**COURSE DEVELOPMENT: NEW PROGRAMME APPROVAL FORM (STAGES 1A AND 1B)**

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| **Name of proposal** (final award & course title)  |  |
| **Course Proposer**  |  |
| **Course Sponsor** (Course sponsor may be either an Associate Dean or a member of College Executive Committee, excepting the Vice-Principal (Students) and the Vice Principal (Learning, Teaching and Assessment)  |  |

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| **\*Type of proposal***Please mark the box that applies (x):*\* See Section 2 of the College’s procedure for Design and Approval of Courses for description and detail of the Types of proposal  |
| **New course**  | [ ]  |
| **Replacement of existing course** | [ ]  |
| **New mode of delivery for existing course** | [ ]  |
| **New delivery location for existing course** | [ ]  |
| **Resourcing change to existing course** (any change with resource implications judged significant by the Director of Finance) | [ ]  |
| **Major change to existing course** (any change that alters programme level learning outcomes) | [ ]  |

**The purposes of this *new programme approval form* are to ensure:**

1. that the proposed course is consistent with the College’s Mission and Strategic Plan;
2. that the course’s resource requirements (financial and other) have been identified broadly (Stage 1A) and then accurately (Stage 1B) and that managers responsible for providing these resources have been consulted and are able to confirm that the resources are available;
3. that the course will deliver an appropriate financial return to the College, including recovery of indirect costs;
4. that risks associated with the proposed course (including alternative financial scenarios) have been adequately assessed and deemed to be acceptable to the College having regard to the perceived benefits.

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| **Section** | **Stage 1A approval**  | **Stage 1B approval** |
| **CPDG Conditions(Stage 1A)** | **Met?** | **CPDG Conditions(Stage 1B)** | **Met?** | **Earlier CPDG Conditions(Stage 1A)** | **Met?** |
| A. Programme Information |   |   |   |   |   |   |
| B. Academic and Strategic Case |   |   |   |   |   |   |
| C. Market Case |   |   |   |   |   |   |
| D. Financial Case |   |   | N/A | N/A |   |   |
| E. Resources |   |   |   |   |   |   |
| F. Required supplementarydocumentation | N/A | N/A |   |   | N/A | N/A |
| G. Consultation | N/A | N/A |   |   | N/A | N/A |
|  | **Stage 1A approval**  | **Stage 1B approval** |
| **Decision** |  |   |
| **(Approved to next****stage / Not approved)** |
| **Minimum enrolment numbers determined by CPDG** | N/A | Minimum numbers:  | Course Proposer advised: |
| **Chair of Committee** |  |    |
| **Date** |  |   |
| **Minute Point** |  |  |

**Approval status checklist (for completion by the Course Proposal and Development Group)**

**INSTRUCTIONS FOR COMPLETING THE *NEW PROGRAMME APPROVAL FORM***

**General instructions/advice**

This form is used for Stages 1A and 1B of the Course Approval process.

**Please complete the Stage 1A sections/fields (green background) first.** The Stage 1B sections/fields (purple background) build on the information provided at Stage 1A and require consultation with colleagues across the College (and colleagues at any collaborative partners contributing to the proposal).

**Stage 1A approval of the form by the CPDG will normally be required before the proposal is progressed to Stage 1B of the Course Approval process.** On occasion, and by prior agreement, Stages 1A and 1B may be considered concurrently.

**Please complete all relevant sections of the form to avoid delay in progressing your proposal.**

* Please feel free to use bullet points wherever you feel this will aid clarity and reduce word count.

General advice on completion of this form may be sought from the Secretary to the Course Proposal and Development Group (CPDG).

**Stage 1A instructions/advice**

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| **Sections/fields in green should be completed at Stage 1A** |

It is strongly encouraged that advice on completion of Section C (Marketing and Recruitment) be sought from the Director of External Relations and the Director of RVC Access and International Engagement.

Advice on completion of Section D (Financial Case) must be sought from the Assistant Director of Finance (Financial Planning).

