**New Course Approval Form (All taught provision)**

**SUMMARY**

|  |  |
| --- | --- |
| **Course Title** | |
|  | |
| **Qualification (Award)** | |
|  | |
| **Lead administering department / faculty** |  |
| **Degree Committee or equivalent body** |  |
| **School or equivalent body** |  |
| **Key contact** |  |
| [**Level of course**](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf)  *(for example, a BA would be Level 6)* |  |
| **Relevant** [QAA Benchmark Statement(s)](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements) |  |
| **Modes of study (full time, part-time)** | **FT  PT  FT & PT** |
|  |  |
| **Length of course – please specify number of months** *(both full time and part-time if relevant)* | |
| **Entry requirements** *if different to the University’s standard requirements including English language requirements* | |
| **Residency requirements** *if different to the* [*University’s standard requirements*](https://www.admin.cam.ac.uk/univ/so/2019/chapter02-section12.html) | |
| **Date to advertise the new course** |  |
| **Date for students to arrive / attend:** |  |
| **For which terms will the course be offered?** Michaelmas  Lent  Easter | |
| **Please list existing courses which are to be withdrawn as a result of this course being approved:**  **Date of last academic year the withdrawn course(s) will run:** | |
| **Brief overview and rationale for new course** | |

**Appended documents**

*The course* ***will not*** *be considered without the following elements:*

|  |  |
| --- | --- |
| *Marking and Classing Scheme (section 1.7)* |  |
| *Evidence of Faculty Board and Degree Committee if relevant or equivalent body approval (section 2.7)* |  |
| *Evidence of School or equivalent body approval, including review of the financial viability of the course and its sustainability (section 2.7)* |  |
| *Evidence of support from external academic peers (section 1.9)* |  |
| *Evidence of consultation with students (section 1.9)* |  |
| *Collaborative Education Form (if relevant) (section 1.12)* |  |
| *Draft course regulations (section 1.2)* |  |
| *Draft Programme Specification (section 1.2)* |  |

