

### **PLANNING PROPOSAL: PART 2**

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

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

**This form is PART 2 of the COURSE PLANNING process.**

**Items 17 – 30 will be combined with items 1-16 from PART 1 of COURSE PLANNING process, to create the Course Specification.**

**The Course Specification will be published on the University webpages, once the approval process is complete.**

The Course Planning Proposal Form Part 2 consists of the details of academic planning for a course of study. It is not an application for a budget and the actual resources for the course are secured through the Business Planning Process.

All Course Planning Proposals are subject to approval by the relevant Faculty Portfolio Planning Executive (FPPE). In reviewing this proposal, the faculty and FPPE will need to consider:

1. Whether the Business rationale remain strong following consideration of all the likely benefits and costs of the proposal?
2. Will the course require resources outside those provided by the Faculty Business Plan? [If the answer is ‘yes’, the Academic Strategy Committee will require assurance that those resources have been secured through the Business Planning Process
3. Will the course meet its financial contribution once it has achieved ‘steady state’ (i.e. all years of study have commenced)? Or if not is there a clear rationale for supporting it within the School or Faculty’s portfolio and business/strategic plans?
4. Are there any likely resource needs that have not been identified in the proposal?
5. Have any additional resources needs been considered as part of the business planning process?
6. Is there any indication that the use of existing resources, including academic and support staff and capital and consumable costs, will not be sufficient for the new course?
7. Is the course collaborative or designed to be collaborative?
8. Will this course feature international delivery?
9. Have any risks been clearly addressed?
10. Are there any significant administrative issues that need to be considered?

Where there are serious financial or quality concerns, the FPPE may determine that the proposal should not proceed or that further work is required before the course can proceed to validation/approval.

This form must be accompanied by the following annexes:

**PLANNING PROPOSAL (PART 2)**

**(for all programmes)**

1. A student Number Annex, to be completed with Student Number Planning
2. A Finance Annex, to be completed with the Department of Finance
3. Copies of communication (relevant to section 6: Consultation with other relevant Departments or Schools)
4. A prospectus entry (relevant to section 8: Marketing Arrangements)

**Summary of the proposal as outlined in Planning Proposal Part 1:**

|  |  |
| --- | --- |
| **Main award and title of course approved in-principle by the Academic Strategy Committee** | Refer to Part 1: Planning Proposal to ensure the approved title is used |
| **Nature of Proposal outlined in Part 1** | Eg Periodic Review, Approval, Modification |
| **Date of Faculty Portfolio Planning Executive approval of ‘Planning Proposal Part 1’** | If the course title changes, it must be referred back to the Academic Strategy Committee for in-principle approval |
| **Date of Planning Proposal Part 1 agreed by the Academic Strategy Committee** | The ASC may grant in-principle approval subject to further work, please include those conditions here |
| **Conditions imposed by the Academic Strategy Committee (if applicable)** |  |
| **Proposed start date** |  |

**The following items (17-30) will be combined with items 1-16 from Planning Proposal Part 1 to form the Course Specification, which will be published online once the course has been approved.**

This page is a continuation of the first part of the Course Specification in Planning Proposal Part 1. Not all the information required here may be available at this stage but please complete with as much detail as possible.

