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| PD3: **NEW NAMED UNIVERSITY CERTIFICATE AWARD** |

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| **Document Owner:** Student Learning &Academic Registry  **Version number: 12.0**  **Effective date:** October 2024 (Academic Year 2024-25)  **Date of next review:** August 2025  *This document is part of the University Quality Framework, which governs the University’s academic provision.* |

# PD3



Student Learning & Experience Committee

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| **New Named University Certificate Award Title**  (Please refer to [**Notes of Guidance**](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/B-Annex%208%20-%20Guidance%20for%20Completion%20of%20Portfolio%20Development%20Proposal%20Forms.docx) when completing this Form) |

**For non-standard course set-up, please consult with Finance prior to completion of this form**

**This form must be submitted to** [**QAV@tees.ac.uk**](mailto:PortfolioDevelopment@tees.ac.uk)

This form is to be used for the following awards:

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| * University Certificate in Continuing Education (UCCE) | * University Certificate in Advanced Professional Development (UCAPD) |
| * University Certificate in Professional Development (UCPD) | * University Certificate in Postgraduate Continuing Education (UCPCE) |
| * University Certificate in Advanced Continuing Education (UCACE) | * University Certificate in Postgraduate Professional Development (UCPPD) |

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| **1** | **University School involved in the development:** |  |
| **2** | **Associated School(s):** |  |

**Section A - Proposed Award Details**

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| **3** | **Award e.g. UCCE** | **Full title** | **No of Credits** |
| *Award:* | *Award Title:* |  |

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| **4** | **FHEQ Level**  Choose from Levels 4, 5, 6, 7 & 8 – see guidance notes for an explanation of levels | **Method of Delivery** | **Mode(s) of Attendance**  *(Select all that apply)* | **Duration(s)**  Add details for each mode of attendance |
|  | Face to Face  Blended  Online  6-week block | PT |  |

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| **5** | **Award Structure:**  Please indicate which module(s) are compulsory and which module(s) are optional for this award. (Please provide module code(s) and title(s)). | | | |
| **Module Code** | **Module Title** | **Assessment Regulations** | |
| **Core or Optional Module** | **Additional Assessment Attempt (AAA) (Y/N)** |
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*Please add additional rows if required*

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| **6** | **Is the proposed course a Professional Apprenticeship?** | |
| Yes  No | |
| If **YES,** please state the apprenticeship standard including number, version and if it is integrated, fully integrated, or non-integrated: |  |

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| **7** | **Does this Award Involve a Collaborative Partner?**  (i.e., UK FE College, Employer or TNE Partner)  If **YES,** please ensure signatures are obtained in Section 19 & 20 | Yes  No  If **YES,** please complete questions(a) to (d)  If **NO,** please go to Question **8** | |
| 1. Name of Partner Organisation |  | |
| 1. Does the Partner(s) have an existing relationship with Teesside University? | Yes  No | |
| If **YES,** please give details: | | |
| 1. Partner Typology | 2. Co-delivery  3. Franchised  4. Validated  7. Placement/  Workplace  Learning | 8a Dual Award  8b Joint Award  9. Remote  Delivery |
| 1. Provide Quality Assurance Authorisation Panel (QAAP) date when the partnership (or extension of partnership) was approved |  | |

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| **8** | **Delivery Location(s):**     1. Please specify every site at which the award is intended to be delivered, including specific geographic delivery location/campus   (\**where delivery is across multiple locations, the school are required to inform LGS Compliance of the main campus students will attend, within 10 working days following notification of approval.****[[1]](#footnote-2)****)* | TU Middlesbrough Campus  TU Darlington Campus  Online (School)  Online (TU OL Ltd)  TU London Campus  TU Darlington & London\*  TU Middlesbrough & Darlington\*  TU Middlesbrough & London\*  TU Middlesbrough, Darlington & London\*  TU Net Zero, Middlesbrough, & London\*  TU London Campus  TU Darlington & London\*  TU Middlesbrough & Darlington\*  TU Middlesbrough & London\*  TU Middlesbrough, Darlington & London\*  TU Net Zero, Middlesbrough, & London\*  Other, please state (including full postal address): |
|  | 1. For any proposals being delivered from **TU London/Online**, please specify responsibility for academic delivery, (i.e. who is delivering the teaching) and assessment boards. | **Academic Delivery:**  TUM/TUD staff  TU London staff  Online School  Online (TU OL Ltd)  Not applicable  **Assessment Boards:**  TUM/TUD staff  TU London staff  Online School  Online (TU OL Ltd)  Not applicable |

