**Centre for Quality Support and Development**

University of **Reading**

*To be used from September 2023 onwards*

# NEW PROGRAMMES
## Guidance notes on completing Form A

The New Programmes Form (Form A) is for the approval of new programmes or major changes to existing programmes which alter the University's portfolio of conferred awards, as follows:

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| A new programme (Prior approval of a Strategic Alignment and Feasibility Evaluation (SAFE) case is required) |
| A new mode for an existing programme (e.g. full-time to part-time, or campus-based to distance-learning, or vice versa) (Prior approval of a SAFE case is required) |
| Apprenticeships (Prior approval of a SAFE case is required) |
| A change to the title of an existing programme |
| A change to the award of an existing programme (eg from MA to MRes) |
| Introduction of an exit award to an existing programme |
| Introduction of programmes delivered at a branch campus or with a partner (excluding progression arrangements) (Prior approval of a SAFE case is required) |
| Introduction of a new Study Abroad version of an existing programme |
| Introduction of a new Placement version of an existing programme |
| Ad hominem degrees |

Please refer to the following guidance in completing the form; you should also contact the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS who will be able to offer further advice contextualised to your proposal..

## Section 1: Proposal

Include here the name, email address and telephone number of the Proposer. This person will be the main contact throughout the approval process and will be expected to co-ordinate the required activities within the School.

In the case of new **programmes, A new mode for an existing programme (e.g. full-time to part-time, or campus-based to distance-learning, or vice versa) or an** apprenticeship: please indicate whether the proposal's Strategic Alignment and Feasibility Evaluation case has been given initial approval by the University Programmes Board. Please note that, in these cases, UPB must have approved the proposal's SAFE case before a Form A will be considered by the Board.

## Proposal

1. List the award title and name of the new programme(s) proposed. Include any variants, such as Foundation/placement year/study abroad, where applicable.
2. List the length of the proposed programme and any variants, including the programme length for part-time/additional placement year/study abroad/distance learning variants (where applicable).
3. List all programmes that are currently being delivered at UoR within the Department's subject areas and where there may be crossover with existing programmes e.g. joint programmes.
4. List the names and codes of any existing programme(s) to be replaced by the new programme(s) proposed (where applicable), including programme codes for modes of study, such as full-time/part-time/flexible (if applicable).
   Examples of where an existing programme will be withdrawn as a result of the proposal include:
   - where a number of existing programmes are to be amalgamated into one programme;
   - where existing programmes are to be replaced by a single programme with pathways;
   - change to a programme title or award title.
5. List the names and codes of any existing programme(s) otherwise affected by the proposal (where applicable). Examples of where details for an existing programme will need to be specified include:
   - where new pathways are proposed for an existing programme;
   - where a new variant is proposed, such as part-time/additional placement year/year abroad/distance learning;
   - change to a programme title or award title;
   - an ad hominem award;
   - where an existing programme is to be delivered at a branch campus;
   - where an existing programme is to be delivered with a partner.
6. List the School and Department owning the programme proposed, and the Board of Studies and Student Experience that it will come under.
7. List the other Schools which will contribute to the programme. Examples of contribution from other Schools include:
   - compulsory or specific optional modules;
   - joint programmes.
8. Where the programme will be offered in UoRM, provide the name and contact details of the key contact in UoRM. Please contact the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS for further advice.
9. Where the programme will be offered with a Partner Institution, provide the name of the Partner Institution, the type of partnership arrangement, and the name and contact details of the key contact in the Partner Institution. Please contact the Senior Quality Support Officer (Partnerships) in CQSD for further advice.
10. Specify the proposed date of implementation and any existing cohorts affected. Include information on additional intakes, e.g. January intake.
11. Specify the entry tariff bands for use by Admissions, including IELTS requirements.
12. Indicate, by checking the appropriate boxes, the modes of study included in the proposal. Please indicate whether a PGT Distance Learning proposal is full-time/part-time/flexible.
13. Provide the proposed fee level, including the International band level fee. Fee information can be found here:  Fee Tables
    If a non-standard fee is proposed please include/attach a rationale, with reference to competitor fee levels, in the Business Case.
14. A new subject coding system – the Higher Education Classification of Subject (HECoS) – has been developed to replace the old JACS subject coding system. All new programmes need to have HECoS codes allocated to them, representing the content of the programme. Please allocate up to five codes to the proposal. Further guidance is provided on the PSO Data Share Team: Guidance notes and Mapping tool.

15. Provide details of accreditation requirements and information on the Accrediting Body (if applicable).
16. Include in the summary:
    - an overview of the proposal; and
    - the rationale behind the proposal.

