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| New sites of delivery |  |
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| **Guidance on approval to offer courses at a new site** |

This guidance is for departments who wish to submit a proposal to run courses at a new site.

The course will be subject to the University’s standard approval, monitoring and review processes. Approval may only be for the lifetime of the existing validation and subsequent course periodic review will involve all sites offering the course.

Approval of the new site will need more time, so please take this into account when developing the course and considering timelines.

**Extension of existing provision to new sites**

#### No change other than the new site

If the courses and modules remain the same in all other aspects (including learning outcomes, content, framework, mode of study, module specifications and assessment frameworks), then the sole consideration for approval is whether the new site of delivery has the required resources (Staffing and physical) to successfully deliver the course.

The information needed is set out on the form on the following pages.

#### Changes to courses and modules needed for the new site

If changes are to be made to the existing courses or modules, they will need to follow the usual approval process, with the addition of the information highlighted in this guidance. Please allow more time for approval of the new site compared to the usual process for requesting changes.

**Proposals for new courses which are to be offered on a new site**

Where proposed new courses are to be offered at a new site, information should be included on the standard new course approval forms. This guidance highlights the areas that will be considered and any additional information that should be provided. The new site will be considered alongside the new course.

Documents may be required at Development and/or Final stage, depending on the circumstances. Please contact your QUAD Manager to discuss as soon as possible.

**Information needed**

The information needed will include:

* Overall anticipated student numbers at the site of delivery and current range of higher education provision
* Arrangements for student support and study skills support
* A localised student handbook
* Staff resources including leaders and contributors for each module, staff CVs and staff development pertinent to the course
* Physical resources including teaching accommodation, library, IT and any specialist facilities
* Arrangements for management of the course including the name of the course co-ordinator across all sites of delivery
* Arrangements for local work-based learning, if appropriate
* Local external agency/employer involvement

**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.**

#### Development stage for a new site

Once submitted, the form will be considered by the Faculty Executive Dean and Faculty Dean with recommendations from relevant stakeholders. The Executive Dean will determine if approval can be given to proceed with the new site of delivery proposal and will make the following decisions:

* Can the new site of delivery be advertised?
* Can applications be accepted and offered made?
* Can the course development continue without being advertised or offers made yet?

A new site of delivery proposal may still be able to continue without approval to be advertised or for applications to be accepted or offers made – in this case, the new site of delivery will be advertised and applications accepted once full final approval has been given.

#### Final stage for a new site

Once the proposal has been granted Development stage approval, the route for seeking Final Stage approval will be confirmed. This may be through a validation panel held at the new site of delivery or a paper-based approval.

A validation panel will discuss the proposal with the department at the new site in order to establish the teams’ readiness to deliver the course.

Until Final Stage approval has been obtained, applicants will be made aware that courses at the new site are subject to approval.

**Submission**

Please return this form (with other documentation where needed) to the relevant Quality and Academic Development Manager or quad@essex.ac.uk.

If you have any questions or queries, please contact quad@essex.ac.uk or your Quality and Academic Development Manager.

**SECTION A: Outline**

## Please complete the following sections, highlighting clearly where anything differs from existing courses. Where information is provided on other forms (for example new course approval forms), please cross reference wherever possible rather than duplicate and submit forms together.

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| **Is this part of a new course request or change to existing courses/modules** | [ ]  Part of a new course proposal[ ]  Proposal to deliver existing courses / modules at a new site |
| **Title of course(s) to be delivered at the new site** *(including award qualification, for example BA, MSc)* |  |
| **Level of course** | [ ]  UG [ ]  PGT [ ]  PGR |
| **Current campus where courses or modules are delivered** *(if applicable)* | [ ]  Colchester [ ]  Southend [ ]  Loughton |
| **Name and address of proposed new site** |  |
| **Faculty** |  |
| **Department** |  |
| **Key Contact** |  |
| **Proposed date of introduction** | dd/mm/yyyy |

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| **Please complete the following sections, highlighting clearly where anything differs from existing courses** |
| **Type/Length of course:** (*please tick all that apply and add details below)* |
| **Undergraduate:** *Duration of course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[ ]  Full time [ ]  Part time [ ]  Apprenticeship [ ]  Accelerated [ ]  Credit Accumulation [ ]  Distance Learning [ ]  Work-based learning*Variants* [ ]  Year Abroad [ ]  Placement Year [ ]  CPD [ ]  Year Zero [ ]  Term Abroad: Year [ ] , Term [ ] ; Modules replaced:\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Postgraduate Taught***Duration of course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[ ]  Full-time (12 months) [ ]  Part-time (24 months) [ ]  Apprenticeship [ ]  Credit Accumulation [ ]  Full-time including Professional Placement (24 months) [ ]  Distance Learning [ ]  CPD[ ]  Accelerated [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **The course is open to:** | [ ]  Home students [ ]  EU students [ ]  Overseas students |
| **Can University of Essex International College (UEIC) students progress to the course(s)?***If you are unsure of what the agreed UEIC course specific progression requirements are, or think that the course should have different progression requirements, please contact:**UG admissions (*ugadsnr@essex.ac.uk*) or* *PG admissions (*pgmanagers@essex.ac.uk*).* | [ ]  Yes [ ]  NoIf yes, do the arrangements differ from the existing course? If so, how? |
| **Additional information (if any)** |

