### 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 the establishment of a new taught academic programme, or the taught elements of a research degree. The detailed role of this form is described in the UCL Academic Manual, Chapter 7.  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 at [acadserv.pmap@ucl.ac.uk.](mailto:acadserv.pmap@ucl.ac.uk.) |

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| **Proposed Programme** |  |
| **Date of submission to**  **PMAP for outline approval:** |  |

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| 1. **Approvals** | | | | | |
| **Position** | **Name** | **Approval Signature** | **Date** | |
| **Head of Department** |  |  |  | |
| **Chair of Department Teaching Committee** |  |  |  | |
| **Chair of Faculty Teaching Committee** |  |  |  | |
| **School Finance Director** |  |  |  | |
| **Faculty Dean** |  |  |  | |
| **CAM Director of Faculty Marketing**  (Approval for the programme’s marketability only) |  |  |  | |
| **CAM Director of Faculty Marketing’s comment on the proposal** |  | |

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| 1. **Endorsements** | | | | |
| **Position** | **Name** | **Endorsement Signature** | **Date** | **Comment on the proposal** |
| **Director of Planning** | **Mr Dean Stokes** |  |  |  |
| **Director, Estates Portfolio and Business Services** | **Ms Sian Minett** |  |  |  |
| **Arena Centre** | **Prof Sam Smidt / Prof Simon Walker** |  |  |  |
| **For UCL EAST ONLY** | **Senior Academic Planning Coordinator** |  |  |  |

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| 1. **Roles** | | | | | |
| **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. administrator not named above)* | | | **Name:** | |  |
| **Email:** | |  |
| **Role:** | |  |
| **Name:** | |  |
| **Email:** | |  |
| **Role:** | |  |
| 1. **Title and academic unit** | | | | | |
| **1** | **Proposed qualification of Programme**  *(e.g BSc / GradDip / MA / MRes etc). If an MRes is being proposed, also complete and attach the MRes Programme Proposal Appendix.* |  | | | |
| **Will the proposed programme require a new qualification to be approved?**  *All new qualifications require Education Committee and Academic Board approval before programme approval can be given.* | **Yes**  **No** | | **🞎**  **🞎** | |
| **2** | **Proposed title of Programme** |  | | | |
| **3** | **Parent Department/Division/Institute name** |  | | | |
| **Parent Department/Division/Institute Portico code** |  | | | |
| **4** | **Parent Faculty** | Choose an item. | | | |
| 1. **Description of Programme and Academic Rationale** *(c. 1000 words)* | | | | | |
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| **1** | **Description of engagement with external reference points:**  **Subject Benchmark Statements;**  **Qualification Characteristics.** |  | | | |

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| 1. **Business case** | | |
| **1** | **Market research**  *Outline of research undertaken including competitor offers.*  *See* [*www.ucl.ac.uk/cam/activities/market-research*](http://www.ucl.ac.uk/cam/activities/market-research) *for details of how to obtain a market research report.* |  |
| **2** | **Internal competition**  *Outline of research undertaken including any potential conflict/overlap with other UCL provision.*  *Explain how the proposed programme is distinct from any existing provision.* |  |

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| **3** | **Student numbers**  *At steady state.* |  | | **Min** | **Max** |
| **Home/EU FTE** | |  |  |
| **Overseas FTE** | |  |  |
| **4** | **How have these student number forecasts been derived?**  *Refer to market research.* |  | | | |
| **5** | **Anticipated number of years to reach steady state numbers** |  | | | |
| **6** | **Applicable tuition fee banding (or programme you would like to benchmark fees against).**  **Please ensure the fee band stated is correct for year in which the programme starts.**  **Further information can be found here:**  <https://www.ucl.ac.uk/finance/policies-corporate-info/fee-information-staff> |  | | | |
| **7** | **Is the new programme already included within approved Faculty plans?** | **Yes**  **No** | **🞎**  **🞎** | | |
| **If No, please provide further detail on why not:** | |  | | |
| **8** | **Do the student numbers represent additional growth?**  *(i.e. there will be no cessation of activity elsewhere within the Faculty)* | **Yes**  **No** | **🞎**  **🞎** | | |
| **If yes, how do you envisage accommodating these students?** | |  | | |
| **9** | **Will any programme(s) be closed as a result of this new programme development?** | **Yes**  **No** | **🞎**  **🞎** | | |
| **If yes, please provide details:** | |  | | |

