**Annex A**

**Approval and Amendment of ‘With Proficiency in’ Programme Streams**

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| On completion, please email this form (as a Word file, not a pdf) to the relevant Quality and Standards Team mailbox |
| 1. **Contact Details** – Required for all programme approval and amendments
 |
|  | Name | Email | Phone Number |
| Administrative Contact | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Academic Contact | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Host Faculty | Now select a type... |  |  |

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| 1. **Stream Overview**
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**B1.** The Faculty of [X] is proposing to develop a ‘With Proficiency in’ (WPI).

This stream will be available to undergraduate students whose programmes can accommodate 60 credits of elective modules across the length of their programme. Students who complete the required number of credits will then gain recognition of their competence by having ‘With Proficiency in [proficiency]’ added to their degree title.

**B2.** The stream will be available from:

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| 1. **Rationale**
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**C1. Provide a clear rationale for the development/ amendment of the stream.**

*Example;*

*The research and teaching disciplines of Leadership and Entrepreneurship have been identified as areas of strategic growth for the Business School. In particular, the School sees the possibility of these pathways being able to answer demand for important skills from student applicants and from employers.*

**C2. ‘Applied’ nature of stream content.**

‘With proficiency in’ streams are intended for programme content which develops specific skills or competencies that are practical, professional or technical in nature. Please provide a rationale as to why the proposed stream content is aligned with this intention.

**C3. Provide evidence indicating:**

* 1. **Demand from Students:**
	2. **Demand from Employers/Alumni:**
	3. **Consideration of existing models e.g. FCH/ Liberal Arts:** *Justify why the proposed ‘Proficiency’ stream is more appropriate than a Liberal Arts / Flexible Combined Honours pathway*

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| **C4. Employability** |
| How will the programme prepare students for graduate level employment? Please refer to graduate attributes. What are the likely career paths for graduates?  |
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| **C5. Faculty resources required** |
| Set-up costs, staffing (academic/administrative), learning and teaching resources etc., including any additional investment required. |
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| **C6. University resources required**  |
| Space requirements, library resources, IT requirements (software and or hardware) etc., including any additional investment required.**Contact Library Academic Support at** **libraryhelp@exeter.ac.uk** **to discuss library resources.****Contact Faculty IT Business Partner to discuss IT requirements.** |
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| **C7. Critical success factors** |
| What factors must be ensured for the proposal to succeed (e.g. recruitment of specialist staff, inclusion in the printed prospectus)? |
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| 1. **Proposed Module Breakdown**
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**D1.** To graduate ‘With Proficiency In [proficiency]’ students will need to complete 60 credits across more than one level, from those listed in the table below.

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| **Stage 1:** [X] **credits of compulsory modules;** [X] **credits of optional modules** |
| **Code** | Module Title | **Credits** | **Compulsory** | **Non-condonable** |
| *e.g. BEM2032* | *Start-up Entrepreneurship* | *15* | *Yes*  |  |
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| **Stage 2:** [X] **credits of compulsory modules;** [X] **credits of optional modules** |
| **Code** | Module Title | **Credits** | **Compulsory** | **Non-condonable** |
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| **Stage 3:** [X] **credits of compulsory modules;** [X] **credits of optional modules** |
| **Code** | Module Title | **Credits** | **Compulsory** | **Non-condonable** |
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| 1. **Timetabling and Delivery**
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**E1. Cross-Campus Provision** *– Explain whether the pathway will be made available to students across Exeter and Cornwall campuses. If not, explain why not. If yes, explain how delivery will take place (e.g. delivered together / concurrently / through blended or online delivery, etc).*

**E2.** **Timetabling:** *‘Journey’ programme streams such as ‘With Proficiency In’ are open to students from many disciplines across the institution. This presents specific challenges for timetabling classes relating to the risk of clashes between ‘proficiency’ stream modules and modules in a student’s ‘home’ discipline.*

*Discuss in some detail the mechanisms that will be implemented to reduce or mitigate timetabling clashes, referring, for example, to the chosen pedagogic approach, module content and means of delivery:*

*Examples of mechanisms to reduce or mitigate timetabling clashes*;

1. *Communication with students:*
2. *Blended learning delivery:*
3. *Recording lectures:*
4. *Repeat teaching:*
5. *Mandatory seminar/workshop attendance:*
6. *Office hours and drop-in meetings:*
7. *High quality ELE resources:*
8. *Evening/recorded guest speaker slots:*

**E3.** **Delivery of** **Pilots** *Provide details of any pilots which have already taken place (or are planned) and any outcomes.*

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| 1. **Practical Points for consideration**
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**F1. Co-ordination:** *How will the WPI stream be coordinated alongside other programmes and by whom?*

**F2. Communication:** *Confirm what discussions have taken place with Communications and Marketing teams, and the outcome actions relating to student communications.*

**F3. Administrative cost of the pathway:** *Describe the ongoing costs (as opposed to set-up costs listed in C5) of the proposed WPI stream and how will this be funded.*

**F4. Progression and Graduation:** *Confirm whether standard progression / condonement rules apply. If they will not apply, explain why.*

**F5 Retrospective awards:** Confirm whether *current students be eligible for this new stream.*

**F6. FCH/Liberal Arts pathway implications:** *Confirm how the WPI stream will affect existing FCH/ Liberal Arts students.*

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| 1. **Authorisations required for creation of, or changes to, ‘With Proficiency In…’***- Insert electronic signature or if this is not possible attach email authorisation from signatories. Do not print form off and sign.’*
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|  | **Name** | **Signature** | **Date** |
| **Programme Director** | Enter text here. | *[insert signature here; remove this text]* | Click to enter date. |
| **Chair of Faculty Education Board or its nominated body** (usually the Associate Pro-Vice-Chancellor for Education or nominee) **OR provide evidence of approval by the Faculty Education Board** or its nominated body (e.g. minutes) alongside this form | Enter text here. | *[insert signature here; remove this text]* | Click to enter date. |
| **Current External Examiner** | Enter text here. | *[insert signature here; remove this text]* | Click to enter date. |
| **Head of Timetabling**  | Enter text here. | *[insert signature here; remove this text]* | Click to enter date. |
| **Head of Education Support/Head of Student Administration** | Enter text here. | *[insert signature here; remove this text]* | Click to enter date. |
| **Dean for Taught Students or Associate Dean for Taught Students**(to be gathered by the Quality and Standards Team on receiving this form) | Enter text here. |  *[insert signature here; remove this text]* | Click to enter date. |