**Essex logo black U:BLEDUniversity of Essex Partnerships Team**

**Outline Approval of New Courses (for Publicity Purposes) Form**

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

**Proposal**

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| **Partner Institution:** | |
|  | |
| **Qualification(s) and Title(s)**  *Programme Specifications and module maps are needed for each award.* | |
|  | |
| **Embedded (exit) awards[[1]](#footnote-1)**  *Please specify for each award above[[2]](#footnote-2).* | |
|  | |
| **Will the exit awards be standard as defined in the RoA?[[3]](#footnote-3)** | Yes / No |
| **If no, please list the titles of the exit awards for each qualification above:[[4]](#footnote-4)** | |
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| **Faculty / School / Centre:** | |
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| **Admitting Department:** | |
|  | |
| **Please list any other departments involved** (*if applicable*): |  |

**Course Details**

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| **Modes of Study** *(F/T, P/T, credit accumulation)*: | |
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| **Location of Study:** | |
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| **Language of delivery and assessment**  *(for international partnerships)*: |  |
| **Length of Course** *(months or years)*: |  |
| **Proposed date of admission of first student cohort:** |  |
| **Funding source** *(e.g. HEFCE full or co-funding, independent)*: | |
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| **Regulatory / professional body accreditation required?** | |
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| **Core members of Course Team to be responsible for validation documentation:** | |
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| **Description of proposed course:**  *(150 words – this may form the basis of the initial publicity material for the new course)* |
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| **Rationale:**  *(including reasons for proposing the introduction of a new award and how it fits into the HE portfolio)* |
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| **Course Aims** (*as required for Programme Specification)*: |
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| **Do the syllabus structure and assessment arrangements conform to those normally operated by the Faculty/Department?** |
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| **Is it anticipated at this stage that a variation to the Rules of Assessment will be required*?*** *(see* [*http://www.essex.ac.uk/quality/university\_policies/Statement\_variation.asp*](http://www.essex.ac.uk/quality/university_policies/Statement_variation.asp) *for guidance)* |
|  |
| **Does the proposed course engage in a substantial way with subject areas normally taught in other Departments/Faculties? If so, have they been consulted?** |
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| **Are there any unusual features of the course that lie outside normal arrangements within the Faculty/Department?** |
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| **Are there any other special arrangements upon which the course will depend?**  *(e.g. placement, year abroad, study visits)* |
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| **Are there any aspects of this course or modules within the course that might present any particular difficulties for students with disabilities?** *(if yes, please provide details)* |
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**Anticipated Demand**

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| **Expected size of intake over three year period:** | | | | | |
| **Year 1:** |  | **Year 2:** |  | **Year 3:** |  |

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| **Evidence of demand** *(including outcomes of consultation with industry/employers):* |
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| **Outcomes of consultation with Marketing and External Relations:** |
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| **Proposed recruitment strategy** *(including any proposed variations to standard admissions / entry requirements):* |
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**Resources**

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| --- | --- |
| **Additional resources required:** | |
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| **Staffing resources:** |  |
| **Library provision:** |  |
| **IT provision:** |  |
| **Office accommodation and equipment:** |  |
| **Non-standard opening of facilities:** |  |
| **Start-up costs including initial publicity and promotion:** | |
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| **Other associated costs not otherwise incurred by the College/Institution:** | |
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| **Proposal supported by the relevant Head of Department / Head of HE at the partner institution** |
| **Signed:** |
| **Date:** |

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| **Proposal supported by the Deputy Dean of Partnerships, University of Essex:** |
| **Signed:** |
| **Date:** |

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| **Application submitted for approval to the Dean of Partnerships:** |
| **Does this outline need to be referred to an academic Department at the University of Essex for comment?** *(if yes, please provide agreement to proceed)* |
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| **Comments from academic Department:** |
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| **Proposal approved by the Dean of Partnerships:** |
| **Signed:** |
| **Date:** |

1. Where a student does not achieve the required credit to be awarded the qualification they registered for, the Examination Board may consider them for an intermediary award (e.g. if a student failed to pass the required number of credits for a Bachelors degree, they could be considered for a Certificate or Diploma of Higher Education). Details of standard intermediary awards are given in the Rules of Assessment for each award. [↑](#footnote-ref-1)
2. Modules that need to be passed to gain a named exit award should be detailed in the programme specification for the main award. [↑](#footnote-ref-2)
3. Standard exit awards on UG awards are unnamed (e.g. CertHE). Standard PGT [↑](#footnote-ref-3)
4. Named UG exit awards (e.g. CertHE Business Studies) can be validated, and should be specified above if desired. Titles of PGT exit awards should be specified if different from the main award. **Variations from the standard RoA need to be approved by Senate on recommendation by the Education Committee.** [↑](#footnote-ref-4)