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| Institutional Alignment | A picture containing transport, wheel  Description automatically generated |
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| New Site of Delivery | |

A partner institution may submit a proposal to run an existing validated course at a different site of delivery. If the learning outcomes, content, framework, mode, module specifications and assessment frameworks are the same, 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. Normally, member of staff delivering the course at the new site will be employees of the partner institution concerned. The course will be subject to the University’s standard 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.

PROPOSAL OF A NEW SITE OF DELIVERY

The course team should submit the required documentation, in line with the requirements for the validation of a new course to the Partnerships Team in an agreed electronic format at least four weeks in advance of the validation event. The documentation should specially include the following:

* Overall higher education student numbers at the site of delivery and current range of higher education provision
* Arrangements for student support and study skills support
* Arrangements for local work-based learning, if appropriate
* 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
* Local external agency/employer involvement
* A localised student handbook

Where the existing validated course structure includes optional modules, the new site of delivery may submit new module outlines for alternative optional modules.

APPROVAL PROCESS

The partner institution putting forward the proposal is responsible for ensuring that the submission addresses all relevant issues. The proposal must be supported by the relevant Head of Department / Head of HE at the partner institution. Once submitted, the form will be considered by the Deputy Dean and Dean of Partnerships with recommendations from relevant stakeholders. The Dean of Partnerships will determine if approval can be given to proceed with the new site of delivery proposal and make the following decisions:

* Can the new site of delivery be advertised?
* Can applications be accepted and offered made?

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. The decision will be reported to the Partnership Education Committee.

Once the proposal has been approved 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 the partner institution or a paper-based approval. A validation panel will discuss the proposal with the course team 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 the course at the new site is subject to approval.

Submission

Please return this form to the Partnerships Team [partnerships@essex.ac.uk](mailto:partnerships@essex.ac.uk). If you have any questions or queries, please contact the relevant Partnerships Manager.

**Key Information**

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| **Partner Institution** | Click or tap here to enter text. |
| **Course Title**  *(including any embedded exit awards)* | Click or tap here to enter text. |
| **Level of course** | UG  PGT  PGR |
| **Date of last validation/periodic review** | Click or tap here to enter text. |
| **Mode of Study** | Click or tap here to enter text. |
| **Length of Course** *(months/years)* | Click or tap here to enter text. |
| **Proposed new site of delivery**  *(including address and contact details)* | Click or tap here to enter text. |
| **Language of delivery and assessment** | Click or tap here to enter text. |
| **Course co-ordinator across sites** | Click or tap here to enter text. |
| **Proposed date of introduction** | Click or tap here to enter text. |

1. **Rationale**

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| **Overview:**  Please set out why this course 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. |
| Click or tap here to enter text. |

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| **Summary of arrangements for management of course across all sites of delivery:** |
| Click or tap here to enter text. |
| **Details of any variations to the existing course proposed for the new site of delivery**  *(if required e.g. any optional modules)* |
| Click or tap here to enter text. |

1. **ANTICIPATED DEMAND**

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| **Expected size of intake over three year period:** | | | | | |
| Year 1 | Click or tap here to enter text. | Year 2 | Click or tap here to enter text. | Year 3 | Click or tap here to enter text. |

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| **Evidence of demand**  *Have you consulted with industry/employers? Have you undertaken market research? Change to qualification routes?* |
| Click or tap here to enter text. |
| **Proposed recruitment strategy** |
| Click or tap here to enter text. |

1. **ADVERTISEMENT**

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| **After which stage of approval would you like the 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 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.* | |
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1. **RESOURCES**

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| **Additional resources required** | |
| Click or tap here to enter text. | |
| **Staffing requirements** | Click or tap here to enter text. |
| **Library provision** | Click or tap here to enter text. |
| **IT provision** | Click or tap here to enter text. |
| **Office accommodation and equipment** | Click or tap here to enter text. |
| **Non-standard opening of facilities** | Click or tap here to enter text. |

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| **Are there any aspects of this site that might present any particular difficulties for students with disabilities?** *(if yes, please provide details)* |
| Click or tap here to enter text. |

Please submit this form to the Dean of Partnerships via the Partnerships Team ([*partnerships@essex.ac.uk*](mailto:partnerships@essex.ac.uk)).

**Signatures**

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| Proposal supported by the Dean of Partnerships: | | | |
| **Signed:** |  | **Date:** | Click or tap here to enter text. |

**Document review information**

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| --- | --- |
| Document owner | Partnerships Team, University of Essex |
| Document author | Danny O’Missenden, Partnerships Manager (Development and Oversight) |
| Document last reviewed by | Danny O’Missenden, Partnerships Manager (Development and Oversight) |
| Date last reviewed on | February 2021 |
| Review frequency | Annually |