|  |  |
| --- | --- |
| New course approvals  **Category 1 & 2 courses** |  |
|  | |
| **Final stage form** | |

Please fill out all relevant boxes in each of the sections. Further guidance on course design and the course approval process can be found on the QUAD [webpages.](https://www1.essex.ac.uk/quality/course_design_approval_and_modifications/new_courses_pages/default.asp)

|  |  |
| --- | --- |
| Section | Information gathered |
| **SECTION A: Changes since Development stage** | Details of changes and consultation that have been made |
| **SECTION B: Academic design** | Course outcomes, final course structure and HEAR summary |
| **SECTION C: External academic consultation** | Consultation with the external academic expert. |
| **SECTION D: Additional documentation** | Additional documentation that is required for approval. |
| **SECTION E: Approval** | Approval status of the course. |

**Consultation**

Where a box indicates that you need to consult with another team or attach supporting documentation, please ensure you do this prior to submission of the form to the Quality and Academic Development (QUAD) Team. This will help to build feedback into course design from an early stage, and avoid possible subsequent delays to the course approval process where feedback is sought later.

### External and student consultation required

|  |  |  |
| --- | --- | --- |
| Input | Category 1 courses | Category 2 courses |
| **External academic input** | Current or recent external examiner required | External academic required  (meeting the same criteria for External Examiner nominations) |
| **Professional input** | Consultation with employer and industry contacts optional | Consultation with employer and industry contacts advisable |
| **Student input** | Student consultation is required | Student input should be sought wherever possible |

**Approval process**

The department putting forward the proposal is responsible for ensuring that the submission addresses all relevant issues. **All proposals must be authorised by every Head of Department contributing to the course prior to submission of the form to QUAD.**

**Submission**

Please return this form to the relevant Quality and Academic Development Manager or [quad@essex.ac.uk](mailto:quad@essex.ac.uk)

If you have any questions or queries, please contact [quad@essex.ac.uk](mailto:quad@essex.ac.uk) or your relevant Quality and Academic Development Manager.

# SECTION A: Changes and consultation since Development stage

Please outline any changes to the course proposal since Development Stage approval was granted. This includes resource requirements, academic content and the information given on the development approval form.

Where new resource requirements have been identified, please consult the Faculty Manager before submitting the Final Stage approval form.

If there have been significant changes to the course proposal then prospective students, including those who have received offers, will need to be notified of any changes.

|  |  |
| --- | --- |
| **Title of course** (*including award qualification, for example BA, MSc)* |  |

|  |
| --- |
| **Changes since Development Stage approval:** |
|  |

|  |
| --- |
| **Has any further consultation been undertaken since Development Stage approval?**  *Please include any industry, professional or student consultation and how this has been accounted for, including details of any areas that colleagues (or the Faculty Dean/QUAD) specifically requested external input on.*  *Please provide details of the external academic consultation in Section C.* |
|  |

|  |
| --- |
| **Are there any specific areas that you would like the External Examiner to provide feedback on?**  *For example, please include any university-wide or departmental initiatives you would like the External Examiner to comment on* |
|  |

# SECTION B: Academic design

*Please note that the information contained within this section will form the programme specification for the course.*

|  |
| --- |
| **Course Aims:**  *Course aims are intended to provide a clear understanding of the course’s teaching intentions. These should be brief statements of what the course intends to deliver.* |
|  |

