**De Montfort University**

**Request for Fast-track Approval of New Programme Proposal**

Approval by fast-track means that a new programme proposal will not require faculty committee approval or approval by the university’s Academic Portfolio Strategy Committee (APSC) prior to going forward to validation. The signature of the PVC/Dean and the Chair of the APSC on this form replaces the committee consideration and allows the proposal to be taken to a validation event.

Fast-tracking should be used where a proposal genuinely needs to be validated quickly due to an impending start date or because the programme needs to be validated urgently for recruitment purposes, even if the start date is not imminent. The validation should ideally take place no later than three months prior to the intended start date of the programme.

This proforma should be completed by the Associate Dean (Academic) or nominee and endorsed by the PVC/Dean of Faculty. The proforma should then be forwarded to the Department of Academic Quality (DAQ) for onward transmission to the Deputy Vice-Chancellor/Chair of the Academic Portfolio Strategy Committee.

Please attach supporting documentation as appropriate.

A [programme proposal form](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/daq/programme-approval-management.aspx) will still need to be completed and included in the validation document; it is important that the proposal form is fully completed as it is key to setting up the new programme on SAP and contains information necessary for Admissions and Student Finance purposes.

Fast-tracks should be noted at the next Faculty Academic Committee/Development and Review Committee and the Academic Portfolio Strategy Committee for information.

**SECTION A: To be completed by Faculty**

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| **Title of programme proposal:** | **Award (and intermediate awards)** |
| **Parent Faculty:** | **Parent Board:** |
| **Type of programme:** (e.g. undergrad/postgrad) | **Mode(s) of Delivery** |
| **Proposed Start Date:** | **Proposed Validation Date:** |

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| **Rationale for fast-track request:**(please indicate all which apply and provide supporting statement in comments box) |
| **Identified student market** |[ ]
|  |  |
| **Request from employer/professional, regulatory or statutory body etc.** |[ ]
|  |  |
| **Response to faculty/university strategic imperative** |[ ]
|  |  |
| **Other** (please provide details below) |[ ]
|  |  |
| **Comments:** |

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| **Signature of PVC/Dean of Faculty:****Signature ………………………………………………………… Date ………………………** |

**SECTION B: To be completed by Quality Manager (Taught Programmes), Department of Academic Quality (for DMU-delivery) or Partnerships Manager (Quality), Department of Academic Quality (for collaborative provision)**

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| **DAQ comments and recommendation to Deputy Vice-Chancellor** |

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| **Signature of Quality Manager (Taught Programmes)/Partnerships Manager (Quality):****Signature………………………………………………………… Date ……………………….** |

**SECTION C: To be completed by Deputy Vice-Chancellor and returned to the Department of Academic Quality**

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| **Outcome:** |  |
|  |  |
| **Approved** |[ ]
|  |  |
| **Not approved** |[ ]
|  |  |
| **Referred back to faculty/further information required** |[ ]
|  |  |
| **Comments:** |

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| **Signature of Deputy Vice-Chancellor:****Signature………………………………………………………… Date ……………………….** |