# PROGRAMME PROPOSAL FORM

# IMPORTANT INFORMATION

The Programme Proposal Form consists of three sections:

[**PART A – PROPOSAL**](#_PART_A_–)

This section outlines the rationale of the programme proposal, with general information, marketing information, market intelligence, target numbers and resourcing requirements. This will support both Faculty and University colleagues in assessing the suitability and feasibility of the proposal.

[**PART B – BUSINESS PLAN**](#_PART_B_–)

This section involves scrutiny by the University’s Finance Directorate to ensure all programme proposals are financially viable. Please use the appropriate Business Plan spreadsheet that is relevant to your proposal on the ‘[Proposing a new programme webpage’](https://www.gre.ac.uk/learning-teaching/quality/courses) and please ensure that it is sent to Finance along with this form. The Business Plan spreadsheet needs to be an excel format when sent to Finance.

* NPP7 – For on-campus UG or PG
* NPP7a – For apprenticeships
* NPP6 Partners – For partner colleges (note: paperwork to be completed by UoG not sent to the college)

[**PART C – FUNCTIONAL DETAIL**](#_PART_C_–)

This section provides the functional detail of the proposed programme which will be used, (in addition to part A) by the Curriculum Records Office (CRO) in building the programme into Banner.

## **DEADLINES**

The recommended lead in time for a new programme is 18 months to allow for a full recruitment period, however PAC will approve new programmes up to 9 months prior to launch. Proposals that proposed for launch less than 18months ahead should provide conservative indicative new student numbers.

* UG Programmes – 9 months ahead of intended start month.

(e.g. End of Dec 2020 for Sept 2021 start).

* PGT Programmes - 6 months ahead of intended start month.

(e.g. End of March 2021 for Sept 2021 start).

**FAST TRACK APPROVALS**

Proposals that are put forward to PAC that are outside the approved deadlines will be considered on a case-by-case basis by PAC. These cases would be exceptional and provide a strong business case for doing so.

PLEASE NOTE: If the deadlines above are missed, then programmes will be authorised with a start date of the next academic entry /session.

## **PROGRAMME APPROVAL**

* If a programme is not validated within 9 months of PAC authorisation, then it will not be advertised on the website until such a time that it is scheduled for validation.
* If a programme cannot be presented at the intended scheduled standing validation panel due to incomplete documents, it will be considered by the next standing validation panel *with exceptions based on PSRB involvement with the proposal*

## **NOTES**

* Check boxes like this  are found in the document. Click within the box to check it, click again to uncheck it.
* Drop down lists like this **- Choose an item.** - are also found in the document. Click the ‘Choose an item’ text and you will see a drop-down arrow. Click this to reveal the options.
* Some fields also ask for a date using a field like this - Click or tap to enter a date. - click the text saying ‘Click of tap to enter a date’ and a drop will appear – click this to show a calendar from which you can choose a date.

**FURTHER GUIDANCE**

* Further guidance can be found in [Appendix 1](#_Appendix_1_–) of proposal form.

**SUBMISSION**

* Please submit the completed form along with signatures in MS word format, as well as the completed business plan scrutinised by Finance (see part B information above) to the secretary of the Programme Approval Committee – [c.l.tennant@gre.ac.uk](mailto:c.l.tennant@gre.ac.uk)

# PART A – PROPOSAL SUMMARY AND GENERAL INFORMATION

|  |  |
| --- | --- |
| **A1. Programme Title** |  |
| **A2. Award Type** |  |
| **A3. Faculty** | Choose an item. |
| **A4. Department or School** |  |
| **A5. Site(s)** |  |

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| A6. Please provide a brief summary of the proposed programme. |
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| A6i. How do you envisage the programme meeting the dimensions of the University’s [Curriculum Framework](https://docs.gre.ac.uk/rep/learning-teaching/curriculum-framework)?   * Inclusive * Personalised * Employment-focused and industry-led * International * Student-informed * Research and pedagogy-informed * Supportive of wellbeing * Supportive of sustainable development |
|  |

