

Programme Proposal Form

This form is for **new programmes** only.

- For collaborative provision, use this form in conjunction with Section 1 in the [Guide to managing collaborative provision](#)
- For Apprenticeship proposals, use the Apprenticeships planning form

This form is in three parts:

The Programme Lead (or designated nominee) should complete **Section A** of this form to outline and evaluate the proposal for all new programmes. Financial viability must be considered; consult your Director of Faculty Operations/Finance Partner for assistance with this. An example template for this is available if required; this is provided in the [Programme approval and management Guidance and forms section](#).

Only Section A needs to go the Faculty Leadership Board/Executive Committee for consideration.

Send the completed programme proposal form together with your financial viability form to the Head of School/Department who will take it to the Faculty Leadership Board/Executive Committee for approval.

The programme planning form will then need to be noted by the following:

- Relevant Programme Management Board (PMB) (or PMB chair's action) or equivalent
- Faculty Development and Review Committee (DARC) or equivalent

If approved by the FLB/FEC, the form must be submitted to the Academic Portfolio Strategy Committee for university approval. Please send to [Claire Richardson](#)

Following FLB/FEC approval, the following stakeholders should be sent a copy of the form:

- Student Finance and Welfare Manager (Amar Basra-Holmes)
- Income Manager (Matt Leydon)
- Admissions Managers – Projects and Training/Admissions Manager UG/Admissions Manager PG and Faculty Admissions Manager
- Faculty Administration Manager
- Faculty Marcomms Manager

Programme proposal may be referred back at any point, for further clarification and subsequent resubmission.

Once FLB/FEC approval has taken place, further details will be required by the relevant registration team to set the programme up on SAP, at this point the Programme Lead (or designated nominee) will be asked to complete **Section B**.

Section C is for completion by the relevant registration team only

Section A - Programme Lead (or designated nominee)

** Gold fields denote information required by faculties for SAP programme setup and must be completed

1. Key Information

Proposed programme ¹ title	
Short title– 40 character limit. (this will show on SAP and will be visible to students)	
Proposed Award aim/s, detail any exit awards that can be applied for as an intended award at application. Include the names of awards where they differ from programme title	
List all exit awards	Eg Postgraduate Diploma, Postgraduate Certificate, Institutional Credits
Nominated programme leader and contact details	
Expected intakes (months eg January, October) and length of year (if not standard 12 months)	
Programme duration (months)	
Expected first intake/start date	
Location of delivery (campuses), including any new ones	
Date form completed	

2. Consultation

- | | |
|--|--|
| <input type="checkbox"/> Director of Faculty Operations
<input type="checkbox"/> Marketing
<input type="checkbox"/> Admissions
<input type="checkbox"/> Information Technology and Media Services
<input type="checkbox"/> Strategic Planning Service
<input type="checkbox"/> Associate Dean (Academic)
<input type="checkbox"/> Library and Student Services
<input type="checkbox"/> Careers and Employability Service
<input type="checkbox"/> Timetable Office
<input type="checkbox"/> Visa Compliance Manager (if the programme is open to international students) | <input type="checkbox"/> Other faculties which may be impacted
<input type="checkbox"/> Subject areas which may be impacted
<input type="checkbox"/> Associate Professor (Quality)
<input type="checkbox"/> Business Development Manager (if Apprenticeship)
<input type="checkbox"/> Finance
<input type="checkbox"/> Global Partnerships Unit (for overseas partners)
<input type="checkbox"/> UK Validation Services (incl DMUIC)
<input type="checkbox"/> Student Finance*
<input type="checkbox"/> Associate Dean (International) |
|--|--|

It is mandatory to ensure all of the above stakeholders are aware of, and have the opportunity to feed into, the proposal. Depending on Faculty processes, consultation with the above groups may take place through Faculty Executive meetings.

Existing provision with own/other faculties and partner organisations should be considered and consulted where there may be a conflict or overlap with the new proposal.

