

**Student Learning & Experience Committee**

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| **Guidance for the Completion of Portfolio Development Proposal Forms** |

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| **Document Owner:** Student Learning & Academic Registry**Version number: 9.0****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.*  |

**C O N T E N T S**

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**GLOSSARY OF ABBREVIATIONS**

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| **CCT** | Course Costings Template |
| **CERT HE** | Certificate of Higher Education |
| **DipHE** | Diplomas of Higher Education |
| **FHEQ** | Framework for Higher Education Qualifications |
| **HNC** | Higher National Certificates |
| **HND** | Higher National Diplomas |
| **OfS** | Office for Students |
| **PD** | Portfolio Development |
| **PgCE/PGCE** | Postgraduate Certificate in Education |
| **PgCert** | Postgraduate Certificates |
| **PgDip** | Postgraduate Diplomas |
| **ProfGradCert** | Professional Graduate Certificate in Education |
| **PSRB** | Professional, Statutory and Regulatory Body |
| **SASC** | Student Admissions Sub Committee |
| **SITS** | Strategic Information Technology Systems |
| **SLAR**  | Student Learning & Academic Registry  |
| **SLEC** | Student Learning & Experience Committee |
| **SRM** | Student Recruitment & Marketing |
| **TU** | Teesside University |
| **TUCP** | Teesside University College Partnership |

# The Process of Approval

Prior to title approval, Schools will be required to consider and sign off all new portfolio developments at their School SMT meetings and retain an appropriate minute record to evidence that a development can go forward to the University roadmap event. Furthermore, the School will liaise with Finance to complete a Course Costing Template (CCT) for all new proposals. This should be approved by Finance before the title approval process can begin.

1. Approval of the University roadmap by the University Executive Team sanctions Schools/Collaborative Partners to submit a proposal to the Academic Registrar (or nominee) for approval of a new award title and initiates the academic process for the Course Approval Event, involving the preparation of additional documentation in accordance with published guidelines.

2. The information provided in the CCT and portfolio development forms will be used to enable the University to determine the academic and resource-related viability of the provision. The forms should be completed by the Course Leader, or other nominated person, and signed by the Dean of School (or nominee) for approval, in principle, at Institutional level.

3. Other Schools associated with the development of the award will be required to demonstrate approval of their involvement by obtaining the signature of the Dean of School (or nominee).

4. Collaborative Partners should liaise with the Course Teams from the lead School when completing Portfolio Development (PD) forms and ensure that forms are fully and accurately completed, and staff CVs are submitted for approval. The proposals must demonstrate how they fit with the University’s strategic direction.

5. Where the Partner is part of the Teesside University College Partnership (TUCP), the College will consult with Schools prior to submission of the proposal to the University roadmap event. Following roadmap approval, a list of TUCP approved priorities will be submited to the TUCP board.

 In exceptional case scenarios where proposals are not aligned to University roadmap event, PD Forms for TU College partners will be presented to termly meetings of the TUCP Board for consideration.

6. Student Learning & Academic Registry (Quality Assurance & Validation) (SLAR (QAV)) will manage the process of ‘approval to proceed’ by the Academic Registrar (or nominee). Proposals will then be presented to the Student Learning and Experience Committee (SLEC) for information.

# Completion of the Portfolio Development Form

Staff completing PD forms are strongly advised to seek advice and guidance from relevant School/Department contacts, e.g., staff involved in promotion, recruitment, approval events, Student Recruitment & Marketing (SRM), and Finance. Finance can provide advice on issues such as non-standard course set-up which will prevent any delay in course set-up on SITS.

**Please note that PD Forms will not be processed by Student Learning & Academic Registry until confirmation of an approved CCT is received.**

**Changes to the Portfolio Development (PD) Form following submission.**

If associated Schools are subsequently identified following initial submission of the PD form, an updated approved CCT must be submitted along with a revised PD form. The revised PD form should make reference to the implications for resources and School plan.

The following forms are available for use:

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| **Form Number and Title** | **Description** |
| **PD1:** New Award Title Approval | To be used when requesting approval of **new** **award** titles for Teesside University (TU) and Collaborative Partner Delivery **at the same time**. |
| **PD2:** New or Existing Award Title to be Approved/Delivered by a New or Existing Collaborative Partner | To be used when requesting a **new or** **approved award** to be approved/deliveredby a new or approved Collaborative Partner only at either a new or approved location. |
| **PD3:** New Named University Certificate Award Title | To report approval of all **new UC** award titles for TU or Collaborative Partner Delivery. |
| **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 | To add or change the details of all **approved awards** already in delivery with TU or an approved Collaborative Partner (due for Periodic Review within the academic year) in terms of:* Title
* Duration
* Location
* Method of Delivery
* Mode of Attendance
* Number of Credits
* Intermediate award
* Intake/Enry point