## **PARTNER INFORMATION (IF NOT A PARTNER PROGRAMME PROPOSAL PLEASE DELETE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **A7. Is this a partner programme proposal? (If no, skip to A8)** | | |  |
| **A7i. PSG approved Partner (if a partner programme proposal)** | | |  |
| **A7iI. Established (programmes already running with students on) or new partner?** | | | Choose an item. |
| **A7iiI. If Established, which Faculties does the partner already work with?** | | |  |
| **A7iv. If a partner programme proposal, what kind of arrangement will the programme be based on? Tick below as appropriate** | | | |
| **Franchise of existing UoG programme** | **Quality assured UK partner programme (QA only – UK)** | **Quality assured overseas partner programme (QA only – overseas)** | |
|  |  |  | |
| **A7v. If a partner programme proposal, what is the type of award?** | | | |
| **Single (University only)** | **Joint Award** | **Dual Award** | |
|  |  |  | |

## **RECRUITMENT INFORMATION (REQUIRED)**

|  |  |  |  |  |  |
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| **A8. Please confirm the programme planning start dates.** | | * **Recruit** | |  | |
|  | | * **Admit** | |  | |
|  | | * **Register** | |  | |
| **A9. Planned Term(s) of Entry** | | **Term 1** | **Term 2** | | **Term 3** |
| * **First Intake** | |  |  | |  |
| **A10. If non-standard, planned start dates for teaching** | | | | | |
| * **First Intake** | Click or tap to enter a date. | | | | |

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| **A11. Planned months of entry** | | | | | | | | | | | |
| **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** |
|  |  |  |  |  |  |  |  |  |  |  |  |

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| **A12. General Level of programme** | Choose an item. |

## **RATIONALE (REQUIRED)**

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| A13. Where the proposed programme is significantly similar to an existing programme delivered either by the Faculty or by another School/Department/Faculty within the University, or at the Partner, please highlight the similarities and differences, clarifying the differing markets for the programmes, the consultation between the Faculties and the rationale for introducing another similar, cognate programme. |
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| **A14. Please provide details of any professional accreditation or additional validation requirements for the programme.** |
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## **MARKET INTELLIGENCE (REQUIRED)**

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| **A15. Statement of the target student group(s) and indicators of demand for the programme**  Please insert a copy of the market demand assessment for this programme from the Communications and Recruitment Team. If no report is available please provide evidence that there is market demand for this programme. |
|  |
| **A16. In-Country Information (for International Collaborative Proposals only)**  Please outline the size of the country, the size of the population educated to secondary level (or equivalent) and the percentage of the population that speak English. |
|  |

## **MARKETING INFORMATION (REQUIRED)**

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| --- | --- |
| **A17. Is the programme to be externally marketed by the University?**  i.e. Is this to be advertised in the University’s prospectus or will the programme be marketed through other means (e.g. through partners, funding and sector bodies) | Choose an item. |

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| --- |
| **A18. Please provide a website profile for the proposed programme(s*) (sample text is included as an example)*** |
| **Programme headline:**  *The Economist says we are leading the way in keeping economics degrees relevant. See for yourself on this business economics degree and gain the skills and knowledge needed for a successful career.*  *Programme description: Our degree in business economics is designed to provide you with a solid grounding in business. You will be able to apply economic theories and data handling skills to analyse real-world economic and business problems. You will also be trained on how to analyse data using statistical software and databases employed across a variety of industries, giving you experience that's vital for employment and postgraduate study.*  *You can choose from a number of option modules in different areas of business and economics, enabling you to tailor the programme to your areas of interest and career aspirations. Graduates pursue careers in private and public companies, government and non-governmental organisations.*  **About the programme team:**  *We are an experienced team of academic and industry professionals. Trained postgraduate researchers also contribute to seminar teaching with their latest research-led insight. Our teaching is informed by research and consultancy work.*  **Indicative Modules:**  (insert here) |