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|  | **Subject Benchmark Statements, Apprenticeship Standard or other subject reference points** |  |
|  | **Mode of delivery** | e.g. Face-to-face delivery  |
|  | **Mode(s) of attendance**  | Choose an item. |
|  | **Location(s) of delivery** | Choose an item.If collaborative, include delivery location(s) |
|  | **Does this course have Special Regulations?** | Special Regs must be approved by the Academic Board prior to approval of the course |
|  | **UCAS Code**  | May be required to complete at a later stage – please check with admissions |
|  | **Version and previous course code if applicable** | Version number of the course specification |
|  | **Date revised** | Month and Year |
|  | **Aims of the Course** *Aims are overall statements which establish the way in which the content and structure of the course provides the students with opportunities for learning and assessment to demonstrate how they achieved the CLOs at the requisite level. With the emphasis on what is to be accomplished, succinct aims will provide students with an overview of what to expect on the course.* <https://canterbury.ac.uk/learning-and-teaching-enhancement/docs/Guidance-and-books/Guidance-for-Programme-Design-and-Development-Final-Feb-2019.pdf> |
|  | **1.****2.****3.****4.** |
|  | **Indicative Learning Outcomes** *It is recognised that the Course Learning outcomes (CLOs) below may be subject to change as course development progresses. Unless requested by FPPE, reapproval of the CLOS by FPPE is not required.**The CLOs presented on the final Course Specification for approval by the Academic Board will be the correct and final ones.* *Please rename the sections below to indicate the precise award title.* *For the scale of differentiation required at each level of a named award, see section 4 of the Academic Framework.**Section 27 should be the final course or route learning outcomes. Sections 28 - 29 are exit award outcomes. Add the name of the other exit awards where there are square brackets.* *The name of the course or route(s) must match the name approved by the Academic Strategy Committee. If this has changed, please refer change back to the Academic Strategy Committee for approval.* *If there is only one exit award, please delete 29. If there is no exit award, please delete 28 and 29* <https://canterbury.ac.uk/learning-and-teaching-enhancement/docs/Guidance-and-books/Guidance-for-Programme-Design-and-Development-Final-Feb-2019.pdf> |
|  | **Course Learning Outcomes [Course title]**On successful completion of the course, students will be able to:1.2.3.4. [add further lines as required] |
| **27a**. | **Route Learning Outcomes [Route title]**On successful completion of the route, students will be able to:1.2.3.4.[add further lines as required] |
| **27b.** | **Route Learning Outcomes [Route title]**On successful completion of the route, students will be able to:1.2.3.4.[add further lines as required] |
|  | *Add further rows for additional titles as required* |
|  |  **Level Learning Outcomes [Exit award title]**On successful completion of the [Exit award title], students will be able to:1.2.3.4.[add further lines as required] |
|  |  **Level Learning Outcomes [Exit award title]**On successful completion of the [Exit award title], students will be able to:1.2.3.4.[add further lines as required] |
|  | **Entry Requirements**  |
|  | *Please state the minimum University entry requirements, including interview/audition as required. Please also include any entry requirements specific to PSRB regulations eg numeracy skills at level 3 and initial needs analysis for apprenticeships.* ***If there is any variation to the University’s standard entry requirements, they must be agreed with the Assistant Director (Admissions).*** |

**Additional Information for the Faculty Portfolio Planning Executive**

* + - 1. **Partnership Details (if relevant)**

**Additional costs/resource must be identified within the financial annex**

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| **2.1** | Is the Partner new or existing. If an existing partner, please provide further information regarding the involved Faculties |  |
| **2.2** | Nature of partnership and their involvement  | *Eg Franchise, % to be taught by partner staff* |
| **2.3** | Name of Academic Link Tutor(s) |  |
| **2.5** | Has an External Examiner been identified? |  |

**Course Delivery**

The Head of School and Lead Proposer will meet with the management accountant and discuss the financial requirements. This form is not a substitute for this meeting, however the information is used by finance in order to complete the financial annex and so therefore it must be completed accurately.

**3 Indicative Structure of the Course**

Please consider the delivery of modules within the proposed course and provide as much detail as possible. If you are planning different structures for modules within the same level, then please identify this in the table below. Some examples are included for you (please delete). This will form the basis for discussion with the management accountant.

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| **3.1** | **Academic Calendar** | Please state the calendar of delivery |
| Does the course have an agreed exception: Yes/No An exception request must be approved by the Academic Strategy Committee prior to course approval. See section 3.3.Courses on exceptional calendars are responsible for all dates are published in advance |
| **3.2** | **Anticipated timetable band for combined honours course**  | Choose an item.At this stage, please contact the Director of Combined Honours |

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| **3.3** | **Exceptions request submitted to the Academic Strategy Committee, if applicable:** | **Date of approval by ASC** |
| Delete as appropriate* Delivery in line with an approved Academic Calendar
* Module delivery in a semester / trimester-length pattern with an equal number of credits taken in each semester / trimester