**PART 1 - Academic Case**

|  |  |  |
| --- | --- | --- |
| **1.1** | **Rationale and educational aims** | |
|  | What are the [**objectives**](https://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/learning-aims-and-outcomes)of the course? Please cross-reference, where applicable, to relevant recommendations arising from bodies within the University (such as Learning and Teaching Reviews) and external bodies (such as reports of professional bodies, learned societies and bids for Research Councils and Doctoral Training Partnerships). | |
|  | | |
| **1.2** | **Programme structure** | |
|  | Please include an indicative course structure indicating the number/combination of papers or modules taken by students over the length of the course. This should include details of core papers and options and how many elements must be passed in order to pass the degree. *Draft regulations and a draft Programme Specification for the course should be included.* | |
| Will the course include a placement? Yes  No  Will the course include a year abroad? Yes  No  Will the course include fieldwork? Yes  No  If yes to any of the above, please provide details: | |
| Will the course include a pre-sessional course?Yes  No  *If yes*  Is the course mandatory? Yes  No  Is the course in person or online? In person  Online | |
|  | **For part-time courses only**  Please set out the part-time FTE (full-time equivalent) for each year of study. | |
|  | | |
| **1.3** | **Learning Outcomes** | |
|  | *Knowledge and Understanding* | |
|  | *Skills and other attributes* | |
|  | | |
| **1.4** | **Learning and Teaching Methods** | |
|  | Please describe the learning and teaching methods. Indicate an estimate of the number of hours for each of the following (please add anything not already included to the list):   |  |  |  | | --- | --- | --- | | **Estimated number of hours** | **Learning / teaching method** | **Per week, term or year** | |  | Lectures |  | |  | Supervisions |  | |  | Seminars / classes |  | |  | Practicals / lab work |  | |  | Small-group teaching |  |   Please include an indicative timetable of taught elements, showing how papers/modules and teaching are distributed through the year. | |
|  |  | |
| **1.5** | **Risk Assessments** | |
|  | Please indicate if any part of this course may require risk assessments for staff or students (field trips, lab work, working away and so forth) and how this will be managed. | |
|  |  | |
| **1.6** | **Borrowed papers** | |
|  | Indicate where modules or papers are shared with other courses will interface with your timetable and which Department or Faculty will be responsible for the teaching and assessment of borrowed or shared papers:   |  |  | | --- | --- | | **Name of module / paper** | **Department / Faculty responsible for teaching and assessment** | |  |  | |  |  | |  |  |   Confirmation that if you are borrowing from another area they are in agreement  Please outline contingency plans in the event borrowed papers are discontinued: | |
|  |  | |
| **1.7** | **Assessment Methods**  Please append a [Marking and Classing scheme](http://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/assessment-practices-and-expectations) | |
| **A** | Please list indicative methods of assessment, including both formative and summative methods. Please indicate compulsory components. Assessment must be mapped to learning outcomes. | |
| **B** | Examination timetable –please give indicativedeadlines for submission of written work and dates / terms for examinations. | |
|  | | |
| **1.8** | **Transferable and employability skills** | |
|  | Please describe the opportunities for the students’ personal and professional development (including transferable and employability skills). Please include information relating to successful graduates prospects for employment. | |
|  | | |
| **1.9** | **Consultation** | |
| **A** | Please outline the involvement of academic peers and other subject specialists in the development of the course. Please list any letters of support and append. | |
| **B** | The University is committed to working in partnership with our students. Please summarise below both how students have been consulted, and how their feedback has been taken into account. Relevant evidence should be provided as an appendix to this form. | |
| **C** | Please detail consultation which has been undertaken with representatives of professional, statutory or regulatory bodies (PSRBs), with any relevant employers or any other external advisors.   |  | | --- | | *Name of PSRB* | | *Requirements for accreditation (e.g. particular modules or pathway)* | | *Frequency of reaccreditation / visits* | | |
|  | | |
| **1.10** | **Student Support and Engagement** | |
| **A** | Please describe any arrangements for supporting students which are relevant to this course and which are outside the normal arrangements for supporting students in the department/faculty. All courses for postgraduate students must adhere to the [Code of Practice for Taught Master’s Students.](https://www.cambridgestudents.cam.ac.uk/files/cop_m_adv_study_1920_final.pdf) | |
| **B** | Please describe any arrangements for student engagement which are relevant to this course. In particular, please describe arrangements for “closing the loop” following student feedback. | |
|  |  | |
| **1.11** | **Equality and Diversity** | |
|  | Please indicate how the course will take into account the needs of students with disabilities  <https://www.educationalpolicy.admin.cam.ac.uk/supporting-students> | |
|  | Please indicate how you have assessed whether this course may have differential impacts on students with protected characteristics. | |
|  |  | |
| **1.12** | **Collaboration with external bodies (including PSRBs)** | |
|  | The course **does not** require collaboration with any external body  The course **does** require collaboration with an external body and the Collaborative Education Form has been completed and appended |  |
|  |  |  |
| **1.13** | **DBS Check** | |
|  | Students on this course will require a DBS check Yes  No  If a DBS check is required, please state the level of the check required:  *Please delete as appropriate:*   * Enhanced DBS check with children’s barred list check * Enhanced DBS check with adults’ barred list check, even if the role holder will only carry out the activity once * Enhanced DBS check with appropriate barred list check * Enhanced DBS check with no barred list check * Standard DBS check   *Further information is available here:* <https://www.cambridgestudents.cam.ac.uk/new-students/rules-and-legal-compliance/disclosure-and-barring-service> | |
|  |  |  |