A PD4 is only required to make the above changes if the course is going through a Periodic Review. At all other times, these changes are completed through the modification process.Complete a PD4 to add a Professional Apprenticeship or Online Pathway to an existing award. |
| **PD5:** Suspension or Closure of an Award Title | To suspend or close an **approved** **award** delivered by TU or a Collaborative Partner. |
| **PD6:** Closure of a Collaborative Partnership and Approved Award Titles | To close a Collaborative Partnership and all associated award titles. |

The following information has been provided to help the Course Leader (or nominee) complete the proposal form. Please note that the different sections appear in alphabetical order as they cover the content of the majority of PD Forms:

| **Section of the Proposal Form** | **Comments** |
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| **Please note that the lead School should complete the PD Form.** |
| **Academic Rationale for the Proposal** | Insert a statement on the educational rationale for the Award. Indicate the award’s relationship to the University’s mission and strategic aims and/or its relationship to regional or sector strategic aims. Identify distinctive features of the award(s).Identify a clear business case for the proposal based on evidence, including outcomes of initial market research, planning for ongoing market research, evidence of demand, including known data about the employment market in this area of the sector. (Support is available from the Student Reporting Team, Finance – **FCDStudentData@tees.ac.uk**). |
| **Applications and Admissions Responsibility**  | Select from the options provided who is responsible for the application and admissions process. This is required to enable Finance to set the course up correctly in SITS to ensure the applications are submitted to the correct department/School through the apply links.  |
| **Associated School(s)** | Provide details of any other Schools included in the delivery of the award. |
| **Award/Title** | Insert **all** combinations of award **and** title to be available to students successfully completing (a) the **whole** Award and (b) stages of the award. The University’s Schedule of Awards is available in [**Credit Accumulation & Modular Scheme**](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/CAMS.doc).There may be occasions where a Pass Degree is awarded. Some PSRB’s may not permit the use of a protected title and a generic title may be applied to such an award. This must be stipulated within the Award/Title section. Named awards with Advanced Practice/Applied in the award title should have a named intermediate/fall back award title detailed in case students do not complete the Advanced Practice module.There may be specific occasions where the award title stated on the student certificate and detailed on the PD form differs from that which appears on marketing materials. For instance, when a student applies for a course with ‘Foundation Year’, marketing materials and web links should be clearly differentiated to allow students to apply for the course route of their choice, whilst graduating with the same award as their peers. In these instances, it should clearly indicated that there is a different marketing title.  |
| **Collaborative Partner Name** | Insert the **legal** name of the Partner. |
| **Confirmation of Initial Support for the Proposal from the Proposing School** | The Dean of the sponsoring School (or equivalent) to sign the form to confirm the accuracy of the information provided and to confirm the resources (staff and non-staff) are in place to support the continuing development and marketing of the award. The Dean’s endorsement signifies that the proposal accords with the School Plan/Operating Statement. |
| **Course Type** | Select the type which best fits the proposed award or state another which is not listed.  |
| **DBS Check** | Confirmation of whether the course will require a **mandatory** DBS check at the point of application, and the type of check required will allow the admissions team to provide this information on initial set-up of basic course information.  |
| **Delivery Location(s)** | Indicate which University Campus the award will be predominantly delivered at or ‘other’ site (or combination of).If ‘other’ is selected the full postal address must be entered. If the award is to be delivered at a site other than on a University Campus, the date of the site visit must be noted.Where the course is within the TUCP, specific detail should be provided on the campus delivery location. |
| **Dual/Joint Awards** | The information regarding the Final Award and its composition may differ from that delivered at TU. |
| **Duration(s)** | Specify the standard period of study for each mode, in terms of years, months, weeks, days – as appropriate to the development. |
| **FHEQ Level** | Indicate how the **final** award relates to the[**Framework for Higher Education Qualifications (FHEQ)**,](https://www.qaa.ac.uk/quality-code/qualifications-frameworks) specifying the FHEQ level of award, i.e., Certificate, Intermediate, Honours, Masters or Doctoral.

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| **FHEQ****Level** | **Typical HE Qualifications within each Level** |
| 8 | Doctoral degrees (PhD, EdD, DBA, DClinPsy, etc.) |
| 7 | Masters degrees (MPhil, Mlitt, MRes, MA, MSc).Integrated Masters degrees (MEng, MChem, MPhys, MPharm).Primary qualifications (or first degrees) in medicine, dentistry and veterinary science (e.g. MB ChB, MB BS, BM BS, BDS, BVSc, BVMs). Postgraduate Diplomas (PgDip).Postgraduate Certificate in Education (PGCE/ Postgraduate Diploma in Education (PGDE).Postgraduate Certificates (PgCert). |
| 6 | Bachelors degrees with honours (BA (Hons), BSc (Hons), BEng (Hons), etc.).Bachelors degrees (BA, BSc, etc.).Professional Graduate Certificate in Education (PGCE) in England, Wales and Northern Ireland.Graduate diploma.Graduate certificates. |
| 5 | Foundation degrees (FdA, FdSc, etc.).Diploma of Higher Education (DipHE).Higher National Diplomas (HND). |
| 4 | Higher National Certificates (HNC).Certification of Higher Education (CertHE). |

