (DTC)** |  |  |  |
| **Head of Department** |  |   |  |
| **Chair of Faculty Teaching Committee (FTC)** |  |  |  |
| **Faculty Dean** |  |  |  |
| **Approved by UCL Financial Planning and Performance Committee (FPPC) on:*****Evidenced by an email from the FPPC Secretary.*** |  |

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| **B) ENDORSEMENTS** |
| **Body** | **Name** | **Endorsement Signature** | **Date**  | **Comment on the proposal**  |
| **UCL Institute of Higher Education, Development and Support (HEDS)** |  |  |  |  |
| **UCL EAST programme***Required for all UCL EAST proposals* |  |  |  |  |

**PART 2 (Programme Design and Detail)**

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| **A) PROGRAMME MANAGEMENT** |
| **Parent Department/Division/Institute name** |  |
| **Parent Department/Division/Institute Portico code** |  |
| **Parent Faculty** | Choose an item. |
| **Programme Initiator** | **Name** |  |
| **Email**  |  |
| **Telephone No** |  |
| **Programme Lead** *(if different from Initiator)* | **Name** |  |
| **Email** |  |
| **Telephone No** |  |
| **External Scrutineer**  | **Name** |  |
| **Position / Institution:** |  |
| **Other nominees** *(other relevant parties involved in programme development, e.g. programme administrator)* | **Name** |  |
| **Email** |  |
| **Role** |  |
| **Name** |  |
| **Email** |  |
| **Role** |  |
| **Admissions Tutor** | **Name** |  |
| **Email** |  |
| **Telephone No** |  |
| **Department or programme website** |  |
| **Contact email for prospective students** |  |
| **Board of Examiners***An existing Board of Examiners should be used. Creation of a new Board of Examiners requires the approval of the UCL Director of Academic Services* |  |
| **Board of Examiners Portico code** |  |
| **Chair of the Board of Examiners** |  |

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| **B) PROGRAMME SET-UP** |
| **Cognate programme(s)** |  |
| **HECoS Code(s) [[1]](#footnote-1)**  |  |
| **Source of funding** |  |
| **Modes of attendance offered and duration of study at that mode***Further details can be found in Section 1.3 of Chapter 3 of the UCL Academic Manual* | **🞎 Full-time****🞎 Part-time****🞎 Flexible** | **Duration** *(academic / calendar year)* |
| **Location of study** | **🞎 Campus-Based** *(Students are required to attend UCL for enrolment and some scheduled activities, such as lectures, seminars, tutorials etc).***🞎 Distance Learning** *(Students are not required to attend UCL for enrolment nor scheduled activities. Students have access to UCL libraries, facilities and learning support. All teaching, learning and assessment activities take place away from UCL).***🞎 Mixed-Mode** *(Students attend as Distance Learning and then change to Campus-based (or vice versa). This change may occur multiple times within the student’s Programme of Study, and will either be at set points within the Programme or will be determined by student Module selection).* |
| **At which campus is the majority of programme delivered?** |  |
| **Is the programme a closed programme?** | **🞎 Yes****🞎 No***If Yes, please provide the detail and requirements of the closed cohort.*  |
| **Route(s)***A Route is a formal, named specialism within a Programme leading to a discrete Field of Study. A Route has a specific curriculum structure, typically defined by the different Option and Elective Modules available within the Programme and is discretely defined in the Student Record System and on the student’s degree certificate and transcript.* |  |
| **Pathway(s)***A Pathway is an informal specialism within a Programme or Route which guides students towards a particular area but which does not lead to a discrete Field of Study. A Pathway is typically defined by the different Option and Elective Modules available within the Programme but this Pathway is not recorded separately in the Student Record System and does not appear on the student’s degree certificate or transcript* |  |
| **Classification scheme** |  |
| **Details of any alternate marking scales** |  |
| **Details of any alternate progression requirements** |   |
| **Additional requirements for the achievement of professional accreditation** |  |
| **Accessibility** *Give details of any specific physical or other requirements of the programme that might present difficulties for a disabled student.* |  |