*Any programme which will have non-standard delivery and will be delivered in the UK should be discussed with the Student Finance team at the earliest opportunity; it's important to check whether the programme will/will not be eligible for Student Finance England maintenance or tuition fee support.

¹ Working title was previously accepted, this should be avoided wherever possible as the programme title is part of the material information provided to students. The programme title may be changed at the validation event under advisement from the panel (this should be an exceptional circumstance).

3. Rationale (Mandatory)

Programme overview and Outcomes

Is this a brand new opportunity/ are separate intakes being brought in/ is it for a specific audience e.g international

Provide details of modules (and codes) that will be used. A diagram is useful to show the programme design, including use of new modules. For other details, see Guidance at end of document

Provide wider context to the proposal, including information on any current similar programmes, any intended module-sharing between programmes and the potential for including research-informed teaching.

Summary of how the programme fits with the university strategic plan and values/faculty five-year strategic plan

Current and future market for this programme (note Market Research and External consultation are mandatory exercises to carry out and feed into the rationale)

Provide evidence to demonstrate the market demand and consultation with relevant departments eg planning/business partners. How has the market research supported the programme proposal? Detail the external consultation that has taken place.

Outline the current and future relevance and how the programme will contribute to current and future skills needs. Also include the prospects available to graduates in this area, the unique selling point of the programme in comparison to other competitors and note if there is any potential for internal competition with any other DMU provision.

[Guidance](#) at end of document

4. Details of Delivery

Parent Faculty (Organisational Unit):	Parent Board:
School/Department (Division):	Type of programme: <input type="checkbox"/> Undergraduate Single <input type="checkbox"/> Undergraduate Joint <input type="checkbox"/> Postgraduate Taught <input type="checkbox"/> Integrated Masters <input type="checkbox"/> Further Education <input type="checkbox"/> Course (CELL only)

	<input type="checkbox"/> Exchange <input type="checkbox"/> Other (please specify) Please note any apprenticeship programmes should be completed on the Apprenticeship Programme Planning form on the Degree Apprenticeship resource page
Mode(s) of study (tick all that apply) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> DL full-time <input type="checkbox"/> DL part-time <input type="checkbox"/> Sandwich <input type="checkbox"/> Block teaching <input type="checkbox"/> Other (use for CPD) please specify: Any non-standard delivery requires an assessment by the Timetable Office with commentary included.	Contributing board(s): <i>If applicable, please list boards both within and outside the faculty that will contribute to the delivery of the programme.</i>

JACS/HECoS codes: <i>The HECoS codes should only be provided by the faculty's Strategic Planning Service (SPS) contact. For further information you can refer to the SPS HECoS SharePoint site and</i> https://www.hesa.ac.uk/support/documentation/jacs https://www.hesa.ac.uk/innovation/hecos	Please delete options as appropriate: Qualification level: UG <input type="checkbox"/> PG <input type="checkbox"/> Professional qualification: Yes <input type="checkbox"/> No <input type="checkbox"/> PSRB accredited: Yes <input type="checkbox"/> No <input type="checkbox"/> If PSRB accredited, will the accreditation event be conjoint with the DMU validation or be separate?
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Programme Plans

This information has been provided by ITMS and is used by the programme administrators to set up new programmes within SAP.

A programme plan describes the various stages into which a programme is divided. Programme plans are detailed below and ONLY ONE OPTION should be ticked/marked as yes

- UG programmes with ONLY level 4+5+6 need to have plan 3U
- UG programmes with level 4+5+6 AND a sandwich year on EITHER level 4 OR 5 need to have plan 4U
- UG programmes with level 4+5+6 and ONLY a sandwich year on level 5 need to have plan U5
- Integrated Masters programmes with ONLY level 4+5+6+7 need to have 4P
- Integrated Masters programmes with level 4+5+6+7 AND a sandwich year on EITHER level 4 OR 5 need to have plan 5P
- Integrated Masters programmes with level 4+5+6+7 and ONLY a sandwich year on level 5 need to have plan P5.

