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

**SUMMARY**

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| **Course Title**  |
| **Qualification (Award)** |
| **Lead administering department / faculty** |  |
| **Degree Committee or equivalent body** |  |
| **School or equivalent body** |  |
| **Key contact** |  |
| [**Level of course**](https://www.officeforstudents.org.uk/media/cffb3feb-c7ed-472d-8ad3-008175099a6b/sector-recognised-standards-in-england.pdf) |  |
| **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 in months** *(both full-time and part-time if relevant)*Postgraduate courses should comply with the [University’s Course Length Policy](https://www.educationalpolicy.admin.cam.ac.uk/files/course_length.pdf) |
| **Entry requirements** *if different to the University’s standard requirements including English language requirements* |
| **Residency requirements** *if different to Chapter II of* [Statutes and Ordinances](https://www.admin.cam.ac.uk/univ/so/) |
| **Date to advertise the new course** |  |
| **Date for students to arrive / attend** |  |
| **Brief overview and rationale for new course** |

**Appended documents**

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

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| --- | --- |
| *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**

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| **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 internal review or development processes (such as Education Monitoring and Review) and external organisations (such as reports from professional bodies, government strategies or priorities, learned societies, or bids for external funding such as Doctoral Training Partnerships).  |
|  |
| **1.2** | **Programme structure** |
|   | Please include a diagrammatic course structure indicating the number/combination of discrete units within the course taken by students. This should include details of core and optional units and how many elements must be passed in order to obtain the degree. *Draft regulations and a draft Programme Specification for the course should be included with this form.****Part-time courses should indicate when students are expected to attend in-person in Cambridge*.** |
| **Will the course include a placement, year abroad or field work?***If yes, please provide details.* |
| **Will the course include a pre-sessional course?** *If yes, please provide details including whether the pre-sessional is compulsory and whether it is delivered online or in-person.* |
|  | **For part-time courses only** Please set out the part-time FTE (full-time equivalent) for each year of study and the structure of the delivery of teaching. |
|  | **For part-time courses only** Please indicate whether an Exam Board will meet at the end of the first year of the course. |
|  |
| **1.3** | **Learning Outcomes** Please refer to the [Office for Students sector-recognised standards](https://www.officeforstudents.org.uk/media/53821cbf-5779-4380-bf2a-aa8f5c53ecd4/sector-recognised-standards.pdf) for sector expectations of the graduates of higher education qualifications. |
|  | *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):

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| --- | --- | --- |
| **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 units 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. |
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| **1.6** | **Borrowed units** |
|  | Indicate where units 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 units:

|  |  |
| --- | --- |
| **Name of unit** | **Department / Faculty responsible for teaching and assessment** |
|  |  |
|  |  |
|  |  |

Confirmation that if you are borrowing from another area they are in agreement **[ ]** (*Evidence should be provided in the form of a Faculty Board or equivalent body minute*)Please outline contingency plans in the event borrowed units 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 coursework and dates or terms for examinations. |
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| **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 must be provided as an appendix to this form.  |
| **C** | Please detail any consultation which has been undertaken with representatives of professional, accrediting, statutory or regulatory bodies (PSRBs), with any relevant employers, or any other external advisors.

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| *Name of professional, accrediting, statutory or regulatory body* |
| *Requirements for accreditation (e.g. particular modules or pathway)* |
| *Frequency of reaccreditation / visits* |

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| **D** | For new matriculated undergraduate courses only or postgraduate courses where Colleges will provide teaching, please include evidence of consultation with Directors of Studies and Senior Tutors’ Committees. |
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| **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** | **Inclusive teaching and learning** |
| **A** | Inclusive practices involve a respect for diverse students, materials and ideas, are related to quality assurance and the maintenance of high academic standards, and should be integrated into all aspects of the academic cycle from teaching and learning practices, assessment design, through to ongoing curriculum enhancement. *Further information can be found on the CCTL website:* <https://www.cctl.cam.ac.uk/inclusive-teaching/guiding-principles>  |
|  | Please outline the inclusive approach to teaching and learning on this course: |
| **B** | Please outline any discussion or consultation with the Technology Enhanced Learning Service <https://www.cctl.cam.ac.uk/technology-enabled-learning>  |
|  |
| **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 | [ ] [ ]  |
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**PART 2 – Business Case**

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| **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 to support the case (please indicate if further documentation is appended). |
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| **2.2** | **Relationship with existing provision** |
|  | Please describe the proposed course’s relationship with existing provision, including borrowed units 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** Consultation with [Academic and Financial Planning and Analysis](https://www.afpa.admin.cam.ac.uk/fees) about the course fee should take place prior to submission of this form.*The University fee schedules can be found here* <https://www.prao.admin.cam.ac.uk/fees> |
| **A** | 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.* | [ ]  |
| **B** | Please give details of any source of **agreed** **external funding**. |
|  |
| **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 |
|  |  |  |  |  |

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| **B** | Please outline how the student numbers will be managed within the School or ICE’s student number plan. |
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| **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.

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| --- | --- | --- |
| *Job Title* | *FTE %* | *Grade or estimated salary* |
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| **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.

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| --- | --- |
| *Teaching continuity* | *Examining continuity\** |
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\*Please review the [appointment criteria for Examiners](https://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors/information-appointment) prior to completing this section. |
| **D** | Please provide information regarding venue(s) for teaching activities and examinations (for example, within existing departmental space or within centrally bookable space).  |
| **E** | Please include information on any additional demands on examination timetabling (such as in-person online examinations) and costs for payments of examiners (including External Examiners). |
| **F** | For postgraduate courses only: Please outline the supervision arrangements including termly reporting. |
| **G** | Please outline consultation with relevant libraries to ensure appropriate resources and materials will be available for this course. |
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| **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.

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| --- | --- | --- | --- | --- | --- |
| **Type of cost** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Steady state** |
|  |  |  |  |  |  |

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| **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 (*and/or Degree Committee if relevant*) has considered and endorsed the academic case, the business case, the course fee and any other associated risks and costs.(*Please insert relevant minute including the date of the decision*)The Council of the School has considered and endorsed the academic case, and approved the business case, the course fee and any other associated risks and costs.(*Please insert relevant minute including the date of the decision*)Planning and Resources Committee (*if relevant*) has considered and approved the business case and any other associated costs.(*Please insert relevant minute including the date of the decision or other formal confirmation of funding from PRC*) |