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| **C) QUALIFICATIONS** |
| **Will the proposed programme require a new qualification to be approved?** *All new qualifications require Education Committee and Academic Committee approval before programme approval can be given.* | **🞎 Yes****🞎 No** |
| **Volume and level of credit required for qualification** |  |
| **Intended Interim qualification(s)** *(e.g. PGCert & PGDip for Masters)* |  |
| **Will applicants be able to register on the Interim qualification(s) from the outset?** | **🞎 Yes****🞎 No** |
| **Will the Interim qualification(s) be classified?***If it is intended for the Interim qualification(s) to be registerable from the outset, they will need to be classified and will each require their own distinct set of learning outcomes.* | **🞎 Yes****🞎 No** |
| **Alternative qualification(s)***These are those offered at the same level as the intended qualification but offered to students who do not meet additional requirements (e.g. a student who fails to meet the requirement for professional accreditation but has met the minimum UCL threshold standard and is able to receive an alternative degree).* | **Qualification** | **Level** | **Credits** | **Field of Study** | **Classified?** |
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| **D) CURRUCULUM OVERVIEW***Guidance and workshops on programme development and design are available from the UCL Institute of Higher Education, Development and Support (HEDS)**Early engagement with this offer is strongly recommended and should take place prior to Departments, Faculties and PMAP approving programme proposals.*  |
| **Summary programme description***(circa 1000 words, as intended for the Prospectus)* |  |
| **Outline programme structure***Provide detail for each mode of attendance (i.e. part-time; full-time and flexible).**A programme structure diagram may be appended to this form* |  |
| **Teaching and Learning methods/strategies** |  |
| **Types of assessment undertaken as part of the programme** |  |
| **Programme Learning Outcomes***Learning outcomes should be numbered and divided into the following sections:**• (A) Subject-Specific Knowledge;**• (B) Intellectual, Academic and Research Skills;**• (C) Practical and Transferrable Skills.* |  |
| **Interim qualification Learning Outcomes***Please provide the outcomes for each interim qualification*  |  |
| **Description of engagement with external reference points:** **Subject Benchmark Statements;****Qualification Characteristics** |  |
| **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 and to provide an inclusive curriculum?**Please see* [*www.ucl.ac.uk/teaching-learning/sites/teaching-learning/files/ucl\_inclusive\_curriculum\_healthcheck\_2018.pdf*](http://www.ucl.ac.uk/teaching-learning/sites/teaching-learning/files/ucl_inclusive_curriculum_healthcheck_2018.pdf) *and* [*www.ucl.ac.uk/teaching-learning/inclusive-teaching-toolkit*](http://www.ucl.ac.uk/teaching-learning/inclusive-teaching-toolkit) *for further guidance in inclusive teaching.* |  |
| **Employability, Skills and Graduate Attributes** |  |
| **Alumni information** |  |

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| **E) MODULE OVERVIEW**  |
| **Basic module information** *Please provide details of all modules, including those which have already been approved.* |
| **Module title** *Please also provide the module code if the module is already approved.* | **Compulsory / Optional** | **Level** | **Credit** | **Method of Assessment** | **Percentage Weighting** | **Length of Assessment**  | **A brief summary of the module content / syllabus** *(c. 50-100 words)* |
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| **Details of any modules and/or components which are non-condonable (including rationale)** |  |
| **Details of intention to make use of existing UCL modules***In order to obtain approval from PMAP, evidence of approval from the module ‘’owning’’ Department and Faculty will need to be provided.* |  |