**For courses with professionally regulated placements to meet professional requirements only:**Delete as appropriate.* Delivery of non-placement modules as semester / trimester length
* Equal number of credits taken in each semester / trimester
* Delivery of module(s) to commence in the first week of a semester / trimester
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| **3.4 Module Detail** |
| **Level** | **Module title and code if current module**Add extra rows for each module | **Parent Course (if different)** | **New or existing module** | **Number of credits** | **Semester and core or optional** | **Delivery pattern, number of groups for sessions and specialist rooms required** | **Breakdown of hours for Academic Direction:**1. Scheduled contact
2. Guided independent learning
3. Independent learning
4. Placement / Work-based learning
 | **Total number of additional hours for delivery to cohort, based on the student numbers in the financial annex** |
| Non-credit-bearing | ABC 1 | Proposed course | N | 0 | S1 (C) | Competency assessment in specialist setting, no rooms required | Scheduled contact: 6hrs per studentPlacement / work-based learning: 200hrs  | 120 hrs |
| Level 5 | ABC 2 | BA (Hons) XXX | N | 20 | S2 (O) | One hour lecture (one group)Two hour seminar (five groups)One hour tutorial (ten groups) | Scheduled contact: 50 hrs Independent Learning: 150 hrs | 231 hrs |
| Level 5 | Workplace learning | Proposed course | E | 20 | S1 + 2 (C) | Three hours of support visits to workplace, no rooms required | Scheduled contact: 50 hrsIndependent Learning: 150 hrs | 60 hrs |
| Level 6 | Dissertation  | Proposed course | E | 40 | S1 + 2 (O) | Two hour lecture (week one only)One hour tutorial every fortnight (ten groups) | Scheduled contact: 50 hrsIndependent Learning: 150 hrs | 112 hrs |

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| **3.5** | **Combined Honours level 4 module information** |
| **Module Title** | **Semester** | American Studies / Applied Criminology | Applied Criminology / Business Management | Applied Criminology / English Literature |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Crime: Representations and Reality** | **1**  | **X** | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Crimes Punishments and Societies | **1** | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Crime: Narratives and Explanations | **2** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Add more rows as required** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **3.6** | **Please complete during consultation with the Planning Office.****HECoS Subjects Codes with % of each subject – this must be populated to support curriculum set up for all courses.** <https://www.hesa.ac.uk/collection/c18061/a/hecos> |
| **Subject and code %** |  | **Subject and code %** |  |

**4 Resources**

**Which additional non-staffing resources will be needed to deliver the L&T Strategy for the course, over and beyond the standard resources and University services expected for any course? Please provide details of the resources needed to achieve your aims in terms of:**

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| **4.1** | L&T pedagogies mediated by technology and the development of students’ digital capabilities as relevant for the course (specific use of the Virtual Learning Environment, specific software and equipment, simulation, online learning objects, etc.). Please consult with your Faculty Learning Technologist and Faculty Director of Learning and Teaching (FDLT) when considering possible avenues and resources needed. You may also want to talk to your Learning & Research Librarian regarding resources and input to enhance students’ digital capabilities, or the creation of bespoke learning objects or additional resources. |
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| **4.2** | The **employability** of your students and their **graduate outcomes**, e.g. 20 credit requirement of work-related experience at undergraduate level, placements (including those required by the PSRB), work based learning, employers’ input (for guest lectures, live briefs, etc.), field trips, cost of joining a professional body or society, etc. Please consult with your FDLT, with Enterprise and Employability and your Placement Office (in some Faculties) when considering possible avenues and resources needed. |
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| **4.3** | The inclusivity, internationalisation and sustainability of the curriculum. You may want to consult with your Faculty Director of Learning and Teaching (FDLT) when considering possible avenues and resources needed, e.g. guest speakers, field trips, books, audio and video materials, etc. Please speak to your Faculty Learning Developer regarding removing barriers to learning or other matters. |
|  |
| **4.4** | The fostering of **students’ sense of belonging** to the University community, their **health and wellbeing**. You may want to consult with your Faculty Director of Learning and Teaching (FDLT) or the Student Transition and Orientation Manager in LTE when considering possible avenues and resources needed, e.g. pre-arrival, induction, transition and retention activities. Please discuss with your Learning Developer how students can be supported in developing growth mindsets and access appropriate, relevant resources at key points throughout the student journey |
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| **4.5** | Are there any course requirements that will **involve costs to students** over and above the tuition fee? For example, field trips, equipment etc. Please provide details. As far as possible, these costs must be kept to a minimum and curricular activities must be funded by the course. |
|  |

**5 New / Additional Academic and Support Staff**

Please include FTE – when comparing with the finance annex please bear in mind that this is costed in teaching hours and not FTE. These numbers should **not** be cumulative (e.g. If you need 1 new person in year 1 and another new person in year 2, please put 1 in both years). This should not include staffing needs met by redeployment from other areas.