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| **9** | **Proposed Start Date for the Award:** |  |

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| **10** | **Proposed Start Date** | **School** | | **Partner** | | |
| 1. Marketing the Award to prospective students |  | |  | | |
| 1. Recruitment Activities |  | |  | | |
| 1. Course Approval |  | |  | | |
| **Standard Start and End Dates**  Add the year of commencement to the categories that apply below and the [**standard University course start and end dates**](https://www.tees.ac.uk/sections/stud/semesterdates.cfm) will apply  **(Dates applied to current courses can be checked using the following SQL report:** [**CRS0033 Admissions Course Overview**](http://sqlreporting.tees.ac.uk/Reports/report/Students/Admissions/CRS0033%20-%20Admissions%20Course%20Overview)) | | | | | |
| **Type of course** |  | **Year** | |  | **Year** |
| Standard UG | Jan |  | | Jan |  |
| May |  | | May |  |
| Sept |  | | Sept |  |
| Standard PGT | Jan |  | | Jan |  |
| May |  | | May |  |
| Sept |  | | Sept |  |
| **Non-standard delivery**:  Please provide the rationale (a short description of why the course does not follow the standard academic calendar). |  | | | | |
| Please specify (including partners where applicable):   * dates per intake (start and end dates), * mode of attendance,   *(On-campus provision, please provide the exact date, partner provision, please provide the week commencing date)* |  | | | | |
| Non-standard delivery (outwith the University Academic Calendar) impacts on several key operational aspects within the University.  **The following should be considered:**   * Workforce planning for delivery outside of normal teaching, * Assessment Schedule, Examination Board and Graduation arrangements, * Application and website information for SRM, * Student Accommodation, and * Student Finance and UKVI sponsored student implications. | | | | | |

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| **11** | **Approval / Review Period:**  (when will the award be reviewed) |  |

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| **12** | **Does this award require a mandatory DBS check at the point of application?** | Yes | No |
| 1. If YES, please select the type of DBS required. | Enhanced  Enhanced with Regulated Activity  Employer  Any other, please state | |

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| **13** | **Professional or Statutory Regulatory Body Registration (PSRB):** | |
| 1. Does the award require PSRB registration? | Yes  No  If **NO,** please go to Question 15 |
| 1. If **YES** to 14 (a), has the relevant PSRB been consulted about this development? | Yes  No |
| 1. If **NO** to 14 (b), please state how this will be facilitated |  |
| 1. Please provide the name of the PSRB and contact details |  |

**Section B - Resources**

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| **14** | **(a) Resourcing of the award following the Approval Event:**  What will the student numbers for the course(s) be based on? (Please select the **main** funding stream): | | |
| **Funding Stream:** | **Fee Type** | **Please check ONE box:** |
| **OfS Regulated Fee**  (supported by SLC Loans and full-cost fees to international students taught in the UK) Includes TUCP courses | Standard |  |
| Enhanced  (PG only) |
| Non-standard  (\*Please complete section 16) |
| **NHS Contract** (CPD Contract – Tier 1) | |  |
| **NHS Contract** (non-CPD contract) | |  |
| **Directly Funded (Validated)**  (Colleges with direct contracts with OfS) | |  |
| **Education Skills Funding Agency** (Apprenticeships)  *(FCD Systems: new route required from existing title)* | |  |
| **Transnational**  (Courses delivered outside the UK as agreed in the business case) | |  |
| *If the course isn’t covered by any of the above funding streams, then please contact the Senior Planning Officer (Finance) to discuss the requirements, and provide details of the outcome below:* | | |

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| **15** | **Non-Standard Fees**  \**Home UG OfS fees are subject to a fee cap set by the Government. The fee cap for 2023/24 is £9,250 per 120 credits.* | | | | |
| **(a)** | Please provide details explaining why standard course fees do not apply, including course costing and competitor/market analysis to justify the proposed non-standard fee: | |  | |
| **(b)** | Please provide the proposed course fees for each mode and student type in the table below for approval at the next available Fees Strategy Group meeting: | | | |
| **Part-time** | | | | | |
| **Home**  **(£)** | | | | **International**  **(£)** | |
| Fee per 120 credits UG/180 credits PG | | | Fee per 20 credits (Fee per 15 credits for HNC/D) | Fee per 120 credits UG/180 credits PG | Fee per 20 credits  (Fee per 15 credits for HNC/D) |
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**Section C - Recruitment**

