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| PD4: **ADDITION AND/OR CHANGE TO AN APPROVED AWARD DUE FOR PERIODIC REVIEW**  **OR**  **ADDITION OF A PROFESSIONAL APPRENTICESHIP OR ONLINE PATHWAY TO AN EXISTING AWARD** |

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| **Owner:** Student Learning &Academic Registry  **Version number: 11.0**  **Effective date:** September 2023 (Academic Year 2023-24)  **Date of next review:** July 2024  *This document is part of the University Quality Framework, which governs the University’s academic provision.* |

# PD4



Student Learning & Experience Committee

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| **Addition and/or Change to an Approved Award due for Periodic Review**  **or**  **Addition of a Professional Apprenticeship or Online Pathway to an Existing Award**  (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) |

**Addition and/or changes to approved awards (except for the addition of an apprenticeship or online pathway) not going through Periodic Review within the academic year will be considered through the modification process.**

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

**This form must be submitted electronically (including signatures with confirmation of an approved course costing template) to** [**QAV@tees.ac.uk**](mailto:QAV@tees.ac.uk)**.**

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| **The lead School should complete the form in liaison with the Partner.**  **To add a LOCATION to a Partner who has not previously offered the award, please use the PD2 form.** |

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

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| **3** | **Title of EXISTING Award (please complete for all proposals):**  Include all enrolment/target awards, plus any named intermediate/fallback awards | | |
| **Award e.g. BSc (Hons)** | **Full title** | **SITS Code (MCR)** |
| *Final Award:* | *Final Award Title:* |  |
| *Named Intermediate/Fallback Award:* | *Named Intermediate/Fallback Award Title:* |  |

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| **4** | **Does this Award involve a Collaborative Partner?** | Yes  No  If **YES**, please add the Partner name: | |
| **5** | **Using the University’s Partner Typology, which type best fits the proposed award?** | 2. Co-delivery  3. Franchised  4. Validated  7. Placement/  Workplace  Learning | 8a. Dual Award  8b. Joint Award  9. Remote Delivery  N/A |

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| **6** | **Following PD form approval, should the revised title/change be advertised as ‘Subject to Approval’?** | Yes  No  N/A |

**Section A – Proposal to Change an Approved Final/Intermediate Award Title or Add a new Intermediate Award Title**

**(To request a NEW Final Award Title, please complete form PD1)**

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| **7** | **Title of NEW Award:**  Include all enrolment/target awards, plus any named intermediate/fallback awards | |
| **Award e.g. BSc (Hons)** | **Full title** |
| *Final Award:* | *Final Award Title:* |
| *Named Intermediate/Fallback Award:* | *Named Intermediate/Fallback Award Title:* |
| ***If the title used for marketing purposes differs from the award title stated above, please provide further details below:*** | |
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| **8** | **Please indicate the anticipated effect of the change on the marketing and recruitment of the award:** |  |

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| **9** | **Please confirm whether the proposed change of award title has any implications for international students studying in the UK.** | Yes  No  N/A  If **YES**, please add further details: |

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| **10** | **Do you wish to make the new title available to:** | Existing students  Existing applicants |

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| **11** | **Should the Existing award title be closed on SITS?** | Yes, I can confirm there are no further enrolments planned for the rest of the academic year  No, further enrolments are planned for this academic year |

**Section B – Proposal to Change Duration, Intake/Entry Point, Location, Method of Delivery, Mode of Attendance or Number of Credits**

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| **12** | **Is this an Addition and/or Change Request?** | Addition  Change |

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| **13** | **Please select the nature of the Proposal:**  (N.B. Where an additional mode of attendance is requested, confirmation of an approved, refreshed Course Costing Template should also be provided. | Addition of delivery  location  Addition of delivery method, including online  Addition of delivery duration  Addition of mode of  attendance  Addition of named Intermediate/Fallback award title  Addition of Intake/Entry Point | Change of award title  Change of delivery location  Change of delivery method, including online  Change of duration  Change of mode of  Attendance  Change to number of credits |
| **Please provide further detail of the proposal:**  (Where this is an addition/change to the location, please provide the full postal address) | **Current** | **Proposed** |
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| **14** | **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, * **MAS Code and SRS Code**(of existing course which can be obtained from the MCR screen in SITS )**:**   *(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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| **15** | **If an Addition/Change of Location is proposed, please state the date of Site Approval:** |  |