Advice on completion of Table E.1. at Section E (Resources) should be sought from colleagues within the relevant teams/service areas.

Once the Stage 1A sections (in green) have been completed please send the form to the Academic Quality Manager and to the CPDG Secretary, for Stage 1A consideration and approval by the CPDG.

Any conditions specified by the CPDG at Stage 1A will be added to the *approval status checklist* at page 2 of this form.

**Stage 1B instructions/advice**

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| **Sections/fields in purple should be completed at Stage 1B** |

Once Stage 1A approval has been granted, Course Proposers should convene their full Course Development Team, in liaison with the Academic Registrar and the Director of Learning and Wellbeing.

At Stage 1B, the Course Proposers must consult the following colleagues in development of the programme and completion of the New Programme Approval Form:

* any **Heads of academic Departments** involved in the programme (especially with regard to any resourcing requirements associated with the proposal);
* the relevant colleagues from **Finance** and from **Professional Services** teams across the College;
* the **Director of External Relations** and the **Director of RVC Access and International Engagement**, specifically for detailed advice on completion of Section C (Marketing and Recruitment); and
* key colleagues at any **collaborative partners** involved in the programme.

Section G (Consultation) of the form must be completed to indicate that these consultations have taken place - it is the Course Proposer’s responsibility to gain the confirmations sought at Section G.

Section F (Required supplementary documentation) of the form must be completed before the form is considered by the CPDG. The documentation requested in Section F will need to be submitted to the CPDG at the same time as the form itself.

Once the Stage 1B sections (in in purple) have been completed please send the form to the Academic Quality Manager and to the CPDG Secretary, for Stage 1B consideration and approval by the CPDG.

**Course Proposers will be invited to the CPDG meeting at which the form and supplementary Stage 1B documentation are considered for approval.**

Any conditions specified by the CPDG at Stage 1B will be added to the *approval status checklist* at page 2 of this form, which will be shared with:

* the College Executive Committee (Stage 2 approval);
* LTAC and Academic Board (Stage 3 approval, if required); and
* the validation panel convened by TQC (Stage 4 approval, if required).

On Stage 1B approval, the proposal will progress to subsequent approval stages as indicated in the College’s Design and Approval of Courses procedure.

1. **Programme Information**

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| **A.1. Nature of the proposal**  |
| **Named entry and exit awards, and their FHEQ level** e.g. BSc (level 6), CertHE (level 4), MSci (level 7), BVetMed (level 7). |  |
| **Brief description of the proposal** including rationale(max. 250 words) |  |
| **Proposed commencement date***(Please ensure sufficient time to approve/validate and bring the course to market)*  |  |
| **Contributing academic departments** *(including lead department if more than one)* |  |
| **Proposed Course Director(s)** |  |
| **Entry tariff information (proposed entry requirements)** (*consult Head of Admissions)* |  |
| **Subject Code** *(consult Student Records & Planning Officer)* |  |
| **Proposed validation date** *(consult Academic Quality Manager)* |  |
| **A.2. Does the proposal involve any external/collaborative partners?** |
| Yes:*Please mark (*x*) and complete the remainder of this section A.2.* | [ ]  | No:*Please mark (*x) | [ ]  |
| **Name of external/collaborative partner(s) and details of key contact(s)** (*consult Collaborative Programmes Officer)* |  |
| **Type/category of collaborative arrangement** (*consult Collaborative Programmes Officer)* |  |
| **Degree-awarding body (or bodies if this is a qualification involving more than one degree-awarding body)** (*consult Collaborative Programmes Officer)* |  |
| **If a new collaborative partner, please provide further detail of the partner here** (e.g. nature and size of organisation, location, reputation in market, arrangements with other HEIs) |  |
| **Further detail of nature of intended collaborativeactivity** (max. 250 words) |  |