## **MARKETING INFORMATION – APPRENTICESHIPS (IF NOT AN APPRENTICESHIP PROPOSAL PLEASE DELETE)**

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| **A19. For apprenticeships, list all employers or employer groups that have been contacted and / or who have expressed an interest in the apprenticeship programme:** |
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| **A20. Please detail the entry requirements (including country specific requirements and other qualifications outside of UCAS points).** |
| Applicants should have: |

## **STUDENT NUMBER PROJECTIONS (REQUIRED)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A21. Please insert the expected enrolment numbers for this programme. Please note that these should match with your financial projections (PART B)** | | | | | | | |
| **Home Target Numbers**  **for Mode per year of**  **operation (Headcount)** | **Year**  **e.g. 2020** | **Expected Enrolments** | | | | | |
| **FT Apps** | **SW Apps** | **BR Apps** | **PT Apps** | **DL Apps** | **SFT Apps** |
| **A. First year** |  |  |  |  |  |  |  |
| **B. Second Year** |  |  |  |  |  |  |  |
| **C. Third Year** |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A22. Overseas Target Numbers**  **for Mode per year of**  **operation (Headcount)** | **Year**  **e.g. 2020** | **Expected enrolments (from applications to enrolments)** | | | | | |
| **FT Apps** | **SW Apps** | **BR Apps** | **PT Apps** | **DL Apps** | **SFT Apps** |
| **A. First year** |  |  |  |  |  |  |  |
| **B. Second Year** |  |  |  |  |  |  |  |
| **C. Third Year** |  |  |  |  |  |  |  |

## **RESOURCING (REQUIRED)**

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| **A23. Please detail library resource requirements below after having discussed this with the appropriate library staff (**[**ils-ast@gre.ac.uk**](mailto:ils-ast@gre.ac.uk)**)** | |
| **A23i. What library resources will the programme require?** |  |
| **A23ii. How will study information and skills be embeddedinto the programme?** |  |
| **A23iii. How will collaborations and/or e-resource compliance be managed** |  |
| **A24. Please detail space requirements and the mode of teaching delivery** | |
| **A24i. Are existing pooled teaching rooms going to be used in their current state? (If yes skip to A24iii)** | Choose an item. |
| **A24ii. If no to the above, have you engaged with the Estates Projects Team (**[**estatesprojects@gre.ac.uk**](mailto:estatesprojects@gre.ac.uk)**) and ILS (**[**itservicedesk@gre.ac.uk**](mailto:itservicedesk@gre.ac.uk)**) to confirm your additional requirements?** | Choose an item. |
| **A24iii. Are existing Faculty teaching spaces going to be used in their current state? (if yes skip to A24vi)** | Choose an item. |
| **A24iv. If no to the above, have you discussed this with your Faculty’s Faculty Operating Officer (FOO)?** | Choose an item. |
| **A24v. Please specify any additional teaching facilities required** |  |
| **A25. Please detail technology and systems resource requirements after having reviewed what is available on the University’s website (**[**IT and Library Services**](https://www.gre.ac.uk/it-and-library)**)** | |
| **A25ii. Have you reviewed the advice on core, supported and other technologies available on the website link above?** | Choose an item. |
| **A25ii. Are your requirements met by standard core supported systems?** | Choose an item. |
| **A25iii. If you need additional software licenses, please contact ILS (**[**itservicedesk@gre.ac.uk**](mailto:itservicedesk@gre.ac.uk)**) to confirm how your requirements could be met, and detail this here.** |  |

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| **A26. Are the requirements for resources above linked to any other capital bid?** | Choose an item. |

## **PROGRAMME DEVELOPMENT TEAM**

Each programme proposal should outline the colleagues whom will form part of the development team for the programme(s).

