**Approval to Proceed for New Programmes**

Undergraduate, Postgraduate and Educational Partnerships

**All sections of the form must be completed prior to submission to the Faculty Executive Committee**

| **Approval To Proceed for New Programmes and/or Major changes to Existing Programmes** | |
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| 1. **Home School/Institute/Faculty:** |  |
| 1. **Proposed Title of New Programme:** |  |
| 1. **List the Academic Career of the Plan e.g. undergraduate, postgraduate, external.** |  |
| 1. **Proposed Plan code:** |  |
| 1. **Proposed Programme of Study (Subject Area):** | **Programme CATS Points:** |
| 1. **What are the Course (Programme) Entry Requirements:** |  |
| 1. **Mode and Length of Delivery: Please indicate:**   *(Full-time, part-time, (or both), e-learning, blended learning, 1 year, 3 years, etc.)* |  |
| 1. **For Masters programmes, please indicate whether entry may be via PG Diploma or PG Certificate** |  |
| 1. **If a Postgraduate Course, How will Applications be Processed and entered into Qsis:** |  |
| 1. **Please indicate proposed start date (Academic Year, e.g. 2025-2026)** |  |
| 1. **Does the Course start on the Normal first Semester Date i.e. 29 September: Yes/No**   **If No please provide a rationale** | **Is it possible to start the course on any other dates? Yes/No**  **If so which Dates:** |
| 1. **Does the Course have a sandwich Year: Yes/No** | **If so which dates:** |
| 1. **Does the Course have a year abroad:**   **Yes/No** | **If so which year:** |
| 1. **Does the Course offer a Foundation Year: Yes/No** | **If so which year:** |
| 1. **Is the proposal for an Intercalated course:** | **Yes/No** |
| 1. **Where will the Course be Taught:** |  |
| 1. **Does the Course have Linked Initiatives:** | **Initiative valid**  **from: to:** |
| 1. **Does the student have the ability to study flexibly? (i.e. no restriction on academic load or duration of study):** | **Yes/No** |
| 1. **Is the course a Teacher Training Course: Yes /No** | **If so, does it enable students to teach bilingually: Yes/No** |
| 1. **Will the programme be professionally accredited and who by:**   **Yes/No** | **PSRB Accreditation**  **From:**  **to:** |
| 1. **Is the Course taught in conjunction with External Partners: Yes No** | **List the External Partner’s Projected Role:** |
| 1. **List the % of course to be taught by the partner provider:** | **What organisation delivers the Course, If not QUB:** |
| 1. **Please identify the relevant Exit Award(s) for this proposal e.g. UG Cert, Cert HE, BA, BSc, MSc, PG Dip, PG Cert:** |  |
| 1. **Does the Plan have a Last Admit Term:** | **If so, when:** |
| 1. **Does any organisation provide funding for the Course:** | **If so, who:** |
| 1. **Projected target market and projected recruitment in first five years of programme.**   *Please attach a Marketing Intelligence Report and use it as the basis for benchmarking, identifying and justifying your key target markets (nationally and/or internationally).* | |
| 1. **Please provide a programme descriptor which would be suitable for marketing purposes:** | |
| 1. **If known, please list the modules to be offered in the programme. If these are not yet known, please indicate the subject areas to be covered:** | |
| 1. **State how the programme meets the priorities of Corporate Strategy 2030: A Global University.** | |
| 1. **Outline any additional qualifications or forms of professional accreditation attached to the programme.** | |
| 1. **How does this programme fit with the suite of programmes currently being offered by the Faculty?** | |
| 1. **Please confirm that the relevant Faculty Dean of Education has consulted with other Faculty Deans of Education concerning potential overlap with existing programmes, or new programmes being developed, elsewhere in the University. YES/NO**   **Where it is the case that similarities exist, the School should provide a short statement:**   1. **justifying the complementarity of the new programme to the other programme** 2. **commenting on any planned savings from shared resources, e.g. modules, lectures etc., and if so** 3. **commenting on the added value gained from a cross-Faculty approach** | |
