

 **PLANNING STAGE 1**

**All guidance and example text appears in blue. Please delete all blue text prior to submission to the Faculty Portfolio Planning Executive.**

If you have any queries, please contact your Faculty Quality Office.

Courses may not be advertised at this stage. Permission may be requested during Planning Stage 2, for approval by the FPPE.

For indicative timelines for the planning and development activities involved for your proposal, please consult the guidance on the [Quality & Standards Office web pages](https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/management-of-your-academic-portfolio.aspx) and speak to your Faculty Quality Office.

Items 1 – 16 will be combined with items 17 – 29 from Section A of Planning Stage 2, to create the Course Specification**.**

**This form must be accompanied by the Finance Annex, to be completed with the Department of Finance (including Student Number Planning)**

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| **In Principle approval requested for:** **Use the following drop-down menu to confirm the category of the proposal:** |
| **Select a proposal category from the drop down list** |

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|  **Name of Lead Proposer(**s) | **Full name** |
| **Job Title of Lead Proposer(**s) | **Job role** |
| **Faculty and School leading on proposal** |  |
| **If the proposal is replacing a course, please confirm the outgoing course** |  |
| **Anticipated start year**  | Choose an item. |
| **Anticipated target numbers for first 3 cohorts. All courses are subject to minimum cohort size requirements:****(see guidance on** [**minimum numbers**](https://www.canterbury.ac.uk/quality-and-standards-office/docs/regulations/Academic-Framework-22-23.pdf)**)** | **Cohort** | **1** | **2** | **3** Steady state position |
| **Month & Year** | **e.g. Sep 24** | **Jan 25** | **Sep 26** |
| **Level & No** | **FY – 10** | **FY - 12** | **FY – 12** |
| **Level & No** | **L4 - 15** | **L4 – 18** | **L4 – 20** |
| **Anticipated international recruitment target numbers:** | **Level & No** |  |  |  |

**The following items (1-16) will be combined with items 17-29 from Planning Stage 2 to form the Course Specification:**

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| **1.** | **Awarding Institution(s)** | **Normally Canterbury Christ Church University** |
| **2.** | **Teaching Institution(s)** | **Normally Canterbury Christ Church University unless collaborative. Delivery may be split, include names of all institutions involved and location of delivery venue.** |
| **3.** | **Faculty and School responsible for the management of the course** | **State full faculty and school name** |
| **4.** | **Contributing Faculty and School to the delivery of the course** | **State full faculty and school name** |
| **5.** | **Main award and Name of Course/Short Course** **(present in full and refer to** [**Academic Framework**](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/regulation-and-credit-framework/academic-framework.aspx) **for naming conventions)** | **Present award and name in full, eg:*****BSc (Hons) XX*** ***MSc XX*****Please refer to the Academic Framework for guidance on naming conventions.** **Titles that do not align with the naming conventions will be returned, for example ‘with foundation year’ does not form part of the award title** |
| **5a.** | **Name/s of routes related to the main award** |  |
| **5b.** | **Name of apprenticeship standard (if applicable)** |  |
| **5c** | **Apprenticeship type (if applicable)** | Choose an item. |
| **5**d | **Confirm whether students may opt to study additional elements Eg Foundation Year / professional placement / semester abroad.**  | **Tick all that apply for this course:****These elements will appear on the student transcript but are NOT included in the final award title.****Please consult** [[**section 10 of the Academic Framework.**](https://www.canterbury.ac.uk/quality-and-standards-office/docs/regulations/Academic-Framework-22-23.pdf)](https://www.canterbury.ac.uk/quality-and-standards-office/docs/regulations/Academic-Framework-22-23.pdf)

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| --- |
| **Foundation Year** |[ ]
| **International Foundation Year** | [ ]  |
| **Year Abroad** |[ ]
| **Semester / Trimester Abroad** |[ ]
| **Professional / Industrial Placement Year** |[ ]