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| **A27. Programme Leader(s) full name(s)** |
|  |
| **A28. UoG Link Tutor(s) full name(s) *(for partner programmes only)*** |
|  |
| **A29. Supporting Administrative Colleague(s) full names(s) *(e.g. Department/School Administrator supporting with evidence gathering)*** |
|  |
| **A30. Supporting Academic Colleague(s) full name(s) *(e.g. Academic Quality Leads, Deputy Heads of School/Dept, Fellow Programme Leaders)*** |
|  |
| **A31. Senior Academic Colleague(s) full name(s) *(e.g. Director of Learning and Teaching, Director of Partnerships and International, Director of Strategic Development)*** |
|  |

## **FACULTY SIGNATURES (REQUIRED)**

The following stakeholders have been consulted and confirmed their support for the programme proposal

\* Signatures should be electronic copies/images of signatures

|  |  |
| --- | --- |
| **Signature of Head of School or Department\*** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |

|  |  |
| --- | --- |
| **Signature of Director of Learning & Teaching \*** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |

|  |  |
| --- | --- |
| **Faculty Operating Officer** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |

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| **Signature of Pro Vice-Chancellor / Nominee \*** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |

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| **For cross-Faculty proposals, Pro Vice-Chancellor/nominee of the supporting Faculty should confirm their support via signature.** | |
| **Signature of Pro Vice-Chancellor / Nominee \*** |  |
| **Name** |  |
| **Faculty** |  |
| **Date** | Click or tap to enter a date. |

## **DIRECTORATE SIGNATURES (REQUIRED)**

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| **Assistant Director of Student and Academic Services (Registry)** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |
| **Head of Library Services, ILS** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |

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# PART B – BUSINESS PLAN

## **FINANCE DIRECTORATE SIGNATURES**

the Finance Directorate confirm that the Business Plan for this proposal is satisfactory in that it makes clear the resource requirements and presents a financially viable programme

|  |  |
| --- | --- |
| **Signature of Faculty’s Finance Business Partner** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |

|  |  |
| --- | --- |
| **Signature of Assistant Director of Finance or nominee** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |

## **FINANCE ADDITIONAL COMMENTARY**

The space below is provided so that Finance can provide any comments they have regarding the proposed programme which they believe necessary to bring to the attention of the Programme Approval Committee

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| **Comments from Finance relevant for Programme Approval Committee (optional)** |  |

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# PART C – FUNCTIONAL DETAIL

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| **C1. If this is a partner proposal (as per A6), please give the Collaborating Organisation code.** | Choose an item. |

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| **C2. ACADEMIC INFORMATION** | | | | | | |
|  | **FT** | **SW** | **Mixed Mode** | **PT** | **DL** | **SFT** |
| **C2i. Academic year(s) from when modes of study will be offered** |  |  |  |  |  |  |
| **C2ii. Length for programme/mode in months or weeks (specify unit)** |  |  |  |  |  |  |
| **C2iii. Length for programme/mode in calendar years** |  |  |  |  |  |  |
| **C2iv. Indicative maximum new entrant population size for the resources available for the programme** |  | | | | | |

|  |  |
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| **C3. Will this proposal require a separate progression and award board (PAB) to support the progression and awarding of students on the programme?** |  |
| **C3i. If yes, in what month is it estimate the separate PAB will need to take place?** | Choose an item. |

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| **C4. The following information should be entered for each mode of study for the programme.**  **(Note: Please use one panel per mode to accommodate the various planned modes)** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mode of Study of Programme** | | | | | | | | |
| **Full Time** | | **Part Time** | | **Sandwich** | **Distance Learning** | | | **Mixed Mode** |
|  | |  | |  |  | | |  |
| **Other Mode (please specify)** | | | |  | | | | |
| **Year** | **Credit** | **Level of Study** | **Based at UoG?** | **Other Institution** | | **% Other Institution** | **Site** | |
| **0** |  |  |  |  | |  |  | |
| **1** |  |  |  |  | |  |  | |
| **2** |  |  |  |  | |  |  | |
| **3** |  |  |  |  | |  |  | |
| **4** |  |  |  |  | |  |  | |
| **5** |  |  |  |  | |  |  | |
| **6** |  |  |  |  | |  |  | |