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| 1. **Structure** | | | | | | | | |
| **1** | **Proposed start date** | | (Month / Year) | | | | | |
| **2** | **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** | | | | | **🞎**  **🞎** |
| **3** | **Degree routes** | |  | | | | | |
| **4** | **Delivery location** | |  | | | | | |
| **5** | **Mode of Study** | | Full Time **🞎** Part Time **🞎** Flexible **🞎** | | | | | |
| **6** | **Programme Type** | | UCL programme without distance learning **🞎**  UCL programme with distance learning **🞎**  Collaborative/Joint programme with another institution **🞎** | | | | | |
| **7** | **Entry requirements**  *(If variation proposed from UCL norms)* | |  | | | | | |
| **8** | **Are there any additional costs to students?**  *Please refer to UCL’s Compliance website for further guidance on what constitutes additional costs.* | | **Yes / No**  *If Yes, please provide further details and ensure that these details are reflected in any relevant Programme Summary and Module Proposal:* | | | | | |
| **9** | **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 contents / syllabus** *(c. 50-100 words)* |
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| **10.** | **Board of Examiners** | | New 🞎 Existing 🞎  **Title of Board of Examiners:** | | | | | |

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| 1. **Strategic rationale** *(c. 500 words).*   *With reference to: UCL 2034; Education Strategy; Connected Curriculum and Global Engagement.*  *Please articulate clearly how this programme relates to current Departmental and Faculty strategic operating plans.* |
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| 1. **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.* | | | |
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| 1. **Partnerships / Externality** | | | |
| **Internal partnerships.** | | | |
| **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.* |  | |
| **External Academic partnerships.** | | | |
| **2** | **Does the proposed programme involve any external Academic Partnership?** | **Yes**  **No** | **🞎**  **🞎** |
| **3** | **Description of any proposed external Academic Partnership**  *Please refer to the UCL Academic Manual, Chapter 8.* |  | |
| **4** | **Have you contacted the UCL Senior Policy Advisor (Academic Partnerships) for further advice and guidance on UCL approval of Academic Partnerships?** | **Yes**  **No**  **Not applicable** | **🞎**  **🞎**  **🞎** |
| **5** | **Has the proposed external Academic Partnership been approved by APRG (Academic Partnerships Review Group)?**  *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** | **🞎**  **🞎** |
| **Externality** | | | |
| **6** | **Description of involvement of externality in programme design undertaken and planned**  *(e.g. employers, alumni)* |  | |
| **7** | **Where the proposed programme has a placement, internship or period in Industry, have you referred to the UCL Placement Pack (in Chapter 8 of the UCL Academic Manual) for further advice and guidance?** | **Yes**  **No**  **Not applicable** | **🞎**  **🞎**  **🞎** |
| **8** | **Where the proposed programme has a period of Study Abroad, have you contacted the UCL Study Abroad team for further advice and guidance?**  *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 must be completed and submitted.* | **Yes**  **No**  **Not applicable** | **🞎**  **🞎**  **🞎** |
| **9** | **Where the proposed programme has a Level 7 Masters Apprenticeship have you contacted the UCL Apprenticeships Steering Group for further advice and guidance?**  *In order to obtain final approval from PMAP, the programme proposal must include the completed Apprenticeships documentation (found at Annex 7.2.10) and must have received endorsement to proceed from the UCL Apprenticeships Steering Group.* | **Yes**  **No**  **Not applicable** | **🞎**  **🞎**  **🞎** |

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| 1. **Attachments** | | |
| **Programme Summary** | **Yes**  **No** | **🞎**  **🞎** |
| **Module Proposal Forms**  *List new modules for which forms are enclosed below:*   1. *….* 2. *….* 3. *….* | **Yes**  **No** | **🞎**  **🞎** |
| **Market Research** | **Yes**  **No** | **🞎**  **🞎** |
| **Costing Spreadsheet** | **Yes**  **No** | **🞎**  **🞎** |
| **External Scrutineer’s Report** | **Yes**  **No** | **🞎**  **🞎** |
| **Evidence of approval from the module ‘’owning’’ Department and Faculty *(if applicable)***  *Required when the proposed programme will be using existing UCL modules from other departments and faculties.* | **Yes**  **No**  **Not applicable** | **🞎**  **🞎**  **🞎** |
| **Partnership enclosures *(if applicable)***  *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 *(if applicable)***  *Required when the proposed Study Abroad is new activity and there are no existing affiliate students.* | **Yes**  **No**  **Not applicable** | **🞎**  **🞎**  **🞎** |
| **MRes Programme Proposal Appendix *(if applicable)***  *Required when the programme proposal includes an MRes qualification.* | **Yes**  **No**  **Not applicable** | **🞎**  **🞎**  **🞎** |
| **Professional, Statutory and Regulatory Body (PSRB) report *(if applicable)***  *Required when the programme proposal includes accreditation by a PSRB.* | **Yes**  **No**  **Not applicable** | **🞎**  **🞎**  **🞎** |
| **Level 7 Masters Apprenticeship documentation (Annex 7.2.10) *(if applicable)*** | **Yes**  **No**  **Not applicable** | **🞎**  **🞎**  **🞎** |

For new programmes, once complete, outline approval is valid for 24 months during which time the 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.