**PART 2 – Business Case**

|  |  |  |  |
| --- | --- | --- | --- |
| **2.1** | **Market demand** | | |
|  | Please provide an outline of market demand and/or equivalent provision at other HEIs. You may wish to include market research (please indicate if further documentation is appended). | | |
|  | | | |
| **2.2** | **Relationship with existing provision** | | |
|  | Please describe the proposed course’s relationship with existing provision, including borrowed papers from other disciplines as outlined in section 1.6 above. This should take into account any likely impact on student numbers on existing courses*.* | | |
|  |  | | |
| **2.3** | **Fees and Funding** | | |
| **A** | *The University fee schedules can be found here* <https://www.prao.admin.cam.ac.uk/fees> | | |
| Undergraduate:  Regulated home fee  International fee – Band X  Band Y  Band Z  Postgraduate:  Minimum home fee  Other home fee  International fee - Band X  Band Y  Band Z | | |
| Other fee to be charged  *Please give further details (for example, course is a diploma or certificate) including an indicative fee.*  This does not include additional course costs (*see C below*) | |  |
| **B** | Please give details of any source of **agreed** **external funding**. | | |
| **C** | Please give details of any additional course costs which will be charged to the student including the cost of registration with PSRBs / accreditation bodies, if relevant. These must be clearly signposted in all promotional / prospectus materials.  **If a specific charge is requested it will need consideration by the General Board’s Education Committee for inclusion on the exemption list.** | | |
|  | | | |
| **2.4** | **Predicted Student numbers** | | |
| **A** | Home   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Year 1 | Year 2 | Year 3 | Year 4 | Steady state | |  |  |  |  |  |   Overseas   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Year 1 | Year 2 | Year 3 | Year 4 | Steady state | |  |  |  |  |  | | | |
| **B** | Please outline how the student numbers will be managed within the School’s student number strategy. | | |
|  | | | |
| **2.5** | **Teaching and Examining Resources** | | |
| **A** | Please list all staff, including UTOs and CTOs, staff from other departments and/or externals who will be involved in the delivery and examination of the course and their individual contribution to it, including as examiners or assessors. Include the expected ratio between UTOs and non-UTOs. If the course is a collaboration between two or more departments/faculties, the respective percentage load should be outlined. | | |
| **B** | If the course requires the appointment of additional staff to deliver the course, please provide details. Please note that approval of the course will not guarantee the approval to recruit and this will need to be approved via the normal route.   |  |  |  | | --- | --- | --- | | *Job Title* | *FTE %* | *Grade or estimated salary* | |  |  |  | |  |  |  | | | |
| **C** | Please describe how the department/faculty will ensure continuity in the event of staff member(s) leaving who are essential to the delivery of the course.   |  |  | | --- | --- | | *Teaching continuity* | *Examining continuity* | |  |  | | | |
| **D** | Please provide information regarding venue(s) for teaching activities and examinations (for example, within existing departmental space or within centrally bookable space). Would teaching outside of ‘normal’ hours be considered allowing access to more central teaching spaces?  Please include information on any additional demands on examination timetabling, costs for payments of examiners, including external examiners etc. | | |
| **E** | For postgraduate courses only: Please outline the supervision arrangements including termly reporting. | | |
| **F** | Please provide information regarding consultation with relevant libraries to ensure appropriate resources and materials will be available for this course. | | |
|  | | | |
| **2.6** | **Other Resources** | | |
| **A** | If the new course requires no additional non-staff related expenditure, facilities or resources, please confirm below and proceed to**2.7**  **No additional resources are required** | | |
| **B** | Please outline non-staff costs to the department/faculty including accommodation, library provision, IT resources, lab equipment, and field trips. Please make clear where the proposed course will share resources with other courses.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type of cost** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Steady state** | |  |  |  |  |  |  | | | |
| **C** | Please outline the administrative resources for supporting this course. Please specify if additional staff will be required and if so how this will be financed*.* | | |
|  |  | | |
| **2.7** | **Approval** | | |
|  | Faculty Board / Degree Committee (or equivalent body) approval minute (including date): | | |
|  | The Council of the School (or equivalent body) has considered and approved the proposed course including the academic case, the business case, the course fee and any other associated costs.  Council of the School approval minute (including date): | | |
|  |  |  | |

|  |  |
| --- | --- |
| **Education Services use only:** |  |
| HECoS Codes |  |
| HESA Code |  |
| Cost centre(s) |  |
| **CAH3 code** |  |
| Is **ATAS** required? |  |