**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NEW/AMENDED PROGRAMME PROPOSAL**

**PART A: EXECUTIVE APPROVAL**

**(all taught provision)**

This form should be completed for **all** new programmes, and those undergoing major amendment. Completion of this section of the form will provide necessary information to help assess the viability of the proposal. The marketing, financial and operational planning sections of the form should be completed by the appropriate professional services colleagues.

**Select one: 1**

|  |  |
| --- | --- |
| **New Programme** |  |
| **Major Programme amendment** |  |

**A1 : GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Programme Title 2** |  |
| **Award type** |  |
| **Name of Programme Proposer/Manager 3** |  |
| **Proposed start date month/year** |   | **Length of programme** |  |
| **Faculty** |  |
| **Parent School** |  |
| **Contributing School(s)** |  |
| **Mode of delivery 4** | Campus-based blended learning / hybrid / fully online (delete as applicable)Please provide justification for proposed mode of delivery |
| **Location of delivery** | Main University Campus/split site arrangement/alternative location/ collaborative arrangement  |
| **Expected recruitment: students per year 5** |  | **Minimum student numbers 6** |  | **Maximum student numbers 7** |  |

**A2: Strategic fit, market, financial and operational appraisal**

|  |
| --- |
| **Strategic rationale for new programme proposal/major programme amendment (delete as applicable) 8***Where does the proposal sit in the broader portfolio? Suggested areas to cover include international, cohort mix, widening access, needs of stakeholders, exploiting opportunities to complement and optimise existing portfolio* |
| **Implications for existing portfolio of the School/Faculty/University: 9** |
| **Market positioning and potential demand: 10***To be completed by your Faculty Head of Marketing. Provide summary of market opportunity and demand; where relevant outline concerns and areas of risk* **Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Financial viability of programmes, including impact on portfolio: 11***To be completed by your Faculty Finance Manager. Attach the completed analysis, including any identified risks and the anticipated fee level and any associated costs. For UG programmes only, check possible impact on funding eligibility of associated programmes (e.g. existing FT version of proposed PT programme)***Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Operational considerations: 12***To be completed by your Faculty Education Service Manager to provide an analysis of operational considerations and any associated risks* **Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**A3: CONSULTATION AND APPROVAL**

**Please provide confirmation of support for the proposal together with all relevant signatures, including contributing Schools/Faculties. Proposals cannot be progressed without all parties’ signatures. Confirmation via email from other Schools/Departments consulted should be attached to the proposal**.

*Please indicate:*

|  |  |
| --- | --- |
| (a) School Taught Student Education Committee responsible for the proposal: | (a) |
| (b) Details of other schools/departments consulted | (b) |
| (c) Details of external institutions (if any) contributing to the programme: | (c) |

*Please provide evidence of internal consultation/agreement and copy of draft memorandum of agreement for external collaborations (on the form or attached as appropriate)*

**Where another School/Faculty is contributing to programme delivery, the Head of School or Faculty Dean’s signature is required to endorse the proposal**

|  |  |  |
| --- | --- | --- |
| Signature: | Name: | Date: |

**Confirmation of support to be in place prior to full programme development and submission to the Programme Approval Group**

|  |  |
| --- | --- |
| **Head of School**  | Signature: Name: Date: |
| **Faculty Pro Dean for Student Education** | Signature: Name: Date: |
| **Faculty Executive Approval\*** | Signature: Name: Date: |

*\*Please note that the Dean is signing on behalf of the FEC to confirm the viability of the proposal, based on relevant financial, marketing and operational analysis*

**Please delete the following pages before submission**

**GUIDANCE ON COMPLETING THE EXECUTIVE APPROVAL PROGRAMME PROPOSAL FORM**

(paragraph numbers refer to the reference number in red on the form)

***PART A1 – General Information***

1. Be clear whether this relates to a new programme or major amendment (See [major programme amendment definition](http://ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/975/major_programme_amendment)).
2. Provide the full programme title, validated by the Faculty Marketing Manager, as it will appear on the degree certificate. Bracketed suffixes to provide additional information (e.g. mode of study or attendance) should be avoided.
3. It is expected that programme leaders are full-time members of academic staff.
4. **Campus-based blended learning** – students will based on campus, and will learn using a mixture of physical and online resources, through a blended learning approach

**Hybrid** – students will study via a mixture of online study (not based on campus) and campus-based blended learning. Students will normally be predominately online learners, but will visit campus for short periods of intensive study (e.g. summer schools, study weeks)

**Fully online** – students will study remotely, via a fully online distance learning approach, using online resources and tools for learning, communication, collaboration and assessment

1. Indicate the anticipated annual intake of students, informed by the marketing and financial analysis.

1. Indicate the minimum student numbers required, based on the independent financial analysis undertaken by the Faculty Finance Manager.
2. Indicate the maximum student numbers based upon capacity considerations

***PART A2 – Strategic fit, market, financial and operational appraisal***

***This section provides information to inform Executive consideration of the proposal in advance of approval for full development. It is crucial that all sections are completed as comprehensively as possible, in consultation with the appropriate Faculty colleagues as indicated.***

1. Completion of this section should be led by the Director of Student Education, in close liaison with the Programme Manager. Reference should be made to position in the portfolio, how the proposal addresses strategic drivers, and meets the needs of stakeholders and prospective students. It is expected that there will also be some input from marketing colleagues in terms of providing the context for the development with more detailed marketing information being provided under (10). Include any identified risks and how these will be addressed.
2. Comment on how the programme proposal complements or relates to existing provision within the school/s or faculty and other programmes across the university. Include comment on potential risk to other courses.
3. The Faculty Marketing Manager should complete this section in consultation with appropriate University marketing colleagues, as well as colleagues associated with the programme in the Faculty and School colleagues. Reference should be made to potential attractiveness and demand, audience, market and distinctive features and, where relevant, be clear as to how it differs from any existing programme particularly in terms of content and/or audience. Reference to relevant market research should also be included. Examples of types of market analysis available from University Market Research and Insight colleagues are available on request. Include any identified risks and how these will be addressed.
4. The Faculty Finance Manager should complete this section in consultation with appropriate University Finance colleagues. This should include confirmation of the financial viability of the proposal and the completed business case should be attached. Consider traffic light marker based on cost of delivery, fees and number of students to break even. Provide details of any other costs associated with the programme that will need to be communicated to prospective students. Indicate the anticipated fee level to be proposed to UEG on the advice from the Faculty Finance Officer.
5. The Faculty Education Service Manager should complete this section in consultation with appropriate School and Faculty colleagues. This should include an analysis of administrative, logistical and resource implications including timetabling, student and catalogue system dependencies and identify any associated risks. Further detail can be included at the full academic approval stage if appropriate.