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| **A.3. Does the proposal involve a Professional, Statutory or Regulatory Body (PSRB)(e.g. RCVS) in any way?**  |
| Yes:*Please mark (x) and complete the remainder of this section A.3.* | [ ]  | No:*Please mark (*x) | [ ]  |
| **Name of PSRB and brief details:** |  |
| **Detail of progress in gaining the relevant PSRB accreditation(s)** (max. 250 words) |  |
| **A.4. How will the proposed course be delivered?** |
| **Main/primary location(s) of course delivery**  |  |
| **Intake dates** |  |
| **Mode of study** *(Please mark (x) in one section to right)* | Full-time |  |
| Part-time |  |
| Both (full-time and part-time) |  |
| **Delivery format** *(Please mark (x) in one section to right)* | Face-to-face |  |
| Blended (includes elements of face-to-face and online learning) |  |
| Online learning |  |
| **Normal duration of course**in academic years/terms (complete as applicable)(if both full time and part time please indicate duration for both modes of study) |  |
| **Additional location(s) of course delivery** including sites of all collaborative partners |  |
| **Minimum / maximum duration of course** in academic years/terms (if both full time and part time please indicate minimum and maximum duration for both modes of study) |  |
| **Number of contact hours** expected for each academic year of the course\* If blended learning please indicate the approximate number of both online and face-to-face hours expected  |  |

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| **A.5. Draft Course Outline** |
|  | **Proposed new modules**(title, level (FHEQ) and credit rating) | **Existing modules**(title, level (FHEQ) and credit rating) |
| **Academic Year 1 of course** | **Compulsory** | **Compulsory** |
|  |  |
| **Optional** | **Optional** |
|  |  |
| **Academic Year 2 of course** | **Compulsory** | **Compulsory** |
|  |  |
| **Optional** | **Optional** |
|  |  |
| **Academic Year 3 of course** | **Compulsory** | **Compulsory** |
|  |  |
| **Optional** | **Optional** |
|  |  |
| **Academic Year 4 of course** | **Compulsory** | **Compulsory** |
|  |  |
| **Optional** | **Optional** |
|  |  |
| **Academic Year 5 of course** | **Compulsory** | **Compulsory** |
|  |  |
| **Optional** | **Optional** |
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1. **Academic and Strategic Case**

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| **B.1. Key aims of the course** (*max. 5 bullet points*) Refer to the College’s [Mission and Strategic Plan](https://www.rvc.ac.uk/about/the-rvc/mission-and-strategy) when considering the aims of the course. |
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| **B.2. Key features of the course** (*max. 5 bullet points*)Refer to the College’s [Learning, Teaching and Assessment Enhancement (LTAE) Strategy](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Teaching%20and%20Learning/Learning%20Teaching%20and%20Assessment%20Enhancement%20Strategy%202014-19%20FINAL.pdf), and other associated College strategies, when considering the requirements and key features of the course. |
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| **B.3. Are there likely to be any spin-off benefits, e.g. for research; clinical services; College reputation?** |
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1. **Marketing and Recruitment**

*Advice on completion of Sections C1-C3 should be sought from the Director of External Relations and the Director of RVC Access and International Engagement. Advice on Sections C4-C8 must be sought.*

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| **C.1. Target audience and basic evidence of demand**. Why does the Course Proposer see a demand for the course? Please be specific. (max. 250 words) |
|  |
| **C.2. Marketing and Recruitment Strategy and approximate initial and annual costs**. Refer to the overall marketing and recruitment strategy – e.g. first to market, building on existing high demand. (max. 250 words) |
|  |
| **C.3. Key institutional competitors.** Please list the main competitors, and explain why the RVC offering may be preferred. (max. 250 words) |
|  |
| **C.4. Output of market analysis.** Include summary and any additional commentary (not already given in the remainder of this section of the form) that will support market attractiveness. (max. 250 words) |
|  |
| **C.5. Detailed evidence of demand.** Please give details of the outcome of market research into demand for the course from potential students (e.g. data to support market attractiveness, political and social trends, employability trends, horizon scanning).*NB please note that the department(s) under which the eventual course will run may be required to contribute to the costs of associated market research.* |
|  |
| **C.6. Employer demand.** Please give details of the outcome of market research into demand for graduates of the course from potential employers. |
|  |
| **C.7. Marketing and Recruitment Strategy and approximate annual costs.** Please outline how the course will be marketed and recruited to (detailed marketing and recruitment strategy with costings, further developing the responses provided at Stage 1A (section C.2. of this form)). *Please note that further detail of initial and ongoing (annual) costs is requested at section E.12. of this form.* |
|  |
| **C.8. Are there any effects of the proposal on existing (or proposed) RVC courses?**  |
| **Yes:***Please mark (*x) | [ ]  | **No:***Please mark (*x) | [ ]  |
| **If yes, please specify:** |
| **Course:** | **Effect:** |
|  |  |
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1. **Financial Case**