Programme plan	Programme plan (Description)	Pattern (levels)	New programme plan (tick or yes)
3U	UG	4/5/6	
4U	UG (sandwich year)	4/4P/5/5P/6/6P	
U5	UG (SWY L5)	4/5/5P/6	
T6	Top-up (L6)	6 & GradCert	
4P	Integrated Masters	4/5/6/7	

5P	Integrated Masters (sandwich)	4/4P/5/5P/6/7	
P5	Integrated Masters (SWY L5)	4/5/5P/6/7	
1C	CELL English Language Course	0	
2F	Foundation degree (2 years)	4/5	
1R	PG Research	8	
1P	PG Taught	7/7P	
P0	Preparation Programme (L0)	0	
P3	Preparation Programme (L3)	3	
P4	Preparation Programme (L4)	4	
P6	Preparation Programme (L6)	6	
F3	Single stage FE courses	3	

5. Programme detail

Relevant QAA benchmarking statements	
Professional body (PSRB)	
Will there be any programme specific regulations?	Yes/No - If yes, detail here
Detail any academic entry requirements (if known):	<i>e.g. 2 A Levels at grade C (or equivalent)</i>
Who is responsible for checking that these entry requirements have been met?	Is the programme's academic and non-academic entry criteria managed as part of a third party's admissions process (e.g. partner institutions/ contract programmes) and therefore DMU is not responsible for checking the applicants' eligibility? Yes/ No
Are there any non-academic entry requirements?	Yes/No – If yes, detail here <i>This is anything that isn't an academic qualification e.g. DBS, interview, portfolio, ATAS.</i>
Does the programme have specialisations (previously known as pathways)?	Yes/No
If yes, at what level of study is the specialisation chosen?	
List all specialisations (pathways) required with full titles	

Are elective modules selected at admissions stage? (Yes/ No)	
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Partner considerations:

Is this programme part of a progression agreement?	Yes/No
If yes, provide details	
Is this via DMUIC	Yes/No
Have DMUIC's existing provision been considered? Could it have any impact?	Yes/No (if yes, discuss with Educational Partnerships/Head of DMUIC)
Does this programme have scope to be offered at other institutions either UK or International?	Yes/No (if yes, discuss with Associate Dean Academic)

6. Financial Viability Approval (Mandatory)

The Faculty Leadership Board/Executive has seen and approved the business case/financial viability assessment for this programme <input type="checkbox"/>	
Date of approval	

How has it been decided that this programme is financially viable?

<p>Include an overview of how the faculty has arrived at this decision to support this programme?</p> <p>See guidance for further details</p>
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<p>What are the minimum student numbers required to run the programme?</p> <p>What will happen if the programme does not recruit those minimum student numbers?</p>
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Additional resource requirements to run the programme

<p>Include details of any additional teaching requirements such as equipment, software, staffing to run the programme (initial and future), space needed, ongoing costs such as licenses/maintenance of equipment</p> <p>Will placements be offered on the programme? If yes, ensure consultation with placements early in the process</p>
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Proposed Intake Numbers								
Home			EU			Overseas		
FT	PT	DL	FT	PT	DL	FT	PT	DL
Year1								
Year2								
Year3								

7. Potential Issues and Risks

[Guidance](#) at end of document

Guidance

Rationale

Programme overview and outcomes

Please provide a brief outline of the intended outcomes of the programme and information on similar programmes at other institutions. Explain any unique selling points to the programme, indicating the relevant QAA benchmark(s) which the programme will align to.

Present a brief programme outline containing modules and credits per level.

Please use full programme and module titles, with codes, throughout the form.

Apprenticeships – Please use the Apprenticeship Programme Planning form, available through the AQS website.

Current and Future Market

Please outline the characteristics of potential students e.g. where are they in the world, what is the size of the target market (nationally/internationally), what is their likely source of funding. Please also highlight any sectors of the market we cannot cater for.

Your Faculty Marketing and Recruitment Manager will provide initial assistance with specific market research requirements, helping you to gain information from the Management Information team and MarComms.

Proposed intake of students – how might the recruitment to this programme affect the intake to other DMU programmes in this subject area?