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| **16** | **Admissions Criteria –** please confirm which admissions criteria will be used: |  |

**Section D – Approval**

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| **17** | **Support of the sponsoring Associate Dean (L&T) (or nominee):**  I confirm support for the proposal, as outlined above:  Signed: ……………………………………..…….. Date: ….......................………….  Name: ……………………………………….................…  (please print) |

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| **18** | **Support from the Partner (if applicable):**  On behalf of my organisation, I can confirm our commitment to the award.  Signed: ………………….………………… Date: ………............……….  Name:……………………………………… Designation: ..................................  (please print)  **NB:** If it has not been possible to obtain the signature of the Partner, an email or letter noting their support must be attached to this proposal. |

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| **19** | **For proposals for an International, Employer or TUCP Partner, support is required from the Director of International Development, Strategic Funding Manager or TUCP Board (or nominee) (if applicable):**  Signed: …………………………………………………… Date: ……...................................  Name: ……………………………………….............… Designation: ………………….….  (please print)  *TUCP Board Approval Date: …………………………………………….*  *Please tick a box below, as appropriate:*  Director of International Development  Strategic Funding Manager  TUCP Board |

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| **20** | **Support from Director of Apprenticeships (or nominee) (if applicable):**  I can confirm support for the proposal, as outlined above:  Signed: ……………………………………..…..... Date: …………………………  Name: ………………………………………………  (please print) |

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| **21** | **Support for TU Online Ltd courses:**  I can confirm that the proposal, as outlined above:  Signed: ……………………………………..…..... Date: …………………………  (Director of TU Online or nominee)  Name: ………………………………………………  (please print) |

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| **22** | **Support from Director of TU London Ltd (or nominee) (if applicable):**  I can confirm support for the proposal, as outlined above:  Signed: ……………………………………..…..... Date: …………………………  Name: ………………………………………………  (please print) |

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| **23** | **Support from the Chair of the Quality Assurance Authorisation Panel that considered the new UC award:**  Approved  Rejected  Signed: ……………………………………..…….. Date: ….......................………….  Name: ……………………………………….................…  (please print) |

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| **24** | **Date of UC Award Approval by Quality Assurance Authorisation Panel (QAAP):** |  |

**For Student Learning & Academic Registry use only:**

**Following approval, notification to be circulated to the relevant Dean, Associate Dean (Marketing & Recruitment) of the School with the Senior Administrator copied in along with:**

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| **Department** | **Contact Email** |
| Student Recruitment and Marketing | [**SRMLeadership@tees.ac.uk**](mailto:SRMLeadership@tees.ac.uk)  [**Marketing@tees.ac.uk**](mailto:Marketing@tees.ac.uk)  [**SRMACU@tees.ac.uk**](mailto:SRMACU@tees.ac.uk) |
| Apprenticeship | [**AAD@tees.ac.uk**](mailto:AAD@tees.ac.uk) |
| Finance | [**FCDSystems@tees.ac.uk**](mailto:FCDSystems@tees.ac.uk)  [**G.Bowman@tees.ac.uk**](mailto:G.Bowman@tees.ac.uk)  [**P.Graham@tees.ac.uk**](mailto:P.Graham@tees.ac.uk) |
| Legal and Governance Services | [**contracts@tees.ac.uk**](mailto:contracts@tees.ac.uk) |
| TU Online Ltd (for online courses only) | [**OLPortfolioDevelopment@tees.ac.uk**](mailto:OLPortfolioDevelopment@tees.ac.uk) |
| Deputy Director, Department International Development (TNE courses only) | [**N.Clark@tees.ac.uk**](mailto:N.Clark@tees.ac.uk) |
| TU London | [**M.Skipper@tees.ac.uk**](mailto:M.Skipper@tees.ac.uk)  [**TULAdmin@tees.ac.uk**](mailto:TULAdmin@tees.ac.uk) |

1. **Information required for CAS applications** [↑](#footnote-ref-2)