

**PLANNING PROPOSAL: PART 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 Proposal Part 2, for approval by the FPPE.**

**This form is PART 1 of the Course Planning process.**

**Items 1 – 16 will be combined with items 17 – 30 from PART 2 of Course Planning, to create the Course Specification.**

**The Course Specification will be published on the University webpages, once the approval process is complete and approved by the Academic Board.**

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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** | **Full name**  **If collaborative, please also include the name and title of IPaD / UK Partnership lead** | | | |
| **Job Title of Lead Proposer** | **Job role**  **If collaborative, please also include the name and title of IPaD / UK Partnership lead** | | | |
| **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:** | **Cohort** | **1** | **2** | **3** |
| **Month & Year** | **e.g. Sep 23** | **Jan 24** | **Sep 24** |
| **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 17-30 from Planning Proposal Part 2 to form the Course Specification, which will be published online once the course has been approved:**

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|  | **Awarding Institution(s)** | | | **Normally Canterbury Christ Church University** |
|  | **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.** |
|  | **Faculty and School responsible for the management of the course** | | | **State full faculty and school name** |
|  | **Contributing Faculty and School to the delivery of the course** | | | **State full faculty and school name** |
|  | **Main award and Name of Course/Short Course (present in full)** | | | **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.** |
| **5a** | **Name of apprenticeship standard (if applicable)** | |  |
|  | **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** |
|  | **Default Exit Points(s)** | | | **Present award and name in full, eg:**  ***Cert HE XX***  ***Dip XX***  **Please refer to the Academic Framework for guidance on naming conventions** |
|  | **Name of Suite (if applicable)** | | | **Include Suite title if applicable**  **Please refer to the Academic Framework for guidance on taught degree structure** |
|  | **Single Honours/Combined Honours/Both:**  **(UG courses only)** | | | **Single Honours / Combined Honours / Single and Combined Honours** |
|  | **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** |
|  | **Academic Calendar and timetabling band for combined honours** | | | **If a calendar exception is required, this must be approved by the Academic Strategy Committee.** |
|  | **FHEQ Level of target award** | | | [Link to web address for FHEQ](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf) |
|  | **Credit rating per level / ECTS equivalent** | | |  |
|  | **14a** | | **Name of approval and/or accreditation by a professional and/or statutory regulatory body (if applicable)** | **Include the name of the Professional, Statutory or Regulatory Body.** |
| **14b** | | **Name of end point assessment organisation (for apprenticeships)** | **For apprenticeships, include organisation for the end point assessment** |
| **14c** | | **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** |
|  | **Name and full address of collaborative partner if involved in the delivery of the course** | | | **The contracting name and full address of the collaborative partner** |
|  | **Type of the collaboration (if relevant)** | | | **Please indicate:**  **Articulation / Franchise / Validation** |

**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:** |
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| 1. **Business Case Rationale, including commentary regarding how the proposed course links to the relevant School and Faculty Planning Portfolio:** |
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| 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 Academic Strategy Committee *[e-signature accepted]***

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| **Head of School signature:** |  | **Date:** |  |
| **Faculty Registrar signature:** |  | **Date:** |  |
| **Dean signature:** |  | **Date:** |  |
| **For Masters by Research and Doctoral degrees:** | | | |
| **Pro-Vice Chancellor**  **(Research & Enterprise) signature:** |  | **Date:** |  |
| **For collaborative proposals:** | | | |
| **Dean of International / Director of UK Partnerships signature:** |  | **Date:** |  |
| **For Combined Honours Courses:** | | | |
| **Director of Combined Honours signature:** |  | **Date:** |  |
| **For Postgraduate Taught Awards:** | | | |
| **Dean of the Graduate College signature:** |  | **Date:** |  |

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| **Date considered by the FPPE**  Please state if this was via Chair’s Action |  |

For new collaborative proposals, this form must be accompanied by the following annexes:

* New Partner Proposal Form
* Risk Assessment

The templates can be found on the Quality and Standards webpages: [LINK](https://www.canterbury.ac.uk/quality-and-standards-office/collaborative-provision/collaborative-provision.aspx)

Please contact Claire Anderson, Quality Manager ([claire.anderson@canterbury.ac.uk](mailto:claire.anderson@canterbury.ac.uk)) with any queries.