You may need to access UCAS (applications) and HESA (enrolment) historical data – contact your Faculty Planning Partner. In addition you may need to examine trends in ‘A’ level subjects / diplomas if this is relevant to your target market.

Please outline the current and future relevance of the programme, highlighting demand-led factors within the political, social and economic arena. How will this programme contribute to current and future skills needs and does/will it have industry ‘buy in’? What prospects will graduates have in this area?)

You will need to demonstrate how your programme will differ from the competition and whether this will create a competitive entry point for DMU. In addition, you will need to highlight why the proposed programme will be attractive to students against what is already available in the market. Finally, will the proposed programme create any internal competition with existing DMU programmes?

Please provide evidence of links with research, including feedthrough of undergraduate to postgraduate, or postgraduate to postgraduate research as appropriate.

Faculties should seek external feedback on the proposal and the course design and provide an overview of the feedback received.

Financial Viability

The Programme Lead/designate must complete a financial viability form/spreadsheet, with assistance from the Faculty Finance Partner and Director of Faculty Operations. A financial viability assessment must be presented (with this form) to the Faculty Leadership Board/Executive for approval.

An example template for calculating financial viability can be accessed from the AQS web pages; this is provided for demonstrative purposes and requires modification to meet faculty-specific requirements.

What would the minimum intake numbers be for this proposal, and how will the faculty respond to students if this number is not reached?

Potential Issues and Risks

Please comment on any potential issues or risks involved in establishing the course which may arise from the timescales and resources.

Indicate where the proposed programme may relate to DMUIC feeder routes and/or apprenticeship schemes. Where modules are shared with other faculties, outline how this has been formally agreed.

What (if any) information is missing from the proposal at this point?

What would be the indicators that the programme can no longer run?

Has the resourcing been fully considered in the financial viability? Will sufficient space and equipment be available?

Sections B and C should be completed once FLB/FEC approval has been granted, this will be with the support of your faculty administration team.

Section B - Programme Lead (or designated nominee)

This section should be completed once FLB/FEC approval has been given.

Once all sections have been completed the whole form should be emailed to the relevant registration team so that the programme can be created on SAP. Any missing information will delay the creation of the programme.

Additional Information Required			
Nominated Admissions Tutor and contact details (if different to Programme Leader). This will be used for admissions academic referrals.			
Who can apply to study? Tick all that apply		UK	
		UK Domicile	
		EU	
		International	
		Direct Entrants	
		Top-up programme	
Available Entry Points - can student apply direct to Level 5 or 6 etc on a standard UG programme			
FINANCE			
What funding is used? Choose any that apply	Sponsor (3 rd party)		
	Corporate (Employer)		
	If yes state billing or non-billing		
	Also name of employer		
	Self-funded (applicant)		
Other (please state)			
If corporate – give WBS or Profit Centre			
Are there any discounts or grants available for this programme? If so please list			
Will new scholarships/discounts be available in the future for this programme?			
What is the proposed fee per level of study (Complete table below)			
	Home	EU	Overseas
FT			
PT			
DL FT			
DL PT			

Are elective modules chosen at admission stage	Yes/ No
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If yes please list modules offered by Programme. The programme will not be set up if these are missing (Add as many rows as required)

Level (i.e. L4/L5/L5P)	Name (Digital Art Practice)	Description	Mandatory / Optional	Credit Value

Section C - For registration and admissions teams only

Any fields highlighted in gold in Section A & B of this form are required to create the new programme in SAP in order to allow admissions. This includes UCAS, Application portal and direct applications.

Programme lead to liaise with professional services following FLB/FEC approval to ensure that this section is completed.

Additional Information Required		
Programme Code (6 digit code based on JACS code)		
Registration Type (<u>refer to SAP Knowledge Centre</u>)		
FOR ADMISSIONS		
What method of application submission is allowed? Tick all that apply	UCAS	
	Application Portal (DMU web)	
	Excel Upload	
Validated Programme Title		
When was/is the validation date		