**TAUGHT PROGRAMME FIRST APPROVAL FORM**

***This form should be used to outline the proposal for a potential taught programme opportunity or significant amendment. I.e. proposals to create new programmes (including online), pathways, microcredentials (including CPD) and Degree Apprenticeships. This form should also be used for proposals to substantially refresh or close current programmes.***

Completion and submission of this form is the first step in the approval process and information on the full process can be found [here](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/amendments/). Those proposals gaining First Approval will continue on to Business Approval (PAAF) stage; Business Approval is the point at which it is confirmed whether a programme can be launched to market. Programmes which successfully achieve Business Approval will require Academic Approval of the Programme Specification and any new Modules.

The Programme Development Team (PDT) and Faculty EEG Partner should be consulted before you complete this form and will support you to gather the information required. Once completed, the proposal will be submitted to the Faculty Taught Portfolio Group (FTPG), who will use a risk based approach to decide whether the proposal should move to the next stage of development.

**Please download a copy of this form to complete it and send it to** [**programmedevelopmentteam@exeter.ac.uk**](mailto:programmedevelopmentteam@exeter.ac.uk)**.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENERAL INFORMATION** |  | | | | | | | | |
| Name of faculty: |  | | | | | | | | |
| Proposed new programme title (including award) or current programme affected: |  | | | | | | | | |
| Intended start date & duration: |  | | | | | | | | |
| Lead proposer and department  (Please enter contact details): |  | | | | | | | | |
| Other faculties/departments/external collaboration (including existing or proposed partnerships) involved: | Faculty/Department: | | | External: | | | | | |
| Is external funding available?  (Please enter funders name if applicable) |  | | | | | | | | |
| Campus(es):  (Please enter Yes/No as appropriate) | Streatham: | | Penryn: | | St Luke’s: | | Truro: | Other: | |
| Is external accreditation proposed?  (Please enter details if applicable) |  | | | | | | | | |
| Mode of study:  (Please enter Yes/No as appropriate) | Full Time: | Part Time: | | Sandwich:  Placement: | | Apprenticeship: | | | Other: |
| Mode of delivery:  (Please enter Yes/No as appropriate) | Standard in-person: | Online Learning: | | Blended Learning: | | Other: | | | |

|  |
| --- |
| **PROPOSAL DETAILS** |
| 1. **Please give a brief overview of the proposal including: academic rationale; fit with current portfolio and; alignment with/impact on research areas. For new and refreshed programmes, please highlight any key selling points and consider whether this proposal poses competition to any programmes already on offer by UoE.** 2. **Has this, or a similar, proposal been submitted before? If so, how does this proposal differ and/or address the reason(s) why the previous proposal was not taken forward? Similarly, if a relaunch of a withdrawn programme is proposed, please detail why.**        1. **How will the proposal contribute to the objectives of the department, faculty and wider University? You may wish to consider: relevant strategies; reputation and relationships; student experience, employability and engagement.** 2. **Does the proposal include collaboration with other faculties or external partners e.g. industry, international HEIs etc.? If so, what conversations have taken place to date?** 3. **What information/market evidence do you have to support the proposal?**  **Please include target market (i.e. who is the audience) where known, competitor numbers and predicted student numbers for this programme or the anticipated impact on numbers if the proposal is for a programme refresh or closure. Scoping should be undertaken in conjunction with PDT/EEG Partners/Market Insights Team prior to submission of this form. The scoping document should be submitted as an appendix and the below should give a high-level summary of the findings.** 4. **What impact will the proposal have on faculty/departmental resources? This should include academic staff, PS staff and physical resources (such as lab space, equipment, licencing etc.), particularly if any new staff or significant investment is likely to be required.** 5. **For new and refreshed programmes, please give a brief description of the proposed content including what the proportion of new and existing modules is anticipated as being. If possible, please indicate the module code and title for existing modules likely to be included as core. For programme closures and refreshes, please also detail any modules which will be withdrawn.** 6. **Please list any critical success factors not already discussed above.** 7. **Has the proposal been discussed with and support given by, the Head of Department, Director of Education and Student Experience, and Deputy PVC? Please enter their names and give a brief overview of the discussions or include their supporting comments.** |

|  |  |
| --- | --- |
| **SIGNATURES TO CONFIRM FIRST APPROVAL – you do not need these prior to submitting this form to FTPG, these will be collected after discussion by the group.** | |
| **Chair FTPG** | **Date** |
| **APVCE** | **Date** |