

**FACULTY OF *[INSERT NAME]***

**FACULTY PROGRAMME PLANNING PORTFOLIO**

**PART 1**

**INTRODUCTION**

The Academic Strategy Committee (ASC) maintains oversight of programme planning activity on behalf of the Academic Board, making decisions about the development of new programmes, acting as the University forum for planning decisions about award titles, and overseeing the development of collaborative partnerships.

In order to oversee individual Faculty level programme planning activity, each Faculty has established a Faculty Programme Planning Executive. This body’s primary purpose is to create and manage a dynamic Faculty Programme Portfolio Plan, in line with the Faculty Plan, for submission to the ASC.

There are 2 parts to the portfolio plan:

Part 1 – this provides information regarding the overall rationale and plans for the Faculty portfolio including new proposals and plans to close currently approved programmes and/or short courses.

Part 2 – this is a spreadsheet that details all currently approved programmes/short courses or those approved to proceed to planning by the ASC and relevant statistics to indicate overall performance in relation to recruitment and attrition.

Both parts 1 and 2 must be updated and submitted to the ASC as required.

1. Rationale for the Faculty portfolio

*Within this section please provide an overview of the key drivers, both internal and external, for the Faculty portfolio. This section is likely to only need updating at the start of each academic year.*

1. An evaluation of the benefits of the current faculty portfolio of programmes and identification of any known or anticipated risks;

*This section should include information related to the benefits for the Faculty and University of the current portfolio and internal or external issues that are thought to possibly have an impact on the management and/or continuance of approved programmes/short courses. This should include issues related to collaborative partnerships. This section should be updated as required.*

1. An evaluation of current portfolio performance

*This should indicate whether recruitment targets as agreed during programme planning and financial forecasts are being met for approved programmes. If not there should be a commentary on the reasons for this and any measures being taken by the Faculty to rectify the situation. This section should be updated each time the portfolio is presented to the ASC.* *Consideration of the portfolio performance against key performance indicators set by the Academic Strategy Committee should be included.*

1. Future plans for the portfolio

*This section should include information regarding collaborative partnerships, and (where relevant) international initiatives, flexible delivery, enhanced use of blended learning, development of distance learning packages etc. This section is likely to only need updating at the start of each academic year.*

1. Identification of any additional resource needs to deliver existing programmes

*This section should be updated each time there is a need for additional resources and include information related to the potential impact on student experience of the programme concerned.*

1. Plans to close programmes/short courses within the portfolio

*This section should include information regarding programmes and/or short courses that will cease to recruit but remain ‘on the books’, and, separately, those that are proposed to close and will be removed from the portfolio. This section will need updating each time there is a proposal to cease recruitment or close a programme/short course.*

1. Specific proposals for new titles with anticipated student numbers

*This section should include proposals for new programmes and/or short courses. Information should be provided regarding the rationale and related market research for the proposed award (see appendix 1). Once the proposal is approved to proceed to planning by the ASC the details should be included in the table below and in part 2 of the portfolio. This section will need updating for each new proposal and should also be updated should a proposal not progress at Faculty Planning Executive stage.*

|  |  |  |  |
| --- | --- | --- | --- |
| Programme / Short Course title | Date In-principle paper approved by Academic Strategy Committee | Date approved by Faculty Planning Executive | Date and outcome of approval event or of FQC approval for Short Courses |
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|  |  |  |  |

**Appendix 1**

**In-principle approval paper for the Academic Strategy Committee**

**[Each proposal should be kept to 1 side of A4]**

|  |  |
| --- | --- |
| In Principle approval requested for (please delete as appropriate) | the development of a new programme or short course  a change to programme title only  a Programme Modification that has significant resource implications  a Programme Modification that has significant resource implications, identified through the Periodic Programme Review process  the development of a new programme or short course with a new collaborative partner  the extension of an existing programme or short course to a new collaborative partner  the extension of an new collaborative programme or short course to an existing collaborative partner  the extension of an existing collaborative programme or short course to an existing collaborative partner |

|  |  |
| --- | --- |
| Name of Programme/Short Course |  |
| Alternative Programme/Short Course name(s) (if relevant) |  |
| Single Honours/Combined Honours/Both (UG programmes only) |  |
| Details of approval and/or accreditation by a professional and/or statutory regulatory body (if applicable) |  |
| Name of collaborative partner, if relevant, and details of the nature of the collaboration (ie whether validation, franchise, dual or joint award etc) |  |

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| Rationale for the application, including commentary regarding how the proposed programme links to the relevant School/Centre and Faculty Programme Planning Portfolio |
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| Evidence of market or other research conducted to support the application |
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| Prospective student numbers or likely affect upon student numbers |
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**Approval to proceed to Academic Strategy Committee** *[e-signature accepted]*

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| --- | --- | --- | --- |
| Head of School signature: |  | Date: |  |
| Faculty Director of Quality signature: |  | Date: |  |
| Dean signature: |  | Date: |  |
| Pro Vice Chancellor (Research and Knowledge Exchange) signature:  For research proposals only |  | Date: |  |