*Advice on completion of Section D must be sought from the Assistant Director of Finance (Financial Planning).*

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| **D.1. Anticipated Student Numbers (total numbers)** *these should be “likely” numbers: the Investment Appraisal at Stage 1B will also model the best and worst case scenarios***.** NB At the conclusion of Stage 1B the CPDG will determine the absolute minimum enrolment number for the proposal under consideration, and will advise the Course Proposer of this. |
| Year 1 (first cohort) | Year 2 (second cohort) | Year 3 (third cohort) | Year 4 & subsequently |
| **UK** |  | **UK** |  | **UK** |  | **UK** |  |
| **EU** |  | **EU** |  | **EU** |  | **EU** |  |
| **Int.** |  | **Int.** |  | **Int.** |  | **Int.** |  |
| **D.2. How much income is the proposal expected to generate for the College over the next five years?** |
| **Year of delivery** | **Estimated Income (£)** | **Brief details of the assumptions made** e.g. student numbers (home/overseas; FT/PT), tuition fee rates |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |
| Year 4 |  |  |
| Year 5 |  |  |
| **D.3. Brief details of the staff and non-pay resources required to deliver the course** *(e.g. existing staff, new staff, non-pay costs, equipment)* |
| **Year of delivery** | **Estimated Costs (£)** | **Resource details** |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |
| Year 4 |  |  |
| Year 5 |  |  |
| **D.4. Projected financial contribution i.e. income less expenditure** *(i.e. D.2. less D.3.)* |
| **Year of delivery** | **Contribution (£)** | **Any further notes** |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |
| Year 4 |  |  |
| Year 5 |  |  |
| **D.5. Sensitivity analysis: Please use this table to show the impact on the projected financial contribution of changes to key assumptions e.g. fewer student numbers, lower fee rates** |
| **Assumption** | **Year of delivery** (cohort number) |
| **Year 1** (first cohort) | **Year 2** (second cohort) | **Year 3**(third cohort) | **Year 4**(fourth cohort) | **Year 5**(fifth cohort) |
|  |  |  |  |  |  |
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1. **Resources**

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| **E.1. Please provide details of any resources required which have not been identified elsewhere** (with estimated cost, if known)*Advice on completion of this Table E.1. should be sought from colleagues within the relevant teams/service areas.* |
| **Service area / department** | **Detail(s) and estimated cost(s)** |
| Academic Registry *(Academic Quality, Course Support, Examinations, Graduate School Administration,* *Student Records &**Finance* ) |  |
| Estates/ Infrastructure Operations |  |
| IT Services & Systems |  |
| Learning and Wellbeing*(Advice Centre, Careers and Employability, Digital Learning, Educational Development, Study Skills)* |  |
| Library & Infrastructure Customer Services |  |
| Marketing |  |
| RVC Access and International Engagement |  |