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| **16** | **Please indicate if the addition is in relation to a professional apprenticeship** | Yes  No | |
| Please state the associated standard in relation to the level of study: | |  |

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| **17** | **Are there any implications for international students studying in the UK arising from this proposal?** | Yes  No  N/A  If **YES**, please provide details. |

**Section C – Rationale, Market and Demand**

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| **18** | 1. **Academic rationale and evidence-based business case for the proposal. This must include the outcome of market intelligence/research, known data about the employment market in this area of the sector and how the analysis has influenced the development of the proposal.** 2. **Indicate what consultation has taken place with associated Schools, S&LS, Partners, Externals Examiners and PSRBs.** 3. **Detail the impact of the change on existing quality assurance and management procedures.** 4. **If a Partner is involved with the delivery and/or assessment, please detail how they will be supported, e.g., staff development. In addition, the link and relationship to the University and/or national strategies should be highlighted.** |
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| **19** | **Identify the relationship to existing Teesside University provision.**   1. If a proposed title change, will it be similar to existing titles or confuse the marketplace? 2. Will this proposal split the market? 3. How will this proposed award fit with/impact on existing provision? |
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| **20** | **Provide an outline marketing and recruitment plan for the award for full and part-time entrants and identify the resource committed to these activities.** |
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| **21** | **Please provide details of who in the School and/or Collaborative Partner will be responsible for providing information to inform the development of marketing, promotion, and recruitment materials/activities for this award.** |
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| **22** | **Please outline the key selling point of the award, e.g., information that might be used for advanced marketing information on flyers to provide a flavour of the proposed award.**  **NB**: This information is only necessary if different from the material used for the existing award. |
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| **23** | **If the proposal is from a Collaborative Partner, please state if there is a current valid UKVI Student Sponsor Licence in place:** | Yes  No  N/A  If **NO**, please confirm the current status: |

**Section D - Consultation**

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| **24** | **Please advise if there are any:** | | If **YES,** please add details of the Number(s) |
| 1. **Current Enrolments** | Yes  No |  |
| 1. **Suspended Enrolments** | Yes  No |  |
| 1. **Current Applications** | Yes  No |  |
| 1. **Deferred Applications** | Yes  No |  |

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| **25** | **Please indicate what consultation has taken place with:** | |
| 1. **Other TU Schools involved in the Award** |  |
| 1. **Partner(s) involved in the Award** |  |
| 1. **External Examiners for the Award(s)** |  |
| 1. **PSRB** (if applicable – please provide written evidence of a PSRB requirement for specific wording in the proposed award title) |  |

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| **26** | **Start Date for the Addition/ Change:** |  |

**Section E – Resourcing**

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| **27** | **Size of the proposed annual student intake for each mode of attendance** | | | |
| **School** | | **Partner** | |
| **Actual** | **FTE** | **Actual** | **FTE** |
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| **28** | **Resourcing the Development and Marketing of the Award:** |
| **Statement of Commitment from the School/Partner.** The School/Partner is required to confirm their commitment to developing the content and marketing of the proposed new award through to the Approval Event. Confirmation of the availability/release of staff to support these activities is also required. |
| **School/Partner Statement:** |