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| **F) REGULATION, ACCREDITATION AND COLLABORATION** |
| **Regulatory body** |  |
| **Professional accreditation** |  |
| **Does the programme lead to the award of Qualified Teacher Status (QTS)?** | **🞎 Yes****🞎 No***If Yes, please provide:*1. *detail of the institution/organisation recommending students for QTS*
2. *the scope (i.e. age range) of teacher training*
 |
| **Does the proposed programme involve any external Academic Partnership?***Please refer to Chapter 8: Academic Partnerships Framework in the UCL Academic Manual.**In order to obtain programme approval from PMAP, evidence of APRG (Academic Partnerships Review Group) approval of any external academic partnership will need to be provided.* | **🞎 Yes****🞎 No***If Yes, please provide:*1. *brief detail of the proposed external Academic Partnership*
2. *confirmation that the UCL Senior Policy Advisor (Academic Partnerships) has been contacted for further advice and guidance on UCL approval of the Academic Partnership*
3. *confirmation that UCL’s APRG (Academic Partnerships Review Group) has approved the external Academic Partnership*
4. *details of the qualification (i.e. Dual, double, or joint award)*
 |
| **Description of involvement of employers and alumni in the programme’s design** |  |
| **Does the proposed programme have a placement, internship or period in Industry?** | **🞎 Yes****🞎 No***If Yes, please confirm that you referred to the UCL Placement Pack (in Chapter 8 of the UCL Academic Manual) for further advice and guidance.* |
| **Does the proposed programme have a period of Study Abroad?***In order to obtain final approval from PMAP, where the proposed Study Abroad is new activity and there are no existing affiliate students, the UG Affiliate / Study Abroad programme checklist Annex 7.2.6) must be completed and submitted.* | **🞎 Yes****🞎 No***If Yes, please confirm that you have contacted the UCL Study Abroad team for further advice and guidance prior to submission to PMAP.* |
| **Does the proposed programme include a Level 7 Masters Apprenticeship?***In order to obtain final approval from PMAP, the programme proposal must include the completed Apprenticeships documentation (found at Annex 7.2.7) and must have received endorsement to proceed from the UCL Apprenticeships Steering Group.* | **🞎 Yes****🞎 No***If Yes, please confirm that you have contacted the UCL Apprenticeships Steering Group**for further advice and guidance.* |

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| **G) ADMISSIONS** |
| **Entry Criteria***Including English language requirement* |  |
| **UCAS Keywords***If applicable* |  |
| **Recognition of Prior Learning (RPL)** |  |
| **DBS/Occupational Health/Fitness to Practice requirements** |  |
| **Entry points (for programmes starting at times other than the beginning of term, please also indicate the expected start date)** |  |
| **Details of any additional costs to students** *Please refer to UCL’s Compliance website for further guidance on what constitutes additional costs.* |  |
| **Details of support available to students to cover additional costs** |  |

**PART 3 (Supporting Documents)**

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| **A) REQUIRED DOCUMENTS FOR ALL NEW PROGRAMME PROPOSALS** |
| **Document** | **Attached?** |
| **Programme Diet Template** | **🞎 Yes****🞎 No** |
| **Module Proposal Forms***List new modules for which forms are enclosed below:* 1. *….*
2. *….*
 | **🞎 Yes****🞎 No** |
| **External Scrutineer’s Report** | **🞎 Yes****🞎 No** |
| **B) DOCUMENTS REQUIRED IF APPLICABLE** |
| **Module sharing agreements***Evidence of approval from the module ‘’owning’’ Department and Faculty is required when the proposed programme will be using existing UCL modules from other departments and faculties.*  | **🞎 Yes****🞎 No****🞎 Not applicable** |
| **Academic Partnership enclosures** *Required in all cases of academic partnerships with external partners:** **Academic Partnership Proposal form**
* **Checklists**: *risks and responsibilities; due diligence; site visit checklist*
* **APRG approval** *(to be granted in advance of programme approval)*
* **Memorandum of Agreement with partner**
 | **🞎 Yes****🞎 No****🞎 Not applicable** |
| **UG Affiliate Study Abroad programme checklist** **(Annex 7.2.6)***Required when the proposed Study Abroad is new activity and there are no existing affiliate students.*  | **🞎 Yes****🞎 No****🞎 Not applicable** |
| **MRes Programme Proposal Appendix****(Annex 7.9.2)***Required when the programme proposal includes an MRes qualification.* | **🞎 Yes****🞎 No****🞎 Not applicable** |
| **Professional, Statutory and Regulatory Body (PSRB) report** *Required when the programme proposal includes accreditation by a PSRB.* | **🞎 Yes****🞎 No****🞎 Not applicable** |
| **Level 7 Masters Apprenticeship Form** **(Annex 7.2.7)** *Required when a Level 7 Masters Apprenticeship forms part of the programme proposal.* | **🞎 Yes****🞎 No****🞎 Not applicable** |

**Outline programme approval from PMAP is valid for 24 months during which time the final approval process should be completed.**

**If final approval is not achieved within 24 months, the programme proposal will need to seek outline approval again.**

1. HECoS codes are 6-digit numeric codes and the full list is available at: <https://www.hesa.ac.uk/support/documentation/hecos> via the button marked “View the HECoS Vocabulary”.  If HECoS Code(s) are not provided on this form, they will be assigned by Student and Registry Services on the basis of the description in this programme summary. [↑](#footnote-ref-1)