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| **E.2. Academic staff required to design the course and deliver any new modules***(list up to five members of academic staff with key roles in development and delivery of the course)* |
| **Name** | **Role - design / delivery / both?** | **How will staff member be released from existing duties?** |
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| **E.3. New staff appointments required - speciality, grade and FTE** (e.g. Senior Lecturer in Bio-informatics) |
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| **E.4. Staff Development:***outline any additional staff development needs arising from this proposal such as the development of online materials and teaching approaches.* |
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| **E.5. Visiting Lecturers** |
| **Year of delivery** (cohort number)**:** | **Total days required** | **Rationale** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 and subsequently  |  |  |
| **E.6. Additional administrative staff support required (including Course Support, Examinations)** |
| **Year of delivery** (cohort number)**:** | **FTE required** | **Rationale, including nature of support required** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 and subsequently  |  |  |
| **E.7. External Examiners** |
| How many *new* External Examiner appointments will be required? |
|  |
| **E.8. Type of accommodation (space for delivery of course) and approximate hours required to deliver the course**  |
| **Item:** | **Year 1** (first cohort) | **Year 2** (second cohort) | **Year 3** (third cohort) | **Year 4**(fourth cohort) |
| Lecture rooms |  |  |  |  |
| Small group teaching rooms |  |  |  |  |
| Teaching Laboratories |  |  |  |  |
| Dissection Rooms |  |  |  |  |
| Clinical Skills Centre |  |  |  |  |
| Other - please specify |  |  |  |  |
| **E.9. Describe any specialist equipment or technical support the course will require and state whether it will be available within existing resources**  |
| **Any investment in equipment required prior to the course starting** |
|  |
| **Equipment and technical support requirements when the course is running:** |
| Year 1 (first cohort) |  |
| Year 2 (second cohort) |  |
| Year 3 (third cohort) |  |
| Year 4 (fourth cohort) |  |
| Year 5 and subsequently |  |
| **E.10. Describe any additional Library & Infrastructure Customer Services / IT Services & Systems requirements, including software, that the course will require, and state whether they will be available within existing resources** |
| **Any investment required prior to the course starting** |
|  |
| **Requirements when the course is running** |
| Year 1 (first cohort) |  |
| Year 2 (second cohort) |  |
| Year 3 (third cohort) |  |
| Year 4 (fourth cohort) |  |
| Year 5 and subsequently |  |
| **E.11. Describe any additional requirements for the development of online course materials that the course will require from Digital Learning and/or from Learning & Teaching Enhancement and Support, and state whether they will be available within existing resources** |
| **Any investment required prior to the course starting** |
|  |
| **Requirements when the course is running** |
| Year 1 (first cohort) |  |
| Year 2 (second cohort) |  |
| Year 3 (third cohort) |  |
| Year 4 (fourth cohort) |  |
| Year 5 and subsequently |  |
| **E.12. Are there any additional Marketing and Recruitment resource requirements? *Describe what is required and whether it will be available within existing resources*** |
| **Any investment required prior to the course starting:** |
|  |
| **Requirements when the course is running** |
| Year 1 (first cohort) |  |
| Year 2 (second cohort) |  |
| Year 3 (third cohort) |  |
| Year 4 (fourth cohort) |  |
| Year 5 and subsequently |  |
| **E.13. Will additional accommodation (student accommodation) be required for the students on this course? *Describe what is required and whether it will be available within existing resources*** |
| **Any investment required prior to the course starting** |
|  |
| **Requirements when the course is running** |
| Year 1 (first cohort) |  |
| Year 2 (second cohort) |  |
| Year 3 (third cohort) |  |
| Year 4 (fourth cohort) |  |
| Year 5 and subsequently |  |

1. **Required supplementary documentation**

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| **F.1. Is the completed Investment Appraisal attached?***Available from RVC Finance (Learning and Student Experience) team* |
| **Yes***Please mark (*x) | [ ]  | **No***Please mark (*x) and complete ‘Notes’ below | [ ]  |
| **Notes** |  |
| **F.2. Is the draft Programme Specification attached?***Word template available* [*here*](https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/programme-specifications)Not required for: * “new delivery location for existing course”
* “resourcing change to existing course”
 |
| **Yes***Please mark (*x) | [ ]  | **No***Please mark (*x) and complete ‘Notes’ below | [ ]  |
| **Notes** |  |
| **F.3. Is the completed New Course Risk Assessment template attached?***Word template available* [*here*](https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/design-and-approval-of-courses#panel-design-and-approval-of-courses-forms)Not required for “resourcing change to existing course” |
| **Yes***Please mark (*x) | [ ]  | **No***Please mark (*x) and complete ‘Notes’ below | [ ]  |
| **Notes** |  |
| **F.4 For collaborative provision has initial due diligence been completed?***Consult Collaborative Programmes Officer* |
| **Yes – attached***Please mark (*x) | [ ]  | **No***Please mark (*x) and complete ‘Notes’ below | [ ]  |
| **Notes** |  |

1. **Consultation**

It is the Course Proposer’s responsibility to gain the confirmations sought below, via signature in the below table or by emailed confirmation from the relevant colleagues.