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| **Further Detail of the Proposal (PD4)** | Current: – Provide full details of all current information (i.e., all modes of attendance with associated durations).Proposed: - Provide full details of all current information to be retained along with any additions. |
| **Named Intermediate/Fallback Award title** | Consideration should be given as to whether the named intermediate/fallback award title should be changed or deleted as a result of any other changes made to the final award. |
| **Marketing** | 1. Provide a skeletal plan (including timelines) of how and when the award will be marketed, e.g., publications, brochures, internet; and the range of recruitment activities, e.g., open days, school/college visits, etc. Indicate what resource(s) are available to support the promotion.
2. Identify the person in the School (normally an academic) who will be responsible for providing information to inform the development of the marketing materials and recruitment activities through to approval of the award.
3. Provide a summary of the key themes (not necessarily the module(s)) of the award and its general purpose to inform marketing materials.
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| **Method of Delivery** | Indicate how the proposed award will be delivered, e.g., face-to-face learning, online, blended or block delivery.**Note:** for blended delivery, please use this term, not two separate terms “face to face and online” as it results in Finance setting up two course codes.  |
| **Mode of Attendance** | Indicate in which mode(s) of attendance students will be able to study the proposed award, e.g., FT (full-time), PT (part-time) or FTSW (full time with optional placement (SW) year). It is an Office for Students (OfS) requirement that to be classed as full-time a student must meet all of the following criteria:1. The student is required to undertake periods of study, tuition, learning in the workplace, or sandwich work placement of at least 24 weeks within the year and an average or 21 hours per week. This equates to a minimum of 80 credits per year.
2. Full-time fees are chargeable for the course for the year.

If you require further advice, then please contact the Student Reporting team in Finance. |
| **Professional, Statutory and Regulatory Bodies (PSRB) Accreditation** | PSRB accreditation can sometimes impact on the titles used by partners as they are title protected.  |
| **Proposed Start Date** | Boxes are provided to add the year of commencement for standard September, January and May set-up which link to the University Calendar for cohort dates for the next 3 academic years.Please note that all standard University semester dates are provided subject to an annual review. It is also useful to note that start dates for School provision may differ from that of the Partner, and both sets of dates should be provided.For non-standard set-up, provide a brief rational. Specific dates per intake/per mode of attendance/per academic year/per Partner for any intakes in an academic year through to completion of their award must be provided. Information must be accurate to allow application links to be set up.**N.B.** Start and end dates appear on offer letters for international students and impact on the visa application. They will also be used to inform Student Loan Company applications. |
| **Rationale, Market and Demand** | It may be useful to consult widely, including reference to the Student Futures Strategy.  |
| **Relationship to Existing Provision** | Explain the proposed Award’s relationship to existing provision in the same School **or** in the same broad subject area. The form **must** describe the process and outcome of consultations with any other Teesside University Schools providing awards in the same broad subject area.Outline what (if any) existing modules will be incorporated into the award. State how the proposed award will fit with existing provision. |
| **Resourcing of the Award Following Approval Event** | To avoid confusion, only **one** funding stream (the main source) must be selected, as courses can only be returned to HESA and recorded on SITS with a single funding stream. However, there is an option for a Partner to be included in the proposal, and the funding stream may be different from that detailed for home provision. Further guidance and advice is available from the Student Reporting Team, Finance, who are contactable via the following email: **FCDStudentData@tees.ac.uk**The **NHS** category is for School of Health and Life Sciences awards only and is split into two types (only **one** should be selected).Where the award is delivered on-line the Office for Students (OfS) Regulated Fee would apply. |
| **Resourcing the Development and Marketing of the Award** | In line with the Academic Workloading Framework Policy, the number of hours allocated for development and marketing activities should be included. |
| **Students eligible to apply for the course** | Confirm which students are eligible to apply for the course, including whether the award is suitable for international students studying in the UK. Please note that it is **not** possible to issue a CAS for an award of less than one-year full-time duration. (**NB**: this does not normally apply to part-time awards, as it is usually possible for the student to come on a Visitor’s Visa). More guidance on this is available from the International Admissions Team, SRM, who are contactable via the following email: **International.Admissions@tees.ac.uk** |
| **Subject Code** | Provide details of HECoS Codes which best fit the subject area. Up to three codes may be used and the associated percentage provided. |
| **Subject to approval (PD4)** | Changes to award titles of courses going through Periodic Review should be advertised as “Subject to Approval”. The STA flag would be removed by central departments following formal sign off of the Approval Event. |
| **Typology** | Select the typology which best fits the proposed award. A more detailed description of Partner typologies can be found in **Chapter E** of the Quality Framework.If selecting Typology 7, there is no requirement to complete the Partner details. Formalised arrangements such as placement agreements are the Schools responsibility in liaison with LGS.  |