

**APPG FORM 1: New Course Proposal Form**

All new course proposals, including short courses, must be submitted to the **Academic Planning and Portfolio Group** **(APPG)** for approval. Formal approval will include agreement to commence marketing, and agreement to proceed via the [Course Planning and Approval/Re-approval Process](https://www.worc.ac.uk/aqu/documents/_ApprovalsProcessFull.pdf).

This form must be completed and submitted, to the APPG Secretary by the paper deadline (2 weeks before the APPG meeting) and must include:

* APPG Costings Form (available from, and should be completed in conjunction with, Finance)
* APPG Form 4 - Template for Provision of Information for Prospective Students

The proposal will be presented to Academic Planning and Portfolio Group by School Representative/s and the relevant Finance Management Accountant who prepared the APPG Costings Form.

**1. Proposal**

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| **1.1 School** |  |

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| **1.2 *Full course name and award*** *provide the full name of each proposed award, including apprenticeship if relevant, on which students will enrol* |  |

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| **1.3 Delivered by** *(please select)* | [ ]  | UW | [ ]  | Partner | [ ]  | UW and Partner |

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| **1.4 Proposed start date** |  |

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| **1.5 Mode of Attendance** *(please select)* | [ ]  | Full Time | [ ]  | Part Time |

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| **1.6 Normal duration** |  |

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| **1.7 Credits studied per year** |  |

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| **1.8 Mode of Delivery***(please select) \*\* see section 6 for additional required information* | [ ]  | On campus delivery | [ ]  | Distance learning\*\* | [ ]  | Highly blended learning\*\* |

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| **1.9 Will the course mainly recruit** *(please select)* | [ ]  | Home students | [ ]  | International students |
| **If international, will any particular countries/regions be targeted for recruitment?** (please provide details) |  |

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| **1.10 Professional, Statutory and Regulatory Body (PSRB) Accreditation** *give details of any accreditation, any external or professional body involvement or endorsement required*  |  |

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| **1.11 Pathway Available for UWIC students?** *(tick and complete as appropriate)* | [ ]  | Yes | [ ]  | No |

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| **1.12 Target intake** *Please provide a short statement about the basis on which you have arrived at the intake figures and projections set out below* |  |

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|  | 20xx/20xx | 20xx/20xx | 20xx/20xx |
| HomeFT | HomePT | InternationalFT | HomeFT | HomePT | InternationalFT | HomeFT | HomePT | InternationalFT |
| **Level 3** |  |  |  |  |  |  |  |  |  |
| **Level 4** |  |  |  |  |  |  |  |  |  |
| **Level 5** |  |  |  |  |  |  |  |  |  |
| **Level 6** |  |  |  |  |  |  |  |  |  |
| **Level 7** |  |  |  |  |  |  |  |  |  |

**2. Rationale, Market Assessment, Recruitment Strategy, Employer Engagement**

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| **2.1 Rationale for the proposal:** provide brief details of how the course fits with University/School strategy, whether it is growth or replacement provision and rationale for development. |
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| **2.2 Market:** liaise with Communications and Participation to provide evidence to show employer/student demand for the course, who will be the target market, what competition there is, provide evidence of feeder courses, as appropriate; wherever possible provide numbers. |
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| **2.3 Employer involvement:** how have/will employers be involved in the design, delivery and ongoing review of the course and, where relevant, the provision of placements/work-based learning and/or apprenticeships |
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**3. Proposed course structure**

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| **3.1 Modular Structure:** provide an outline of the basic modular structure of the proposal for each year of study; identify mandatory and optional modules, credits at each Level, new and existing modules. Substitute or append diagram/award map if appropriate |

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| **Level** | **Module Code**  | **Module Title** | **Credits** | **Status****(M or O)** | **Existing module *(tick if applicable)*** |
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| **3.2 Undergraduate courses only** (*tick and complete as appropriate)* | **Yes** | **No** | **Explanatory comment** |
| Are all Level 4 modules mandatory? | [ ]  | [ ]  |  |
| Can students take Language Modules at Level 4 and/ or Level 5? | [ ]  | [ ]  |  |
| Is there a mandatory taught module at Level 6? | [ ]  | [ ]  |  |
| Will the Project or Dissertation module at Level 6 (if there is one) include at least 4 taught sessions? | [ ]  | [ ]  |  |