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| **6.** | **Alternative Course name(s) (if relevant)** | **e.g the title of the award students receive if they do not pass all the requirements of the PSRB** |
| **7.** | **Default Exit Points(s)**  | **Present award and name in full, eg:*****Cert HE XX******Dip XX*****Please refer to the** [Academic Framework](https://www.canterbury.ac.uk/quality-and-standards-office/docs/regulations/Academic-Framework-22-23.pdf) **for guidance on naming conventions** |
| **8.** | **Name of Suite (if applicable)** | **Include Suite title if applicable****Please refer to the** [Academic Framework](https://www.canterbury.ac.uk/quality-and-standards-office/docs/regulations/Academic-Framework-22-23.pdf) **for guidance on taught degree structure** |
| **9.** | **Duration of Course (specify all variations)** | **Typical duration, eg for UG:** **Full time 3 years****Part time 6 years****Full time with a foundation year 4 years** |
| **10.** | [**Academic Calendar**](https://cccu.canterbury.ac.uk/registry-services/academic-calendars/staff-calendars/key-dates-for-2023-24.aspx) | Choose an item.**(Calendar exceptions must be approved by the Academic Strategy Committee)** |
| **11.** | **FHEQ Level of target award** | [Link to web address for FHEQ](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf) |
| **12.** | **Credit rating per level / ECTS equivalent** |  |
| **13.** | **13a** | **Name of Professional, Statutory or Regulatory Body if applicable** | **Include the name of the Professional, Statutory or Regulatory Body.** |
| **13b** | **Name of end point assessment organisation (for apprenticeships)** | **For apprenticeships, include organisation for the end point assessment** |
| **13c** | **CPD/CE (Continuing Education) course**  | **For the definition please read: ‘CCCU Definition of CPD/CE Courses (for internal use only)’ document on the** [QSO ‘Course Planning’ webpage](https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/docs/planning/CPD-CE-Definition.pdf) |
| **14.** | **Name and full address of apprenticeship partner if involved in the delivery of the course** | **The contracting name and full address of the apprenticeship partner**  |
| **15.** | **Name and address of collaborative partner** |  |
| **16.** | **Type of the collaboration arrangement**  |  |

**Academic and Business Rationale for Academic Strategy Committee (Please note: this will form the rationale section of the Course Document)**

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| 1. **Academic Rationale, including evidence that the proposal compliments a credible, academic discipline/subject and that the offer is module efficient:**

[**Academic Framework**](https://www.canterbury.ac.uk/quality-and-standards-office/docs/regulations/Academic-Framework-23-24.pdf)**,** [**Learning and Teaching Strategy**](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/strategies/strategies.aspx) |
|   |
| 1. **Business Case Rationale, including commentary regarding how the proposed course links to the relevant School and Faculty Planning Portfolio:**

[**Vision 2030**](https://cccu.canterbury.ac.uk/strategic-framework/docs/vision-2030/436-22-Vision-2030-brochure-v7.pdf) |
|  |
| 1. **Evidence of market, or other research and business intelligence/horizon scanning conducted to support the application:**

Include sources of research, including reference to the size and position of the current market, as well as student number trends and recruitment links across subject areas for example, or overlaps to other courses within the University’s portfolio. |
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| 1. **Evidence of capacity to deliver using existing resource base:**
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**Approval to Proceed to the Faculty Portfolio Planning Executive [e-signature accepted]**

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| **Head of School name and signature:** |  | **Date:** |  |
| **Faculty Registrar name and signature:** |  | **Date:** |  |
| **For Masters by Research and Doctoral degrees:** |
| **Pro-Vice Chancellor****(Research & Enterprise) name and signature:** |  | **Date:** |  |
| **For Postgraduate Taught Awards:** |
| **Dean of the Graduate College name and signature:** |  | **Date:** |  |
| **For Collaborative Arrangements:** |
| **Director of UK Partnerships and Apprenticeships Unit** **OR****Director of International Partnerships and Development** |  | **Date:** |  |

**Approval to proceed to Academic Strategy Committee *[e-signature accepted]***

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| **Faculty Dean - name and signature:** |  | **Date:** |  |

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| **Date considered by the FPPE**Please state if this was via Chair’s Action |  |
| **Date identified by FDQ in liaison with Course Director for Standing Approval Panel**(FDQ will refer to list of dates published by the Quality and Standards Office) |  |

**Once approved by the FPPE, please provide to** **QSOCommittees@canterbury.ac.uk** **for submission to the Academic Strategy Committee**