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| **29** | **(a) Resourcing of the award following the Approval Event:**  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 |  |
| Non-standard  (\*Please complete section 30) |
| **NHS Contract** (CPD Contract – Tier 1) | |  |
| **NHS Contract** (non-CPD contract) | |  |
| **Directly Funded (Validated)**  (Colleges with direct contracts with OfS) | |  |
| **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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| **30** | **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: | | | | | | |
| **Full-time** | | | | | **Part-time** | | | |
| **Home**  **(£)** | | | **International**  **(£)** | | **Home**  **(£)** | | **International**  **(£)** | |
| Total Course Fee | | Fee per Annum | Total Course Fee | Fee per Annum | 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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| **31** | **Confirmation of Resources to Operate the Award (staffing and physical):**  (in terms of non-staffing related resources, i.e., learning resources and ICT hardware/ software, Course Leaders are advised to consult with the ‘Guidance for Course Teams for the Validation of New and Periodic Review of Courses, Including Collaborative Provision’ at the earliest opportunity and to liaise with SLS and ITDS) | |
| 1. **Have you identified this proposal in your School Plan?** | Yes  No |
| If **YES**, please extract the relevant reference and include below: | If **NO**, when and where will you identify and confirm the required resources? |
| 1. **Provide details of any specialist resources required that fall outside the ‘Learning Resources Guidelines’** |  |

***All resource requirements must be signed off between initial approval of the Course Costing Template and the final Approval Event. Evidence of this must be provided to the Approval Event Panel by the Dean of the School.***

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| **32** | **Member of School Staff Responsible for the Award** (please use titles only): |  |

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| **33** | **Member of Partner Staff Responsible for the Award** (please use job roles only): |  |

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| **34** | **Does the proposal cover an area of expertise new to the School?** | Yes  No |
| If **YES**, please identify how this will be managed: | |

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| **35** | **Who will manage the Application and Admissions Process?** | SRM  School - Apprenticeship  School – Contracts  School – Other (please state)  TNE  Other (please state) |

**Section F - Confirmation of Support for the Proposal**

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| **36** | **Statement of Support from the Partner (if applicable):**  On behalf of my organisation, I can confirm our commitment to the content and assessment of the award, along with the availability/release of staff, where appropriate, to support these activities.  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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| **37** | **For proposals which include an International, Employer or TUCP Partner, support is required from the Director of International Development, Head of Business Innovation or TUCP Board:**  Signed: …………………………………………….…. Date: ……………………………..  Name: ………………………………………………… Designation: …………………….  (please print)  *TUCP Board Approval Date: …………………………………………….*  *Please tick a box below, as appropriate:*  Director of International Development  Head of Business Innovation  TUCP Board |

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| **38** | **Statement of support from Director of Apprenticeships (if applicable):**  I can confirm support for the proposal, based on the business case and the resources as outlined above:  Signed: ……………………………………..…..... Date: …………………………  Name: ………………………………………………  (please print) |

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| **39** | **Statement of support for online courses:**  I can confirm that the proposal can be accommodated within the OL Development Roadmap within the proposed timelines:  Signed: ……………………………………..…..... Date: …………………………  Assistant Director (Digital Transformation))  Name: ………………………………………………(please print)  I can confirm that the proposal can be supported via TU Online Ltd:  Signed: ……………………………………..…..... Date: …………………………  (Director of TU Online)  Name: ………………………………………………  (please print) |

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| **40** | **Support from Dean of Proposing School:**  I confirm support for the proposal based on the approved Course Costing Template (attached where appropriate) and the resources as outlined above:  I confirm the proposal has been approved at SMT.  Signed: ………………………………………………….. Date: ………………...……….  Name: ……………………………………………………  (please print) |

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| **41** | **Dean(s) of associated School(s):**  I/we confirm our support for the proposal, based on the business case and the resources as outlined above:  Signed: ………………………………………………….. Date: …………………………..  Name: ……………………………………………………  (please print)  Signed: ……………………………………………… Date: ………………….………..  Name: ………………………………………………  (please print) |

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| **42** | **Academic Registrar (or nominee):**  I confirm my support for the proposal to proceed as outlined above:  Signed: ……………………………………………..…..... Date: ……………………………..  Name: ……………………………………………………. Designation (if nominee) ……………………….  (please print) |

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

**Information to Student Learning and Experience Committee**

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| **SLEC Date** |  |

**Following AR approval, notification to be circulated to the relevant Dean 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) |
| 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) |
| TU Online (for online courses only) | [OLPortfolioDevelopment@tees.ac.uk](mailto:OLPortfolioDevelopment@tees.ac.uk) |