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| **C5. If programme is offered in Sandwich (SW) mode, in what year(s) of the programme will students undertake the placement?** | Choose an item. |
| **C6. If programme has a Sandwich Year, is this a Full year placement or Half year placement** | Choose an item. |
| **C7. Is programme Single subject, Joint or Major/Minor Combination?** | Choose an item. |
| **C8. Does the programme have Subject-specific Endorsements to the Award Title? If yes, what are these?** |  |
| **C9. Does programme lead to a recognised Teacher Training Qualification?** | Choose an item. |

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| --- | --- |
| **C10. Please give details below regarding accreditation by a Professional, Regulatory and Statutory body relating to this programme by answering the below questions** | |
| **C10i. If this proposal is authorised by PAC, will accreditation be sought for the programme(s) as part of the approval?** | Choose an item. |
| **C10ii. If this proposal is authorised by PAC, will accreditation be sought for the programme(s) following approval?** | Choose an item. |
| **C10iii. If this proposal is authorised by PAC, will this programme impact on any existing Faculty, School or programme suite-wide accreditation?** | Choose an item. |
| **C10iv. If this proposal is authorised by PAC, will the programme(s) require the Faculty to request a derogation from the academic regulations for taught awards?** | Choose an item. |
| **C10i. If you answered yes to any of questions C10i-C10iv please give details of the impacted accreditation here.** |  |

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| **C11. Does the proposal relate to a subject area or areas that the concerned Faculty (or Faculties) have well established expertise in?** | Choose an item. |

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| **C12. Please indicate the degree pattern algorithm (classification calculation) that the programme will adhere to.** | Choose an item. |

## **FUNCTIONAL DETAIL – APPRENTICESHIPS (IF NOT AN APPRENTICESHIP PROPOSAL PLEASE DELETE)**

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| --- | --- |
| **C13. For apprenticeship programmes please state the name of the Approved Apprenticeship Standard and the Apprenticeship Standard Code (from LARS database)**  The LARS database is updated regularly, as new Apprenticeship Standards are approved. The LARS database can be accessed from: [https://data.gov.uk/dataset/learning-aim-](https://data.gov.uk/dataset/learning-aim-reference-service) [reference-service](https://data.gov.uk/dataset/learning-aim-reference-service) |  |
| **C14. For apprenticeship programmes involving a partner or sub-contractor, please state the UK PRN**  The UK Provider Reference Number (UKPRN) is the unique identifier allocated to providers by the UK Register of Learning Providers (UKRLP). You can search for the UKPRN here: <https://www.ukrlp.co.uk/> |  |
| **C14i. For apprenticeship programmes, is there an Integrated End Point Assessment?**  The end point assessment must be specified before the Standard is available for use. The University is responsible for conducting the Integrated End Point Assessment. |  |
| **C14ii If ‘No’ to the above please identify the end point assessment organization** |  |

## **FUNDING INFORMATION (REQUIRED)**

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| --- | --- |
| **C15. Where this is not OfS, please identify the funding source** |  |
| **C16. If the programme has specific additional requirements, please also indicate them here (For example, if the programme requires a Police and/or Medical check to be satisfied as part of the entry requirements, or if it is anticipated that the programme will carry a non-standard fee, the rationale should be included.** ) | |
|  | |

## **RESPONSIBILITY FLAG AND LANGUAGE OF INSTRUCTION (REQUIRED)**

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| --- | --- |
| **C17. Responsibility Flag**  **(see Appendix 1 guidance)** | Choose an item. |
| **C18. If the proposed language of instruction is not English, please state here in which language the Programme is to be taught and assessed.** Please note that any programmes that are delivered and assessed in a language other than English should have received approval for this from Academic Council. |  |