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| Managers of the following sections/departments (see <https://intranet.rvc.ac.uk/professional-services/docs/org-chart.pdf>) must provide confirmation that the relevant colleagues from their teams have been consulted regarding the proposal and have had the opportunity to contribute where appropriate to the development of this New Programme Approval Form. |
| **Section / Department** | **Name** | **Position** | **Signature** |
| Academic Quality | Cheryl Jackson | Academic Quality Manager |  |
| Academic Registry | Emma Burchfield | Academic Registrar |  |
| External Relations (including Marketing) | Sarah Ready Sarah Foster | Director of External RelationsHead of Marketing and Communications |  |
| Finance | Matt LeeAdrian Oberc | Assistant Director of Finance (Financial Planning)Management Accountant (Learning and Student Experience) |  |
| Infrastructure Operations | Sally Burton | Head of Infrastructure Customer Services |  |
| IT Services & Systems | Sally Burton | Head of Infrastructure Customer Services |  |
| Learning and Wellbeing | Michele Milner Veronica BrewsterCraig Daraz | Director of Learning and Wellbeing Educational Development ManagerDigital Learning Manager |  |
| Library & Infrastructure Customer Services | Sally Burton | Head of Infrastructure Customer Services  |  |
| RVC Access and International Engagement | Nina DaviesChris Hobson | Director of RVC Access and International EngagementHead of Student Recruitment |  |
| Relevant Heads of Academic Department *(as applicable)* must provide confirmation that they have been consulted with from the earliest opportunity regarding the proposal and any associated resourcing requirements (e.g. allocation of teaching load), and that any subsequent changes to the resourcing requirements have been communicated to them. |
| **Academic Department(s)** | **Name** | **Position** | **Signature** |
| CBS | Caroline Wheeler-Jones | Head of Department |  |
| CSS | Dan Chan | Head of Department |  |
| PPS | Ken Smith | Head of Department |  |

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| Key colleagues (e.g. link tutor) at any collaborative partners *(as applicable)* must be consulted regarding the proposal and have the opportunity to contribute where appropriate to the development of this New Programme Approval Form. |
| **Collaborative Partner(s)** | **Name** | **Position** | **Signature** |
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1. **Comments and suggestions from CPDG members**

***Committee use only***

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| **CPDG members (voting and non-voting) are invited to share comments and suggestions on the proposal at this section of the form.** *Comments will be shared with the Course Proposer and the Course Sponsor ahead of the meeting at which the proposal is to be considered, to allow fine-tuning of the document, inform discussion at the meeting and facilitate approval of the proposal.* |
| **Colleagues may wish to use section headings when referring back to the document, to aid navigation. For reference the sections are:**A. Programme InformationB. Academic and Strategic CaseC. Market CaseD. Financial CaseE. ResourcesF. Required supplementary documentation |
| **CPDG member / non-voting member** | **Comments, suggestions, requested actions or amendments** |
| **Adrian Boswood** |   |
| **Emma Burchfield** |   |
| **Vikki Cannon** |   |
| **David Church** |   |
| **Nina Davies** |   |
| **Matthew Grigson** |   |
| **Cheryl Jackson** |   |
| **Matt Lee** |   |
| **Imelda McGonnell** |   |
| **Michele Milner** |   |
| **Tom Moody** |   |
| **Adrian Oberc** |   |
| **Sarah Ready** |   |
| **Richard Sherry** |   |
| **SU President** **(or nominee)** |  |
| **Julie Waterfield** |  |
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