# Section 2: School-level Approval

School support for the proposal shall be indicated by gaining the comments and signatures of the following:

- School Director for Teaching and Learning (on behalf of the Board of Studies and Student Experience) of the 'owning' School;
- School Director for Teaching and Learning (on behalf of the Board of Studies and Student Experience) of any contributing Schools;
- Head of School; and
- The Teaching and Learning Dean with responsibility for the owning School.

# Section 3: Supporting Documentation Checklist

**Documents/Reports to be submitted by the Proposer**

Templates for the reports listed in points 22-31 are available from the Senior Quality Support Officer (Programme Specifications and Programme Approval) in CQSD or Senior Teaching and Learning Officer in HBS.

17. New programme specifications for all proposed programmes. The programme specification templates can be found here:
    UG: Undergraduate programme specification template (2024/25 onwards)
    PGT: Taught postgraduate programme specification template (2024/25 onwards)
    Include compulsory modules and the structure of the programme, such as constrained option rules and available credits that can be taken from University-wide modules.
18. A Curriculum Mapping template for all proposed programmes (see also: Curriculum Mapping guidance).
19. Where new modules are proposed, provide the module descriptions including proposed codes. The module description template can be found here:
    Module description template (2024/25 onwards)
    Please note that compulsory module codes and titles must be provided for all Parts (UG programmes).
20. A Business Case for the proposed programme(s). Further information can be found here:
    Standard Template for Business Proposal
    A Business Case and full financial details will need to be provided for the following (indication only; please confirm with CQSD/HBS):
    - a new programme, with a new structure and modules;
    - a new programme comprising an amalgamation of existing modules, including new joint programmes;
    - where an existing programme is to be delivered with a partner.
21. Contact the Senior Quality Support Officer (Partnerships) in CQSD for advice on the partnership documentation required.
22. An Admissions report is required for the following (indication only):

- a new programme, with a new structure and modules;
- a new programme comprising an amalgamation of existing modules, including new joint programmes;
- a pathway(s) to be included in the programme title;
- a new variant, such as part-time/additional placement year/year abroad/distance learning;
- change to a programme title or award title;
- where an existing programme is to be delivered with a partner.

The Admissions report will be completed by the relevant Senior Admissions Manager.

23. A Marketing report is required for the following (indication only):
    - a new programme, with a new structure and modules;
    - a new programme comprising an amalgamation of existing modules, including new joint programmes;
    - a pathway(s) to be included in the programme title;
    - a new variant, such as part-time/additional placement year/year abroad/distance learning;
    - change to a programme title or award title;
    - where an existing programme is to be delivered with a partner.

    The Marketing report will be completed by your School's Marketing Business Partner.

24. A Finance report is required for the following (indication only):
    - a new programme, with a new structure and modules;
    - a new programme comprising an amalgamation of existing modules, including new joint programmes.

    The Finance report will be completed by your School's Finance Business Partner.

25. A Careers report is required for the following (indication only):
    - a new programme, with a new structure and modules;
    - a new programme comprising an amalgamation of existing modules, including new joint programmes;
    - a new variant, such as an additional placement year.

    The Careers report will be completed by the Careers Centre.

26. A Library report is required where a proposal will impact on library resources, such as:
    - where there will be a significant increase in student numbers;
    - a move into a completely new subject area;
    - delivery to students based overseas;
    - distance learning (please also consult the TEL team);
    - branch campus;
    - partnership involvement.

    The Library report will be completed by the relevant Liaison Librarian: Academic Liaison Librarians.

27. A Technology Enhanced Learning report is required for the following (indication only):
    - distance and blended learning activities;
    - activities with a partner institution.

    The TEL report will be completed by the Head of TEL or a Senior TEL Advisor.

28. A DTS report is required for activities where additional software or IT resources are required (e.g. scientific modelling software).

    The DTS report will be completed by your School's DTS Business Partner.

29. A Teaching and Learning Operations report(s) is required where the proposal will require additional support or changes in services from Teaching and Learning teams. For example, a Timetabling and Room booking report would be required for activities where there will be additional impacts on spaces allocated for Teaching and Learning (e.g. where new modules are being delivered, where there is an expected increase in student numbers, or where there may be timetabling clashes owing to the new offering).

**Form A Guidance**

30. Where a proposal includes a study abroad module, term or year, please confirm that the Study Abroad team have been consulted.
    The Study Abroad report will be completed by the Erasmus and Study Abroad Manager.
31. Any additional supporting documents, such as External Examiner feedback, will be indicated by the Senior Quality Support Officer (Programme Specifications and Programme Approval) or Senior Teaching and Learning Officer in HBS.