## **DRAFT PROGRAMME STRUCTURE (REQUIRED)**

|  |  |  |  |
| --- | --- | --- | --- |
| C19. For all proposals, please show draft programme structure, indicating NEW and EXISTING Modules | | | |
| **FHEQ Level** | **Module Title and Number of Credits** | **(N)ew/(E)xisting** | **Term of Delivery** |
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### **DRAFT PROGRAMME MAPPING – APPRENTICESHIPS (IF NOT AN APPRENTICESHIP PROPOSAL PLEASE DELETE)**

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| --- | --- | --- |
| C20. For Higher and Degree Apprenticeships, please show a draft programme mapping to the Apprenticeship Standard ensuring a suitable coverage at the programme level. Specific references to modules could be included where identified. | | |
| **Requirements** | **How this will be addressed in the programme** | **Modules identified** |
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## **REQUIRED ENHANCEMENTS AND EXIT PLANS – PARTNERSHIPS (IF NOT A PARTNER PROGRAMME PROPOSAL PLEASE DELETE)**

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| **C21.If the proposed programme is not a franchised programme, is there any enhancement needed to host Faculty staff expertise in this field? (If YES please indicate below)** |
|  |
| **C22.What exit plans would be put in place should it be necessary to discontinue the programme or partnership?** |
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# Appendix 1 – Further Guidance

**A1. Programme Title**

This is the title of the award as it appears on the final certification together with qualifying information such as the nature of award (Degree Apprenticeship/Final Year Entry/QA Only).

**A2. Award Type**

The University Award type associated with the Programme should be indicated. The entry here should be consistent with those listed in the Academic Regulations for Taught Awards.

If you are unsure of the correct Award Type to be entered here, you should consult with the University’s Planning and Statistics Unit (PAS) for detailed guidance. If you are proposing a new award type, it should be approved by Academic Council in the first instance, and before the programme proposal is submitted to PAC.

**A3. Faculty**

This should indicate the Faculty that is primarily responsible for the Programme proposal.

**A4. Department or School**

This should identify the Department or School primarily responsible for the development, delivery and ownership of the programme.

**A5. Site(s)**

This should indicate the site(s) where the programme will be delivered. Where a programme is taught across multiple sites, C6 should set out the pattern of delivery for each year of the programme/mode combination.

**A8. Confirmation of the programme planning start dates**

Information is required on the academic sessions within which it is planned to recruit, admit and register the first intake of students. Since these may vary, a value should be entered for each of the three categories, even if they are the same.

For example, the programme may recruit in the session 2015, and receive applications and register students for the 2016 session. This would be entered as

|  |  |
| --- | --- |
| Recruit | 2015 |
| Admit | 2016 |
| Register | 2016 |

This information is important as the data entered here will determine whether the Programme appears in session–based information listings (such as the University’s Authorised List of Programmes).

**A9. Planned term of entry**

Normally, for a standard programme, the start date for teaching would be the first day of Term One of the academic session. If the programme has a non-standard start date, it is especially important that the planned start date is entered under 10, as this may have funding implications for the University and Faculty.

Where programmes have a second start date the box also allows for this to be recorded.

**A10. If non-standard, planned start dates for teaching**

This section should only be completed where a request for exemption from the standard start date at the beginning of a term

**A22. Expected enrolment numbers – key for modes of study**

|  |  |
| --- | --- |
| **FT** | Full-time (24+ weeks, with an average of 21 hours per  week) |
| **SW** | Sandwich |
| **Mixed Mode** | Mixed Mode (including block release) |
| **PT** | Part-time Day/Evening |
| **DL** | Open/distance learning |
| **SFT** | Short Full-time (less than 24 weeks) |

**C4ii. Length for Programme/Mode (based on Unit of Length)**

The University is required, for external returns, to include information on the planned length of the programme/mode. This should be defined in terms of the ‘Unit of Length’ attributed to the programme/mode (see above). For example, if the Unit of Length box checked for the programme/mode is ‘Years’ the planned length of programme/mode should be stated as the total number of years. It should represent the normal elapsed time, from the commencement of study, (the first learning/teaching week) to the completion. (This will normally include time for examinations relating to this part of the study programme. It does not purport to indicate the amount of study time, learning time or contact time).