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| **3.3 Proposed web copy for UW website to be provided for approval:**  | *Complete and attach the* [*APPG Template for Provision of Information for Prospective Students*](https://www2.worc.ac.uk/aqu/documents/APPG_Template_for_Provision_of_Info_for_Prospective_Students_15118.docx)*in conjunction with the associated*[*Provision of Information for Prospective Students Policy*](https://www2.worc.ac.uk/aqu/documents/Provision_of_Information_for_Prospective_Students_Policy%281%29.pdf) |

**4. Resources**

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| **4.1 Staffing Implications – Academic, Technical and Support** Provide details of existing and required new staff FTEs who will be involved in course delivery over the first three years |
| **Existing staff** including workload and capacity. |  |
| **New staff** |  |

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| **4.2 Specialist Resource Implications** Provide details and costs of any other resources required to support the delivery of the course, for example, equipment, specialist rooms, special arrangements to manage placements, etc, external agent fees, travel and subsistence if delivered off site |
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| **4.3 Resource Implications – Library Resources** Consultation with the University Librarian and Academic Liaison Librarians required. Please provide details and costs of library resources, including e-resources needed to support the proposed course. Please identify any new resources required, including journal subscriptions. Where existing library resources are to be used, provide confirmation of capacity to meet needs of additional student numbers |
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| **4.4 Resource Implications – Teaching and IT requirements** Provide details of requirements for teaching accommodation, ie size and nature of rooms, and any specific timetabling requirements plus any specialist IT requirements |
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**5. Collaborative Provision**

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| **5.1 Is the Partner** *(please select)* | [ ]  | New | [ ]  | Existing |

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| **5.2 The course arrangement** *(please select)* | [ ]  | Franchise | [ ]  | Validated | [ ]  | Other |

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| **5.3 Student numbers** *(please select)* | [ ]  | UW | [ ]  | Partner |

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| **5.4 Rationale for collaboration/ course development** |
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| **5.5 Progression Opportunities**From Level 3 course to proposed course (provide details of student numbers and current progression to HE) |  |
| From proposed course to UW courses (provide course details and estimated numbers) |  |

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| **5.6 Partner resources to support development** Provide details of staff capacity to lead development, including qualifications and time, and to staff the course, together with general and subject specific resources, including learning resources and services to support students |
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**6. Distance Learning or Highly Blended Learning**

If the course is proposed to be delivered via either Distance Learning or Highly Blended Learning, please provide the following information about the proposed study schedule and hours for the course.

Note: A full time course UG is normally 1200 study hours scheduled over a minimum of 24 weeks of teaching (2 semester) for 38 hours per week within a standard academic year schedule. A full- time PG course is normally 1800 study hours scheduled over a minimum of 36 weeks of teaching (3 semesters) for 38 hours per week within a full calendar year – see University course calendars

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| **6.1 Does the course operate to standard academic year and semester dates?** | [ ]  | Yes | [ ]  | No |
| If no, please explain and provide rationale |  |

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| **6.2 Does the course require attendance at the University (or other site) for teaching purposes?** | [ ]  | Yes | [ ]  | No |
| If yes, please indicate the number of weeks and hours per week required |  |

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| **6.3 Does the course include scheduled (synchronous) online teaching?** | [ ]  | Yes | [ ]  | No |
| If yes, please indicate the number of weeks and hours per week |  |

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| **6.4 Does the course require work-based learning/placement?** | [ ]  | Yes | [ ]  | No |
| If yes, please indicate the proposed number of weeks and total number of days per week, or other arrangements in terms of hours etc. and when this will take place. |  |

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| **6.5 Does the course include completion of asynchronous online learning activities?** | [ ]  | Yes | [ ]  | No |
| If yes, please indicate the nature of the learning activities expected and give an indication of the hours per week involved (note this learning is different from independent study). |  |

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| **6.6 Please provide an indicative schedule for the course using a course calendar template showing the taught learning activities (hours per week for on-site, synchronous online and asynchronous teaching) for the first year of the course).** |
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**7. Contacts and Signatures**

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| **Name of School Representative/s who will attend APPG to present proposal:** |  |
| **Name of Management Accountant who prepared APPG Costings Form and will attend APPG:** |  |

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| **7.1 Supporting statement by Head of School** |
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| Signed: |  | Date: |  |

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| **7.2 Supporting statement by Head of Partner Institution** |
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| Signed: |  | Date: |  |