**Strategic Approval Form for Major Changes to Programmes**

Please consult with the Market Research Team marketresearch@lboro.ac.uk at the **early stages** of developing course ideas. If you have not done so already and are completing this form, please make contact as soon as possible:

If you have any questions on the programme approval process, please contact Secretary to CSC.

**1. Proposal Outline** *– All sections can be expanded as necessary*

|  |
| --- |
| 1. Name of School and/or Department
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| 1. Name of intended / existing Programme Director
 |
|  3. Type of proposal

|  |  |
| --- | --- |
| [ ]  | Change of Programme Title or Award * Specify proposed Title and/or Award:
* First intake with proposed Title/Award:
 |
| [ ]  | Suspension of Programme (complete sections 4, 6 and Part 3 only) * Proposed last intake:
* Intended next intake:
 |
| [ ]  | Termination of Programme (complete sections 4, 6 and Part 3 only)* Proposed last intake:
 |
| [ ]  | Other Programme Change (Please specify below)  |

 |
| 4. Award, title and programme code(s) for programme  |
| 5. Proposed [HECoS](https://www.hesa.ac.uk/innovation/hecos) codes (for major changes including title changes) *If more than one code, provide percentage for each code.* |
|  6. Strategic Alignment (*c. 300-500 words)**Rationale and description; implications for existing students and for applicants; actions taken / to be taken to consult students / inform applicants* |
| 7. Strategic and Resource Implications *Select all that apply and detail below. Please note consultations required by certain implications.* *If there is a tick in any box below, SPaRC approval will be required.*

|  |  |  |
| --- | --- | --- |
| [ ]  | New strategic area  | Additional consultations may be required depending on scope – contact PQTP |
| [ ]  | New or refurbished space required  | **Requires FM consultation**; *Detail below* |
| [ ]  | New or realigned staff  | *Detail below* |
| [ ]  | Student growth  | *Indicate below if this is replacement for other programmes within the school or growth at a School level*  |
| [ ]  | New IT Resources  | **Requires IT Consultation**  |
| [ ]  | New Delivery Method  | *Detail in Section 8* |
| [ ]  | External Stakeholders  | *Detail below*  |
| [ ]  | New International Partnership  | *Detail below and confirm support and endorsement of International Office* |
| [ ]  | Strategically important  | *Detail he strategic importance which would mitigate a limited student market* |

*Provide details for any of the strategic or resource implications marked above.*  |
| 8. Proposed Change to Mode of delivery  *Make clear current mode of delivery and proposed mode of delivery*[ ]  full-time [ ]  Blended learning[ ]  part-time [ ]  100% Distance learning[ ]  full-time and part-time [ ]  collaborative / off campus |
| 9. Month and Year of first intake to the Revised Programme *For major changes, indicate whether existing students will be affected* |
| 10. Structure of the programme *Overview of programme content and programme aims; number of new and existing modules for proposed programme; c. 300-500 words. Indicate whether it will include a year abroad/placement year and the awards linked to this option.*  |
| 11. Online Prospectus Entry for Approval *(c. 200-300 words of text only)*  |

**2. Attachments**

Course Costing Form (provided by Finance Business Partners)

*For changes where there will be resource implications*

Market Demand Report (provided by Market Research Team)

*Required for title/award changes. May also be required for programme changes.*

*Seek advice from Secretary to CSC*

School Consultation Responses (presented in table format, only if appropriate):

Schools which have common terminology in their programme titles, relevant expertise or common interests for which this may be a concern e.g. Business, Management, Design, Digital

Schools which will provide teaching to the programme

Additional Consultations (only if required in Section 7)

Response to Consultation Concerns

**3. School Approval** *(Electronic signatures acceptable)*

Associate Dean (E&SE) Signature: ……………………………………………..

Date: ……………………………………

Dean of School Signature:…………………………………………………………….

Date: …………………………………..

The completed form should be submitted to the Secretary to Curriculum Sub-Committee.

February 2025