**C4iii. Length for Programme/Mode in Calendar Years**

Even where the programme/mode is defined in a unit of length other than years, information is still required on the number of calendar years it would normally take to complete the programme/mode.

For instance, a part- time Master’s programme should take 24 months to complete. This would be shown in Units of Length as measured in months, to a total length of 24 months. However, this would be designated and shown as running over 3 calendar years.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **FT** | **SW** | **Mixed Mode** | **PT** | **DL** | **SFT** |
| **C4ii. Length for programme/mode**  **in months or weeks (specify unit)** |  |  |  | 24 |  |  |
| **C4iii. Length for programme/mode**  **in calendar years** |  |  |  | 3 |  |  |

**C6. Mode of Study of Programme**

Here is an example of a full-time Undergraduate programme in FT mode.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Credit** | **Level of Study** | **Based at UoG?** | **Other Institution** | **% Other Institution** | **Site** |
| **0** |  |  |  |  |  |  |
| **1** | 120 | 1 |  |  |  |  |
| **2** | 120 | 2 |  |  |  |  |
| **3** | 120 | 3 |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |

**If programme is offered in Sandwich (SW) mode, give year of programme for placement.**

Some programmes offer the sandwich placement at different points in the programme, for example in the third calendar year or the fourth calendar year, or across years 2 and 3 of the programme. This box should be used, therefore, to indicate in which calendar year of the programme the placement normally takes place for students on the programme.

**C9. Is programme Single subject, Joint or Major/Minor Combination?**

One of three options only can be entered here: Single, Joint or Major/Minor combination. It is important to identify the Subject structure of the programme as this will have implications for resource allocation and programme funding.

**C10. Does the Programme have Subject-specific Endorsements to the Award Title?**

Some programmes carry specific endorsements to the award title, which are relevant in a professional body context, to indicate a specific subject specialism (for example MA Education (Special Educational Needs)). If the programme carries such endorsement(s) you should indicate this as ‘Yes’ in this box and provide details.

**C16. Major Source of Funding for the Programme**

The planned major source of funding for the Programme is required information by the Higher Education Statistics Agency (HESA) and should be indicated here. The values listed are those most often used: OfS, full cost, Non-OfS, DfE, ESFA, Dept of Health and Other.

('OfS with enhanced fee' or 'full cost' are categories applicable for some non-Partner College collaborative programmes.)

However, they are not the only sources of funding for a programme and further information on funding categories can be obtained from the HESA Web Site <https://www.hesa.ac.uk/collection/c17051/a/msfund>If you require further detailed advice and guidance on completing this section you should contact the Planning and Statistics Unit (PAS).

**C18. Responsibility Flag Key**

**RM** – A full package of letters will include: A Thank You for Applying Letter, Rejection letters for all Direct Applicants whose application is rejected (UCAS applicants are notified of the outcome of their applications by UCAS); Fee Assessment Letter (where fee status cannot be determined from the application form); An Offer Letter for Direct Applicants; Lifestyle Guide Letter; Fee Letter; Thank You for Accepting the Offer Letter; Joining Instructions, and a VISA letter for all overseas applicants, who have accepted an unconditional offer and paid their deposit.

**RG** – applicants will not receive any correspondence generated by Banner, as all communication with the applicant is done either by the Faculty or Partner Institution, for example, international partnership programmes.

**RZ** – is used for applicants to Short Courses, e.g. the Faculty of Humanities and Social Sciences Language Programme. Applicants will only receive an Offer Letter.

**RS** – the applicant will not receive any correspondence generated by Banner.

**RF** – this applies to those programmes whereby the applicant has to be fee assessed for HEFCE funding purposes, but as no fees are collected; the applicant does not require any of the fee; the applicant does not require any of the fee related correspondence.