

Guidance for completing a Part 1 Programme Proposal Form (P1PF)

Process

After discussion within the School / Institute and Faculty, the Proposer should complete a Part 1 Programme Proposal form for the proposal of a new programme. The purpose of the Part 1 Programme Proposal Form is to articulate the proposed new programme title, the associated award(s), anticipated student numbers, the business case, marketing insights and the resource requirements. The information provided in the form will be used to set up the programme on SITS, and provide the basis for the marketing of the new programme, so it therefore needs to be accurate and complete.

All sections must be completed in full based on the below guidance. Part 1 programme proposals should be submitted to DGLS once they have been endorsed by the Faculty.

- Sections 1 to 5, and 8 to 12 of the proposal must be completed in full.
- A business case and marketing report must be included with the proposal form.
- Sections 6 and 7 are only to be completed where the programme involves a collaborative partnership, or is an apprenticeship proposal.

Once a programme has Part 1 approval it can be marketed as 'subject to approval'. In order to advertise a new programme the School / Institute administering the programme (through the programme proposer) should liaise directly with their Faculty Marketing Manager to ensure that all the necessary information required to market the programme is provided.

Please note that for programmes to be delivered with a collaborative partner, no partnership agreement can be signed until the proposed programme receives Part 2 Programme approval.

Information, forms and guidance can be found on the [DGLS website](#).

Section 1 – Proposal Details

Proposed programme title

Please specify the proposed programme title – this will be the field of study of the final award, the title as listed on the UCAS website (if applicable) and the Queen Mary Coursefinder and marketing material; this may also influence how it is assessed for fee purposes. The list of proposed programmes should include all modes of attendance but not exit / interim awards.

Award type

- Single award (including Distance Learning, Placement, and Work-based learning) – an arrangement where Queen Mary, or Queen Mary and one or more partner institutions develop a programme that leads to a single award by Queen Mary.
- Joint award – an arrangement where Queen Mary and one or more partner institutions together provide elements of a joint programme that leads to a single award made jointly by both, or all, participants.

- Double award – an arrangement where Queen Mary and a partner institution collaborate to provide elements of a joint programme leading to separate awards from each institution. Arrangements involving more than two partners would lead to multiple awards in the same way.

Direct application

Is the programme available for direct application, or will it be available for internal transfer only? For UG programmes enter “No” as all UG programmes are submitted via UCAS.

Closed / Restricted programme

Is the programme available to any suitable qualified candidate that satisfies the criteria for admission (not closed / restricted), or is it only available to certain groups of applicants, for example, employees from a particular company (closed / restricted).

Intended awards

Please list all proposed modes of attendance, but not exit / interim awards.

Anticipated student numbers

Please give an indication of the demand expected for the programme, the minimum intake of students for which the offering of the programme will be viable, and the maximum intake of students for which the offering of the programme will support.

Proposed HECoS code

Please indicate the proposed HECoS code for the proposed programme. HECoS codes are used by:

- HESA to determine funding arrangements
- The National Student Survey to determine subject groupings
- UCAS
- To determine whether a programme requires Tier 4 students to obtain ATAS clearance

Further details about HECoS codes can be found [here](#).

Funding details

Will the programme be funded by another European Commission public source, or a source which is not a European Commission public source? EC public sources which are not HEFCE could include the Department of Health, or a European grant such as the European Social Fund.

Section 2 – Programme Rationale

Please provide details of the rationale for the proposed programme. In addition to being academically sound, these should include clear links to the QM Strategy 2030, the Principles of Academic Degree Programme Design and any other strategic reasons, financial reasons and / or recruitment reasons. If more than one point of entry is proposed, this should be clearly explained. If the proposed programme involves a collaborative partner, please clearly outline the responsibilities of the partner in developing (if applicable) and delivering the programme. If the programme is an apprenticeship, this should explain the intent of the programme.

Section 3 – Programme Description

Please provide a description of the proposed programme for prospective applicants (this will inform the marketing material). This should provide an overview of the key features of the programme, and should include additional information that may be helpful for marketing the programme, e.g. distinctive strengths in your School/Institute.

Section 4 – Marketing Information

Please provide evidence of demand for the proposed programme (further guidance and marketing insights must be sought from External Relations and appended to the form, along with endorsement provided on the form). This is not intended to duplicate the Marketing Insights report but summarise and supplement the information provided in the report.