|  |  |  |
| --- | --- | --- |
| **Course Outcomes:**  *Please add rows as necessary.*  *For each section, indicate how teaching, learning and assessment enable outcomes to be achieved and demonstrated.* | | |
| **A. Knowledge and Understanding** | | |
| Learning outcomes | | |
| A1 |  | |
| A2 |  | |
| A3 |  | |
| A4 |  | |
| A5 |  | |
| Learning methods | | |
| *Please highlight how learning and teaching methods will be inclusive for all students.* | | |
| Assessment methods | | |
| *Please highlight how assessment methods will be inclusive for all students.* | | |
| **B. Intellectual/cognitive skills** | | |
| Learning outcomes | | |
| B1 |  | |
| B2 |  | |
| B3 |  | |
| B4 |  | |
| Learning methods | | |
| *Please highlight how learning and teaching methods will be inclusive for all students.* | | |
| Assessment methods | | |
| *Please highlight how assessment methods will be inclusive for all students.* | | |
| **C. Practical and professional skills** | | |
| Learning outcomes | | |
| C1 |  | |
| C2 |  | |
| C3 |  | |
| C4 |  | |
| Learning methods | | |
| *Please highlight how learning and teaching methods will be inclusive for all students.* | | |
| Assessment methods | | |
| *Please highlight how assessment methods will be inclusive for all students.* | | |
| **D. Key Skills** | | |
| Learning outcomes | | |
| D1 | Communication |  |
| D2 | Information Technology |  |
| D3 | Numeracy |  |
| D4 | Problem solving |  |
| D5 | Working with others |  |
| D6 | Improving own learning and performance |  |
| Learning methods | | |
| *Please highlight how learning and teaching methods will be inclusive for all students.* | | |
| Assessment methods | | |
| *Please highlight how assessment methods will be inclusive for all students.* | | |

**Final Course Structure**

* *Please highlight in yellow in the table(s) below where a change has been made since Development Stage.*
* *If there have been no changes made since Development Stage approval then please copy and paste the tables from the Development form.*

**Undergraduate Courses**

|  |
| --- |
| **Year Zero** |
| **Module Code** | **Module Title** | **FHEQ Level** | **Credits** | **Status**  **(core/comp/opt)** | **New Module** |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |

|  |
| --- |
| **Year 1** |
| **Module Code** | **Module Title** | **FHEQ Level** | **Credits** | **Status**  **(core/comp/opt)** | **New Module** |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |

|  |
| --- |
| **Year 2** |
| **Module Code** | **Module Title** | **FHEQ Level** | **Credits** | **Status**  **(core/comp/opt)** | **New Module** |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |

|  |
| --- |
| **Placement Year** |
| **Module Code** | **Module Title** | **FHEQ Level** | **Credits** | **New Module** |
|  |  |  |  |  |

|  |
| --- |
| **Year Abroad** |
| **Module Code** | **Module Title** | **FHEQ Level** | **Credits** | **New Module** |
|  |  |  |  |  |

|  |
| --- |
| **Final Year** |
| **Module Code** | **Module Title** | **FHEQ Level** | **Credits** | **Status**  **(core/comp/opt)** | **New Module** |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |

**Postgraduate Taught Courses**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Module Code** | **Module Title** | **FHEQ Level** | **Credits** | **New Module** | **Main Status**  **(core/comp/opt)** | **PG Diploma**  **Exit Award Status** | **PG Cert**  **Exit Award Status** |
|  |  |  |  |  | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  |  | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  |  | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  |  | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  |  | Choose an item. | Choose an item. | Choose an item. |
|  |  |  |  |  | Choose an item. | Choose an item. | Choose an item. |

**Higher Education Achievement Report (HEAR) Summary**

The HEAR programme summaries are intended to be read by both specialist and generalist graduate employers. They need to be applicable to all students graduating from a specific undergraduate course, irrespective of the optional modules studied or the degree classification obtained.

|  |  |
| --- | --- |
| **Is standard text being used for the introduction to the Department/School/Centre?** | Yes  No  *If no please complete box below* |
|  | |
| **Broad programme aims** | |
|  | |

**Key skills, knowledge and competencies**

*This section should include a broad overview of the skills, both subject-specific and transferable, that a student can expect to attain whilst studying at the University.*

*The descriptions should be based upon the course learning outcomes and should be ordered as shown below. They can be kept to a concise format, ideally each being one sentence.*

|  |
| --- |
| **Knowledge and understanding** |
|  |
| **Programme specific skills such as performance skills *(optional)*** |
|  |
| **Analytical skills / critical judgement** |
|  |
| **Problem solving, working independently and as part of a team** |
|  |
| **Communication skills** |
|  |
| **IT skills** |
|  |
| **Independent research project / capstone project *(as appropriate)*** |
|  |
| **Year abroad / work placement year *(if applicable)*** |
|  |