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| --- | --- | --- | --- | --- | --- |
| **Year of operation of the course** | **New staff appointment both academic and professional support (required due to capacity)** | **New staff appointment (required due to expertise and/or capacity)** | **Staffing required from other Schools** | **Sessional staff required in addition to existing staff base** | **Estimated cost of essential staff development needed to run the course**  |
| Year 1 |  |  |  |  |  |
| Year 2 |  |  |  |  |  |
| Year 3 |  |  |  |  |  |
| Year 4 |  |  |  |  |  |

**6 Consultation with other relevant Departments or Schools**

Please include only direct costs to the course, resources for which will need to be requested through the business planning process. Please also indicate any capital cost. Please also state if any costs are needed before the course can start e.g. set up costs.

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|  | **Nature of any requirement & estimated cost, as identified in the Financial Annexe *(if known)*** | **Professional Service** **Either, confirmation requirements have been met****or how requirements can be secured prior to the approval and commencement of the course** |
| **Marketing and Communications** |
| Further Market Research (if required by FPPE) |  |  |
| Student Recruitment Marketing |  |  |
| **Registry** |
| Assessment Administration |  |  |
| Student Registration and Records  |  |  |
| Partnership Registry |  |  |
| Student Systems (QL) |  |  |
| Student Systems (Timetabling and Attendance)  |  |  |
| MOSI Programme |  |  |
| **Admissions** |
| Undergraduate Admissions |  |  |
| Postgraduate Admissions |  |  |
| Applicant Services |  |  |
| Compliance / DBS |  |  |
| **Collaboration / Recruitment** |
| International / UK Partnerships and Development |  |  |
| Visa Compliance |  |  |
| **Infrastructure Resources** |
| Estates and Facilities Services |  |  |
| Information Technology |  |  |
| Accommodation Office (for international students for example) |  |  |
| **Delivery Resources** |
| Library and Learning Resources including the University Bookshop (printed and enhanced online resources) (Learning and Research Librarian) |  |  |
| Learning and Teaching Enhancement Unit |  |  |
| Staffing required from other Departments or Schools |  |  |
| Internal Faculty requirements eg Placement Office, Director of the GMS |  |  |
| Enterprise and Employability  |  |  |

**7 Funding for the course**

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| --- | --- |
| **Is this course returnable to OfS?*****See below definition.*** | Choose an item. |
| **What is the primary source of funding for the course? *(delete as appropriate)***This field is not necessarily the main source of finance as it excludes the tuition fee element. In the majority of cases, the source of funding will be the appropriate funding council. The predominant source of funding should be selected where there is more than one source.  | Choose an item. |
| **Other (Please specify)** | Full list of major sources of funding can be found [here](https://www.hesa.ac.uk/collection/c18051/a/msfund) (hesa.ac.uk) |

**Definition of Recognised HE**

A course is recognised higher education for OfS funding purposes if it is:

* A course that is designated under the Education (Student Support) regulations 2011
* A ‘course of higher education’ as defined in Schedule 6 of the Education Reform Act 1988, other than one leading to a qualification in the Register of Regulated Qualifications.

Study for higher education-level credit (rather than towards a specific qualification) may be included if it meets the criteria in Schedule 6 of the Education Reform Act 1988 and either:

* It is not credit that may count only towards a qualification in the Register of Regulated Qualifications
* It is credit that may count towards a course that is designated under the Education (Student Support) Regulations 2011.

**Partnerships: validation and subcontractual arrangements**

OfS funding powers apply to the provider with full contractual responsibility: the registering provider.

* SLC pays tuition fee loans to registering provider
* For apprenticeships – this is the same as the lead provider for the ESFA – the provider that receives the apprenticeship funding from the ESFA.

**Validation only arrangement**

Student is registered with the teaching provider and they report students in their data returns

**Subcontractual (‘Franchise’) arrangement**

* Student is not registered by the teaching provider
* The teaching provider does not report students in their data returns

**MARKETING ARRANGEMENTS**

**8 Permission to Advertise ‘Subject to Validation’**

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| **Is permission sought to advertise this course ‘subject to validation/approval’ at this stage?** | Choose an item. |
| **If NO, has the course already had permission to advertise subject to validation from the Chair of the Academic Strategy Committee (only in exceptional circumstances), or will it be advertised after the approval event?** |
|  |

The on-line prospectus text will require approval before the course can be advertised. Text required must be supplied on a timely basis to ensure it can be included in online and in print marketing materials. Please contact your Faculty Marketing Manager for further information.