This could include:

- A level trends and UCAS or HESA data;
- UK, EU and international economic data and regional, national or sector-specific data;
- consideration whether the market is UK-only, EU or international (consult International Office);
- qualitative feedback on the proposal - via questionnaire or focus groups;
- employer feedback / feedback from Professional or Statutory Regulatory Bodies (consult the Careers Service);
- explanation of overlap with existing programmes at QM and if so which ones, how will the proposed programme be differentiated;
- employer appetite for apprenticeship delivery (consult the central Apprenticeship team)

Section 5 – Admissions Information

All applications should be processed via the QM Admissions Office. Where provision is completely new, or non-standard entry requirements are proposed, this must be discussed with the QM Admissions Office. If a limited number of places are available on the programme, please provide the rationale for this.

Please outline any proposed deviation from the standard application process (e.g. selection process and deadlines). This is mandatory for all collaborative and apprenticeship programme proposals and must be discussed with the QM Admissions Office and the central Apprenticeship team (if applicable) before any agreement is signed with an external body, partner or employer. Please provide Admissions endorsement on the form.

Entry requirements

Please provide the proposed entry requirements for the programme, including the level of English language proficiency required for international applicants (please list the IELTS requirements separately in the section below). Standard entry requirements should align with those already agreed and published for existing cognate provision.

English language entry requirements (for International students)

Please specify the IELTS requirements for each component (the minimum component score for degree level study is 5.5).

Section 6 – Additional Information for Collaborative Programme Proposals

Please clarify how and when application data will be shared between institutions, and how students will be informed of this. Please state which institution(s) will be responsible for issuing offer letter(s) and communicating any visa requirements to students.

Please also clarify whether students will be registered at the partner institution, as well as QM for the duration of the programme and the percentage of time students are expected to study with each institution to the nearest 10%. (i.e. 60% in the UK (QMUL), 40% overseas (Partner). For proposals where students progress to QM from a partner institution, please outline the arrangements for confirmation of this progression to be provided to QM.

Section 7 – Additional Information for Apprenticeship Programme Proposals

Please clarify if the apprenticeship has an integrated or non-integrated End-Point Assessment (EPA), who the End Point Assessor Organisation (EPAO) will be, and the duration of the EPA. Please outline the proposed Intent (planning), Implementation (action), and Impact (on apprentices and employers) of the apprenticeship.

Section 8 – Fee Arrangements

Please clarify the home and overseas tuition fee, whether the proposed programme attracts a non-standard fee, and if so the rationale for this. If the proposal is for an apprenticeship, please outline the maximum funding available and detail the funding that will be drawn. Please include endorsement from Finance on the form.

Section 9 – Indicative Curriculum

Please provide an overview of the indicative curriculum for the proposed programme in terms of proposed modules to be studied in each academic year of study (which will appear in marketing material 'subject to approval'). Please clearly indicate which modules are new, and which already exist and have been approved. If the programme requires students to undertake any proportion of their scheduled activities outside of a QM campus, in a workplace environment, please clearly indicate this below, and specify the percentage of the notional study hours to be undertaken in the workplace. Work-based learning includes activities such as placements, internships, professional / industrial experience, and volunteering. Please provide this information for all modules, including those which are elective, and / or non-credit bearing.

Section 10 – Professional Accreditation

Please specify the accrediting body (if applicable) and the nature of the accreditation: e.g. qualification to practice, exemption from professional exams, membership of a professional body). This should include the likelihood of the proposed programme receiving accreditation, and how important the accreditation is to the success of the programme.

Section 11 – Resourcing Requirements

Please summarise the proposed resourcing arrangements. This should include Library, I.T, space requirements and staffing, as well as the impact on any existing provision. Detailed costings should be provided with the form as part of the Business Case.

Joint Working Statement

For programmes that are to be delivered with an external collaborative partner or jointly between more than one internal School/Institute, please summarise the proposed resourcing arrangements for the partnership. For apprenticeship programmes please summarise the specific plans with employers. Detailed costings should be provided with the form as part of the Business Case.

Please include endorsement from Library, IT, Estates as appropriate, depending on whether any special considerations need to be given to these areas.

Section 12 – Work-Based Learning

For programmes that involve work-based learning, please provide details of any external partners to be involved in workplace provision, the duration of any work-based activity, and the % of time spent in compulsory work-based learning per programme year.