**SECTION B**

**Rationale and site overview**

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| **Rationale**Please set out why the course(s) should be introduced to a new site of delivery, why this particular site/area and any objectives you hope to achieve with its development and introduction.  |
| *All proposals should set out clearly how they support and align with the University’s Strategic Plan, the supporting Education and Research Strategies, as well as any relevant department level plans.* |
| **Is the site currently used to deliver courses or modules (either University of Essex courses or other providers)?**Please provide a summary of the current range of provision and arrangements |
|  |
| **Visits to the new site**Please summarise what visits (if any) have been made to the site (who visited, when, what they viewed and an overview of their feedback). |
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| **What arrangements or agreements would need to be in place with any other organisations in relation to the new site (both at the start and ongoing)?** |
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| **What consultation has been carried out to date on use of the new site?** |
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**Anticipated demand**

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| **Expected size of intake:** |
|  | **Year 1** | **Year 2** | **Year 3** | Year 4 |
| **Home/EU** |  |  |  |  |
| **Overseas** |  |  |  |  |
| **Evidence of demand***Please include information on market research carried out and any consultation with students, industry/employers and professional bodies (particularly where the course is, or is due to be, accredited or recognised by an external organisation).* |
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| **Proposed recruitment strategy** |
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**Advertising**

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| **After which stage of approval would you like the new site / course to be advertised?** | [ ]  Development [ ]  Final |
| **After which stage of approval would you like offers to be made to applicants?** | [ ]  Development [ ]  Final |
| **Please provide a rationale for the new site / course(s) being advertised and offers made before full approval:** |
| *As part of the rationale please comment on the anticipated level of change to the information published between Development stage and Final stage approval.* *A change to published information may affect a prospective student’s decision on what course to take. Prospective students will need to be notified of changes to information they have referred to, including the reason for the change.**Please also provide details of alternative sites / courses that could be offered to applicants if the site did not receive Final stage approval.* |

**Resources**

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| **Please include information about the resources that will be available at the new site. Also include information about any resources needed on an existing campus (specifying which campus)** |
| **Staffing requirements**Normally, members of staff delivering the course at the new site will be academic members of the University.Please also give information about the involvement of non-University of Essex staff involved (if applicable) |  |
| **Teaching / Learning spaces** |  |
| **Library provision** |  |
| **IT provision** |  |
| **Specialist equipment** |  |
| **Office accommodation and equipment** |  |
| **Non-standard opening of facilities** |  |
| **Start-up costs including initial publicity and promotion** |
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| **Ongoing costs** |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** |
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| **Any other associated costs** |
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**Delivery on the new site and student support**

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| **Summary of arrangements for course management and student support across all sites of delivery**Include points of contact, briefing materials, academic support, pastoral support, reporting concerns or complaints and access/transport to the site. Explain the roles of the department and any staff at the new site. |
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| **Aspects of course design and student support** |
| **Are the proposed course dates different to the University’s published term dates?** | [ ]  Yes [ ]  No*If yes please specify how and view the guidance:* |
| **Has the new site been assessed for any potential specific risk to staff, students or University property?** | [ ]  Yes [ ]  No*If yes contact* *safety@essex.ac.uk**.* |
| **Is there any aspect of the site / course that might present any difficulties for students with disabilities (including mental health and medical conditions)?** | [ ]  Yes [ ]  No*If yes contact* *include@essex.ac.uk**.* |

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| **Details of any other variations to the existing course proposed for the new site of delivery***(if required)* |
| *If you have answered yes to any of the above questions then please provide further details and the response from the relevant University team here.**Please also comments on any potential for variation compared to courses on existing campuses, including Rules of Assessment, funding and timetabling.* |

**SECTION F: Recommendations and approval**

**Department Support**

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| **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** |  |

**Once all the sections above have been completed, please forward this form and any accompanying information to the QUAD team (quad@essex.ac.uk)**

**QUAD Comments**

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| **Comments to be addressed during the approval process***For areas to be further clarified, please indicate at what stage these need to be addressed* |
|  |
| **Signed** |  | **Date** |  |

**Faculty Support**

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| **Proposal support: Faculty Manager***For areas to be further clarified, please indicate at what stage these need to be addressed* |
| **Comments** |  |
| **Signed** |  | **Date** |  |

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| **Proposal support: Faculty Dean (Undergraduate or Postgraduate)***For areas to be further clarified, please indicate at what stage these need to be addressed* |
| **Comments** |  |
| **Signed** |  | **Date** |  |

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| **Executive Dean Approval** |
| **Development Stage approval give**[ ]  | [ ]  Yes (no conditions[ ]  | [ ]  Yes (with conditions)*Please specify conditions below* | [ ]  No |
| **Can the new site be advertised**[ ]  | [ ]  Yes [ ]  [ ]  No |
| **Can applications be accepted and offers made**[ ]  | [ ]  Yes [ ]  [ ]  No |
| **Approval route:** | [ ]  Validation event at new site[ ]  Validation event on an existing campus[ ]  Paper based validation[ ]  Other *(please specify)* |
| **Comments** |  |
| **Deadline for response to conditions and recommendations** | dd/mm/yy |
| **Signed** |  | **Date** |  |

**For QUAD**

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| **Date form sent to** **ugadsnr@essex.ac.uk** **or** **pgmanagers@essex.ac.uk** **after approval**  |  |
| **Date form sent to** **dbs@essex.ac.uk** **after approval (if applicable)**  |  |