## STRATEGIC APPROVAL - NEW PROGRAMMES FORM

**Guidance**

Guidance on the strategic approval process can be found in the University’s [Programme Approval Policy](https://www.brunel.ac.uk/about/quality-assurance/programmes).

All academic programmes should be designed to assist in the delivery of the University’s strategic objectives, Education and Student Experience Strategy 2021-30, and College Plans. Please consider these key documents when completing this form.

The purpose of this form is to guide and structure the collection and presentation of the information necessary for the Strategic Approval Scrutiny Sub-Committee (SASSC) to evaluate the proposed programme.

Prior to SASSC, all proposed new programmes must be considered at the relevant College Management Board (CMB). Any new programmes recommended by CMB to SASSC should be sent to [quality-officers@brunel.ac.uk](mailto:quality-officers@brunel.ac.uk) by the Vice Dean Education for the relevant College.

Incomplete forms or forms not received through the Vice Dean Education will be referred back.

For any queries relating to this form or the process please email [quality-officers@brunel.ac.uk](mailto:quality-officers@brunel.ac.uk)

**Application Information**

| 1. **COLLEGE/STAFF INFORMATION** | |
| --- | --- |
| Proposing College(s)  *If more than one College will be involved in delivering the proposed programme, please list the lead College first*. |  |
| Proposing Department(s)/Division(s)  *If more than one Department/Division will be involved in delivering the proposed programme, please list the lead Department/Division first.* |  |
| Academic Lead; contact details |  |
| Administrative Lead; contact details |  |
| Scrutiny by owning College/Department/Division | Date approved by:  College Management Board:        Departmental Management Board: |
| Scrutiny by contributing College(s)/Department(s)/Division(s)  (*This section should be completed where programmes/pathways are using resources, i.e. modules, from outside the owning College. All contributing Colleges need to confirm their approval for their resources to be used)* | Date approved by:  College Management Board:  Department Management Board: |
| Will the proposed programme require significant financial investment not already accounted for in the college's plans? | *Please provide comments* |

| 1. **PROGRAMME DETAILS** | | | | |
| --- | --- | --- | --- | --- |
|  | New Programme |  | | |
|  | New Pathway |  | | |
| Proposed Programme Title | |  | | |
| Proposed Award Title(s) and FHEQ Level | |  | | |
| *ab initio* Award(s) and FHEQ Levels | |  | | |
| Level of entry (e.g. FHEQ 4,5,6,7) | |  | | |
| HECoS Code | |  | | |
| Mode(s) of study | | (e.g., Full Time, Part Time) | | |
| Mode(s) of delivery | | (e.g., on campus; online; combination of online and on-campus; off-campus, block delivery. | | |
| Normal period of registration per mode of study | |  | | |
| Variation to Standard University Entry requirements | |  | | |
| Intake months | |  | | |
| If the proposed programme is inter-disciplinary, please state the approximate contribution of each subject area (as a percentage) | |  | | |
| Will the proposed programme require any PSRB/external accreditation in order to run? | | YES | | Details: |
| NO | | |
| Will the proposed programme involve any external partnership or collaborative activity? If yes, please complete section 4.3. | | YES | | Details: |
| NO | | |
| Will this programme allow progression from a Brunel Pathway College Validated Programme Element (VPES)?  If yes, have BPC been contacted prior to submitting to SASSC? | | YES | | Details: |
| NO | | Reason: |
| Will this programme contain a placement element?  If yes, have PDC been contacted prior to submitting to SASSC? | | YES | | Details: |
| NO | |
| Will the proposed programme require: | |  | DBS checks for students | |
|  | ATAS Listing | |

| 1. **DEVELOPMENT, APPROVAL AND PROGRAMME COMMENCEMENT** | |
| --- | --- |
| Proposed date of first entry cohort |  |
| Proposed date for Academic Approval (by CEC or Senate) |  |
| Project Plan (Appendix 1) completed |  |
| Members of the Programme Development Team |  |
| Recognised Programme Developer |  |
| What risks are there to the timely development and approval of this programme? |  |

|  |  |  |
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| 1. **APPLICATION DETAIL** | | |
| **4.1** | **Short description of the proposed programme** | |
| *This section should describe all of the following:*   1. *Who the programme is aimed at and expected intake groups.* 2. *The distinctive features of the proposed programme, and any unique activities or opportunities.* 3. *The structure of the programme.* 4. *Proposed assessment and teaching strategies.* 5. *The intended graduate destinations (organisation type or job role), include opportunities for further study.* | | |
| **4.2** | **Market research and competitor analysis** | |
| *Please provide details of the market research and competitor analysis completed by the Marketing Team to ensure that the intake projections are robust, both nationally and internationally. Please provide your level of confidence that there is a gap in the market or sufficient demand despite similar provisions from competitors.* | | |
| **4.3** | **Specific Risks** | |
| *Are there any specific areas of risk associated with the proposed programme, for example, financial, reputational? If so, please outline the risks and mitigation strategy.*  *Are there any specific necessary aspects of the proposed programme that would prevent the participation of any protected characteristic group?* | | |
| **4.4** | **External Partnership/Collaborative activity** | |
| *Please describe the external partnership/collaborative activity that the proposed programme will be involved with. Is this a new partnership/collaboration for the University? For existing partnerships/collaborations, are there any specific risks for the proposed programme?* | | |
| **4.5** | **Resources required for the proposed programme** | |
| *Please comment on the resource requirements and any identified risks in relation to the following, and confirm where conversations have already taken place.* | | |
| **Resource** | | **Requirements** |
| Estates | | *For example, teaching accommodation requirements* |
| Library Services | | *For example, existing collections and new requirements; access to online resources and licensing requirements for TNE provision* |
| Professional Development Centre | | *For example, placement availability and support required* |
| SDM (programme set up and awarding rules) | | *For example, non-standard programme structure or progression and/or award requirements* |
| Information Services | | *For example, requirements for new or expanded licensing of existing software* |
| Apprenticeship Hub | | *For example, the support required in understanding external apprenticeship funding requirements and quality expectations* |

**Appendix 1 Programme Approval Project Plan**

A Programme Approval Project Plan must be produced for each programme development which requires strategic approval. The plan should identify when key milestones will be achieved leading up to the first cohort of students enrolling on the programme.

|  |  |
| --- | --- |
| ***Programme Approval*** | *Programme title* |
| **Expected first cohort** | *Month and year* |
| **Total development timeline (first to last stage)** |  |

Please identify the expected month and year for the completion of each of the following stages. Where appropriate, the list of stages may be added to better explain the timeline.

|  |  |  |
| --- | --- | --- |
| **Development Stage** | | **Month** |
| 1 | Final Strategic Approval given – *formal development begins* |  |
| 2 | External Review Panel member identified |  |
| 3 | Approval event dates set |  |
| 4 | Consultation with resource areas (see Section 4.4) |  |
| 5 | First draft of documentation submitted to Academic Services (via Quality Assurance Manager) for initial feedback\* |  |
| 6 | Final documentation for Approval Event submitted to Quality Assurance Manager |  |
| 7 | Approval Event (final) |  |
| 8 | Academic Approval – College Education Committee |  |
| 9 | Final Academic Approval – Senate |  |
| 10 | Programme set up |  |
| 11 | Applications Open |  |
| 12 | First cohort enrols |  |

*\*Draft documentation will be reviewed by Quality Assurance, Business Support/SDM, Timetabling and Awarding; and the programme Team will be provided with feedback which will assist in the further development of the programme.*