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| PD4: ADDITION/CHANGE TO AN APPROVED AWARD  |

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| **Owner:** Student Learning &Academic Registry**Version number: 12.3****Effective date:** October 2024 (Academic Year 2024-25)**Date of next review:** July 2025*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**(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/changes to approved awards not going through Periodic Review within the academic year will be considered through the modification process with the exception of apprenticeship awards.**

**For non-standard course set-up, please consult with Finance before completing.**

**This form must be submitted to** **QAV@tees.ac.uk****.**

Finance Systems – On receipt of an approved PD form, please ensure the award title is set up as “Subject to Approval”.

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| **The lead School should complete the form in liaison with the Partner.** |

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| **1** | **University School:** |  |
| **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 awards |
| **Award e.g., BSc (Hons)** | **Full title** | **SITS Code (MCR)****See** [**CRS0033**](http://sqlreporting.tees.ac.uk/Reports/report/Students/Admissions/CRS0033%20-%20Admissions%20Course%20Overview) **report (*only include codes impacted by the change/addition)*** |
| *Final Award:* | *Final Award Title:* |  |
| *Named Intermediate Award:* | *Named Intermediate Award Title:* |  |

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| **4** | **Name of the Proposed Partner who will deliver this award including campus delivery location where applicable:** | [ ]  Not applicable |
| **5** | **Partner Typology** | [ ]  2. Co-delivery[ ]  3. Franchised[ ]  4. Validated[ ]  7. Placement/Workplace Learning | [ ]  8a. Dual Award[ ]  8b. Joint Award[ ]  9. Remote Delivery |

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| **6** | **Is the course a Higher Technical Qualification approved award?***(Level 4 & 5 courses only)* | [ ]  Yes [ ]  No [ ]  N/A |

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| **7** | **(a) Type of Request** | [ ]  Addition[ ]  Change |
| **(b) Start Date for the Addition/ Change:** |  |

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

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| **8** | **Title of NEW Award:**Include all enrolment/target awards, plus any named intermediate awards |
| **Award e.g., BSc (Hons)** | **Full title** |
| *Final Award:* | *Final Award Title:* |
| *Named Intermediate Award:* | *Named Intermediate 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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| **9** | **Please indicate the anticipated effect of the change on the marketing and recruitment of the award:** |  |

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| **10** | **Please confirm whether the proposed change of award title has any implications for international students studying in the UK.** | [ ]  Yes [ ]  No [ ]  N/AIf **YES**, please add further details: |

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| **11** | 1. **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, since further enrolments are planned for this academic year (please identify the expected intakes below) |
| 1. **Is the course delivered at a partner site:**
 | ☐ Yes ☐ No ☐ N/AIf **yes**, what year will the title change be applied to partners: *(Academic Month & year)* |

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

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| **12** | **Please select the nature of the Proposal:**(\**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)****)* | [ ]  Addition of delivery Location\* [ ]  Addition of delivery method, including online[ ]  Addition of delivery duration [ ]  Addition of mode of  attendance[ ]  Addition of Intake/Entry Point [ ]  Addition 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[ ]  Change of Award Title  |
| Please provide further details of the proposal, including all ***MAS Course Code(s)*** for current course(s):*(Where this is an addition/change to the location, please provide the full postal address and specific campus delivery location).* |
| **Course Title and MAS Code(s)** (provide MCR code obtained from [**CRS0033**](http://sqlreporting.tees.ac.uk/Reports/report/Students/Admissions/CRS0033%20-%20Admissions%20Course%20Overview)) | **Current Delivery****(**prior to the proposed modification request**)** | **Proposed**If an addition/change of location is proposed, please state the date of Site Approval: |
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| b) 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[ ]  Not applicable |