**RISKS ASSOCIATED WITH THE COURSE**

**9 Risk management**

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| **IDENTIFIED RISKS** | **Applicable****Yes/No** | **If yes, how will this risk be managed?** **What will you do if the initial methods of managing the risk fail?** |
| **Risks associated with international delivery** |  |  |
| **Risks associated with collaborative delivery – control over student learning experience and/or assessment is exercised through a partner, and liability for students if the partnership closes** |  |  |
| **Risk where successful delivery of the course relies upon the availability of external organisations or agents to fulfil the requisite criteria, for example placement providers or specialist rooming** |  |  |
| **Reputational risks relation to course structure or title** |  |  |
| **Risk of entering a new market or subject area of which the University has little experience** |  |  |
| **Course features unsupervised contact between students and children or vulnerable adults** |  |  |
| **Any other risks. (Please specify)** |  |  |

**10 Signatures**

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| **10.1 On behalf of the School/Centre (always required)** |
| **I confirm that the resources required for this course are available, or where this is not the case that they have been included in the School / Centre Business Plan for approval by the Dean of Faculty and SMT** |
| **HEAD OF SCHOOL/CENTRE****Signature: Date:** |

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| **10.2 On behalf of the Faculty (to be signed by the Dean of Faculty following consideration at the Faculty Portfolio Planning Executive)** |
| **Delete as appropriate:****Either****I confirm that this development is within the scope of the Faculty Business Plan and that expenditure will be met from the Faculty budget. I agree that the course should proceed to approval.****Or****I confirm that this course proposal features expenditure or resources that are additional to the Faculty Business Plan and Faculty Budget. An application for these resources has been made through the Business Planning Process for approval by SMT.** |
| **DEAN OF FACULTY****Signature: Date:** |

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| **10.3 On behalf of International / UK Partnerships (only where collaborative provision is required)** |
| **I confirm that the development is aligned with the University’s strategy for International / UK partnerships and I agree the proposal should proceed to approval.**  |
| **Dean of International / Director of UK Partnerships** **Signature: Date:** |

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| **10.4 On behalf of Resources (only where additional expenditure/resources are required)** |
| **This course involves expenditure/resources additional to those already provided within budget. I confirm that these resources have been agreed through the Business Planning Process.** |
| **Director of Finance** **Signature: Date:** |

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| **10.5 The Director of Combined Honours (only where combined honours courses are included)** |
| **I can confirm that the development is within the scope of the combined honours portfolio and offer and I agree the course(s) should proceed to approval.** |
| **Director of Combined Honours** **Signature: Date:** |

**Once this form is completed and approved by the FPPE, the form will be circulated by the FPPE Secretary to the following:**

Director of Planning and Academic Administration

Deputy Academic Registrar

Assistant Director (Admissions)

Student Systems Manager

Director of Combined Honours

Quality Manager

Quality Officer

Quality Administrator

Director of Library and Learning Resources

Learning and Research Librarian for the relevant faculty

Learning Developer for the relevant faculty

Manager of i-Zone and Student Information

Dean of Faculty for the relevant faculty

Faculty Registrar for the relevant faculty

Faculty Director of Quality for the relevant faculty

Faculty Managers for the relevant faculty

Faculty Director of Learning and Teaching for the relevant faculty

Faculty Manager Administration and Operations for the relevant faculty

Head of School for the relevant faculty

Head of Partnership Administration and Campus Hubs

Planning Office (via planning@canterbury.ac.uk),

International Partnerships and Development (via international@canterbury.ac.uk),

UK Partnerships (via ukpartnerships@canterbury.ac.uk),

IT (via it-service@canterbury.ac.uk)

Marketing (via marcomms@cantebrury.ac.uk)

studentsystems.ql@canterbury.ac.uk

applicantservices@canterbury.ac.uk

Registry student.records@canterbury.ac.uk

Partnership Registry (collaborative proposals) partnership.registry@canterbury.ac.uk