# SECTION C: External academic consultation

|  |  |
| --- | --- |
| **Name** |  |
| **Current Role** |  |
| **Faculty / Discipline** |  |
| **Institution** |  |
| **Date of Report** |  |
| **Course/Module Reported on** |  |

|  |  |
| --- | --- |
| **Please comment on the curriculum for the award and its currency** | |
|  | |
| **How does the course compare with similar awards at other UK Higher Education Institutions and national reference points?** | |
| **Does the course correspond to the stated level of the Framework for Higher Education Qualifications?** | Yes  No |
| **Does the course correspond to the appropriate QAA subject and/or award benchmark?** | Yes  No  N/A |
| **If applicable, does the course meet professional, statutory or regulatory body requirements?** | Yes  No  N/A |
| **If applicable, does the course align with the relevant apprenticeship standard?** | Yes  No  N/A |
| **Additional comments:** | |
|  | |

|  |
| --- |
| **Are the learning, teaching and assessment strategies appropriate for the award, including re-assessment?** |
|  |
| **Are the marking procedures and criteria clearly defined and appropriate?** *Department to provide marking criteria where requested.* |
|  |
| **Did you identify any examples of practice which could be shared or potential problems?** |
|  |

**For schemes involving assessed work-based learning/placement:**

|  |
| --- |
| **Do you have any comments on the value of the placement or work-based learning within the curriculum, the appropriateness of the assessment arrangements, or the standards applied?** |
|  |

|  |
| --- |
| **Do you have any other comments?**  *Please include comments here in response to specific areas the department has asked for your input on, if not included in earlier answers.* |
|  |

|  |
| --- |
| **Departmental response to the external academic report:** |
| *Please provide a brief response to the external academic report and any issues raised:* |

# SECTION D: Additional information

*Please note that a separate programme specification and external academic expert report are no longer required; this information is now provided as part of the approval forms.*

**Documents attached:**

|  |  |
| --- | --- |
| **New/Amended Module Documentation** | |
| **Module Code** | **Module Outline attached** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Course-Level Documentation** | |
| **Module Map** |  |
| **Work-based/placement learning form** |  |
| **Other** *Please specify* |  |

# SECTION E: Approval

**Department Support**

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal supported by the Head of Administering Department** | | | |
| **Department** |  | | |
| **Signed** |  | **Date** |  |
| **Proposal supported by the Head of other department(s) contributing to the course** | | | |
| **Department** |  | | |
| **Signed** |  | **Date** |  |

**QUAD Comments**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Any additional consultation/approval(s) required?** | | | | | | | | |
| **Partnerships**  Yes  No | | **Faculty Manager**  Yes  No | **International Services Team**  Yes  No | | | **Apprenticeship Hub**  Yes  No | | |
| **Course Records**  Yes  No | | **RoA Variations**  Yes  No | **Fees Group**  Yes  No | | | | **Marketing Team**  Yes  No | |
| **Comments** | | | | | | | | |
|  | | | | | | | | |
| Date of next Periodic Review (refer to rolling schedule) | | | |  | | | | |
| **Date form sent to** [**ugadsnr@essex.ac.uk**](mailto:ugadsnr@essex.ac.uk) **or** [**pgqualsmanagers@essex.ac.uk**](mailto:pgqualsmanagers@essex.ac.uk) **(after approval)** | | | | | **Date** | | |  |
| **Signed** |  | | | | **Date** | | |  |

**Faculty Support**

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal support: Faculty Dean (Undergraduate/Postgraduate)** | | | |
| **Comments** |  | | |
| **Signed** |  | **Date** |  |

**Final Approval (Category 1 only)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Executive Dean Approval** | | | | | |
| **Final Stage approval give** | | Yes (no conditions | Yes (with conditions)  *Please specify conditions below* | | No |
| **Comments** |  | | | | |
| **Deadline for response to conditions and recommendations** | | | | | dd/mm/yy |
| **Signed** |  | | | **Date** |  |

**Document review information**

|  |  |
| --- | --- |
| Document owner | Quality and Academic Development Team |
| Document last reviewed by | Aminah Suhail, Quality and Academic Development Manager |
| Date last reviewed | October 2023 |
| Review frequency | Annually |