| 1. **External Examiners:**   **If approved, could this programme be covered by an existing external examiner? \***  **YES/NO**  **You may wish to consult the External Examining** [**Standard Operating Procedures**](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ExaminationsandAssessment/TaughtExternalExaminers/)**.**  **\*A key component of the institutional introduction of risk-based external examining in 2024-25 was the opportunity to rationalise the number of external examiners to ensure the best use of this resource. As such, any new appointments will require a robust rationale.** | |
| 1. **Fee rate:**   *Please indicate the appropriate assigned fee rate as outlined in the Tuition Fee Schedule which can be found at* <http://www.qub.ac.uk/directorates/sgc/finance/TuitionFees/>  *Please tick the relevant box below which specifies the appropriate Fee Rate for this programme e.g. Undergraduate Fee Rate 1; Postgraduate Taught Fee Rate 1, Postgraduate Research Fee Rate 1 etc.*  ***Undergraduate: Fee Rate 1*  *Fee Rate 2* *Fee Rate* 3 *Fee Rate 4***  ***Postgraduate Taught:  Fee Rate 1*  *Fee Rate 2* *Fee Rate 4***    ***Postgraduate Research: Fee Rate 1*  *Fee Rate 2* *Fee Rate 4***  *If a premium/bespoke fee is being proposed, please include the proposed fee level and justification for the higher fee. (300 words max.)*  **Where a premium/bespoke fee is being proposed, please tick to confirm that it has been discussed and agreed with Finance.**  Where the programme, or an element of the programme, is likely to be delivered remotely to students based outside of the UK, please tick to confirm that there has consultation with the Taxation Section (Finance) and any financial/ reporting implications agreed and included in the Business Plan. | |
| 1. **Business Plan**   ***A business plan should be attached.*** | |
| 1. **Visa Requirements**   **Please provide evidence that you have consulted with Immigration Support Service and they have confirmed whether or not it is possible for international students requiring a visa to undertake this course. A programme checklist can be found at:**[**http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ProgrammeApprovalandReview/ProgrammeManagement/NewProgrammeDevelopment/**](http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ProgrammeApprovalandReview/ProgrammeManagement/NewProgrammeDevelopment/) | |
| **For Franchised/Validated Programmes and Foundation Degrees only**   1. **State any external/non-HEI partners to be involved in the delivery of the programme? If so, what is their projected role?**   *(300 words max.)* | |
| 1. **Does the University have a current MOU/MOA with the proposed partner? If not, please state existing links with the proposed partner.**   **YES/NO** | |
| 1. **State how the proposed partner meets the requirements of the University Collaborative Provision Policy:** [*http://www.qub.ac.uk/directorates/AcademicAffairs/CollaborativeArrangements/UniversityPolicyandKeyPrinciplesforCollaborativeProvision/*](http://www.qub.ac.uk/directorates/AcademicAffairs/CollaborativeArrangements/UniversityPolicyandKeyPrinciplesforCollaborativeProvision/) | |
| 1. **A Business Plan must be prepared and attached for a validated/franchised/foundation degree collaborative arrangement outlining costs and validation fees.** | |
| **Proposed by (programme convenor):**  **Signature and date:** | |
| **Authorised Signature (or nominee):**  **Signature and date:** | |
| **Confirmation for Programme Approval in Principle:**   * **I confirm that the above details are correct.** * **I have considered the academic and resource implications of this new programme and have sought advice from colleagues in the Directorates of Finance and Queen’s Global, and the Admissions and Access Service.** * **A satisfactory Business Plan has been approved and a Market Intelligence Report is attached.** * **The proposal has the Faculty Executive Committee support.**   **Chair of Faculty Executive Committee (or nominee):**  **Signature and date:**  **Additional Comments (if required)**  Further information can be found at:  http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ProgrammeApprovalandReview/ProgrammeManagement/ | |
| **Next Steps:**   * **Faculty to inform Admissions and Access Service, Finance, Student Registry and Academic Affairs of Approval to Proceed** * **School to hold Programme Evaluation Meeting for non-collaborative programmes** * **Academic Affairs to hold Validation Panel for collaborative programmes** | |

15 January 2025