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| **13** | **Proposed Start Date** | **School** | **Partner** |
| Marketing the Award to prospective students |  |  |
| Recruitment Activities |  |  |
| 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 (please provide week commencing start and end dates),
* mode of attendance,
* **MAS Code and SRS Code**(of existing course which can be obtained from the [**ADM0271**](http://sqlreporting.tees.ac.uk/Reports/report/Students/Admissions/ADM0271%20Admissions%20Course%20Monitoring) report 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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| **14** | **Please indicate if the addition is in relation to a professional apprenticeship**  |  [ ]  Yes [ ]  No  |
| Please state the apprenticeship standard, version number and if it is integrated/fully integrated or non-integrated:  |  |

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| **15** | **Are there any implications for international students studying in the UK arising from this proposal?** | [ ]  Yes [ ]  No [ ]  N/AIf **YES**, please provide details. |

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

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| **16** | 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 S&LS.**
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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| **17** | **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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| **18** | **If the proposal is from a Partner, please state if there is a current valid UKVI Student Sponsor Licence in place:** | [ ]  Yes [ ]  No [ ]  N/AIf **NO**, please confirm the current status: |

**Section D - Consultation**

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| **19** | **For applications for title changes, please confirm:** |
| Do you wish to make the new title available to: | [ ]  Existing students[ ]  Existing applicants[ ]  Not applicable |

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| **20** | **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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| **21** | **Please indicate what consultation will take place with:** |
| 1. **Other TU Schools involved in the Award**
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| 1. **Partner(s) involved in the Award**
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| 1. **External Examiners for the Award(s)**
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| 1. **PSRB** (if applicable – please provide written evidence of a PSRB requirement for specific wording in the proposed award title)
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**Section E – Resourcing**

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| **22** | **Size of the proposed annual student intake for each mode of attendance** |
|  | **FTE** |
| **School** |  |
| **Partner** |  |

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| **23** | **(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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| **24** | **Non-Standard Fees**\**Home UG OfS fees are subject to a fee cap set by the Government. The fee cap for 2024/25 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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| **25** | **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. **Has the school identified this proposal in its School Plan?**
 | [ ]  Yes [ ]  No |
| If **NO**, How will the school identify and confirm the required/specialist resources? |

***All resource requirements must be signed off between initial approval of the Course Costing Template and the final Approval Event.***

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| **26** | **Does the proposal cover an area of expertise new to the School?** | [ ]  Yes [ ]  No |
| If **YES**, please identify how this will be managed: |

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

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| **27** | **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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| **28** | **For proposals which include an International, or TUCP Partner, support is required from the 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[ ]  TUCP Board |

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| **29** | **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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| **30** | **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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| **31** | **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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| **32** | **Support from Dean of Proposing School (or nominee):**I confirm support for the proposal, as outlined above:I confirm the proposal has been approved at SMT. Signed: ………………………………………………….. Date: ………………...……….Name: …………………………………………………… (please print) |

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| **33** | **Support from Dean(s) of associated School(s) (or nominee):**I/we confirm our support for the proposal, as outlined above:Signed: ………………………………………………….. Date: …………………………..Name: …………………………………………………… (please print)Signed: ……………………………………………… Date: ………………….………..Name: ……………………………………………… (please print) |

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| **34** | **Academic Registrar (or nominee):**[ ]  Approved [ ]  RejectedSigned: ……………………………………………..…..... Date: ……………………………..Name: ……………………………………………………. Designation (if nominee) ……………………….(please print)  |

**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****Marketing@tees.ac.uk****SRMACU@tees.ac.uk** |
| Finance | **FCDSystems@tees.ac.uk****G.Bowman@tees.ac.uk****P.Graham@tees.ac.uk** |
| TU Online (for online courses only)  | **OLPortfolioDevelopment@tees.ac.uk**   |
| Deputy Director, Department International Development (TNE courses only) | **N.Clark@tees.ac.uk** |
| Apprenticeship | **AAD@tees.ac.uk** |
| Legal Governance Service  | **contracts@tees.ac.uk** |
| TU London | **M.Skipper@tees.ac.uk****TULAdmin@tees.ac.uk**  |
| Research and Enterprise Office (Employer Partners only) | **L.Beattie@tees.ac.uk**  |

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