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| PD1: **NEW AWARD TITLE APPROVAL** |

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| **Document Owner:** Student Learning & Academic Registry  **Version number: 13.0**  **Effective date:** October 2024 (Academic Year 2024-25)  **Date of next review:** July 2025  *This document is part of the University Quality Framework, which governs the University’s academic provision.* |

# PD1



Student Learning & Experience Committee

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| **New Award Title Approval**  (Please refer to[**Notes of Guidance**](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/B-Annex%208%20-%20Guidance%20for%20Completion%20of%20Portfolio%20Development%20Proposal%20Forms.docx) when completing this Form) |

**This form should be used for approval of a new award title at TU AND with a Collaborative Partner at the same time. New award titles will not be considered for a new partnership until the institution has been approved. Please use PD2 for title or location approval with a Collaborative Partner ONLY**

**For non-standard course set-up, please consult with Finance prior to completion of this form**

**This form must be submitted to** [**QAV@tees.ac.uk**](mailto:PortfolioDevelopment@tees.ac.uk)

Finance Systems – On receipt of an approved PD form, please ensure the award title is set up as “Subject to Approval”.

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| **1** | **University School involved in the development** |  | |
| **2** | **Associated School(s)** |  | |
| **3** | **Name of the Proposed Collaborative Partner who will deliver this award including campus delivery location where applicable** | Not applicable | |
| **4** | **Partner Typology** | 2. Co-delivery  3. Franchised  4. Validated  7. Placement/Workplace Learning | 8a Dual Award  8b Joint Award  9. Remote  Delivery |

**Section A - Proposed Award Details**

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| **5** | **Award e.g., BSc (Hons)** | **Full title** | **Mode(s) of Attendance**  *(Select all that apply)* | **Duration(s)** | **No of Credits and Level (Per Year of Course)** |
| *Final Award:* | *Final Award Title* | FT  PT  FTSW |  |  |
| *Named Intermediate/ Award:* | *Named Intermediate Award Title:*  **(Must be provided for award titles with (Advanced Practice).** | N/A | N/A |  |
|  | ***If the title used for marketing purposes differs from the award title stated above, please provide further details below:*** | | | | | |
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| **6** | **Subject Code** | HECoS: | Percentage: |
| HECoS: | Percentage: |
| HECoS: | Percentage: |
| **7** | **Course Type** | Single (Hons)  Joint (Hons) | Major/ Minor  Other (Please State) |

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| **8** | **FHEQ Level**  Choose from Levels, 4, 5, 6, 7 & 8 – see guidance notes for an explanation of levels | **Name of Framework**  (if a pathway through an existing framework) | **Method of Delivery** |
|  |  | Face to Face  Blended  Online  6-week block |

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| **9** | **Is the proposed course a Foundation Degree course?** | Yes  No  If **YES,** please enter the degree course title students can progress onto: |

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| **10** | **Is the proposed course a progression route from a Foundation Degree?** | Yes  No  If **YES,** please enter the foundation degree course title: |

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| **11** | **Is the proposed course a Professional Apprenticeship?** | |
| Yes  No | |
| If **YES,** please state the apprenticeship standard including number, version and if it is integrated/fully integrated, or non-integrated: |  |

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| **12** | **Is the proposed award title a Higher Technical Qualification (HTQ) approved award/seeking HTQ approval?**  ***(Level 4 & Level 5 courses only)*** | Yes  No  If **Yes**, please confirm the status of HTQ application. |

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| **13** | **Delivery Location(s):**   1. Please specify every site at which the award is intended to be delivered, including specific geographic delivery location/campus   (\**where delivery is across multiple locations, the school are required to inform LGS Compliance of the main campus students will attend, within 10 working days following notification of approval.****[[1]](#footnote-2)****)* | TU Middlesbrough Campus  TU Darlington Campus  Online (School)  Online (TU OL Ltd)  TU London Campus  TU Darlington & London\*  TU Middlesbrough & Darlington**\***  TU Middlesbrough & London\*  TU Middlesbrough, Darlington & London**\***  TU Net Zero, Middlesbrough, & London\*  Other, **including Dual/Joint Awards** please state (including full postal address and date of Location Site Visit): |
|  | b) For any proposals being delivered from **TU London/Online**, please specify responsibility for academic delivery, (i.e. who is delivering the teaching) and assessment boards. | **Academic Delivery:**  TUM/TUD staff  TU London staff  Online School  Online (TU OL Ltd)  Not applicable  **Assessment Boards:**  TUM/TUD staff  TU London staff  Online School  Online (TU OL Ltd)  Not applicable |

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| **14** | **Proposed Start Date** | **School** | | **Partner** | | |
| Marketing the Award to prospective students |  | |  | | |
| Recruitment Activities |  | |  | | |
| Course Approval |  | |  | | |
| **Standard Start and End Dates**  Add the year of commencement to the categories that apply below and the [**standard University course start and end dates**](https://www.tees.ac.uk/sections/stud/semesterdates.cfm) will apply  **(Dates applied to current courses can be checked using the following SQL report:** [**CRS0033 Admissions Course Overview**](http://sqlreporting.tees.ac.uk/Reports/report/Students/Admissions/CRS0033%20-%20Admissions%20Course%20Overview)) | | | | | |
| **Type of course** |  | **Year** | |  | **Year** |
| Standard UG | Jan |  | | Jan |  |
| May |  | | May |  |
| Sept |  | | Sept |  |
| Standard PGT | Jan |  | | Jan |  |
| May |  | | May |  |
| Sept |  | | Sept |  |
| **Non-standard delivery**:  Please provide the rationale (a short description of why the course does not follow the standard academic calendar). |  | | | | |
| Please specify (including partners where applicable):   * dates per intake (start and end dates), * mode of attendance,   *(On-campus provision, please provide the exact date, partner provision, please provide the week commencing date)* |  | | | | |
| Non-standard delivery (outwith the University Academic Calendar) impacts on several key operational aspects within the University.  **The following should be considered:**   * Workforce planning for delivery outside of normal teaching, * Assessment Schedule, Examination Board and Graduation arrangements, * Application and website information for SRM, * Student Accommodation, and * Student Finance and UKVI sponsored student implications. | | | | | |

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| **15** | **Does this award require a mandatory DBS check at the point of application?** | Yes | No |
| If YES, please select the type of DBS required: | Enhanced  Enhanced with Regulated Activity  Employer  Any other, please state | |

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| **16** | **Is there any PSRB Accreditation associated with the award?** | Yes  No |
| If **YES**, please:   1. list the PSRBs: | |
| (b) note the outcome of any PSRB liaison/consultation regarding the proposals and accreditation process: | |
| (c) If **YES**, does the PSRB require specific wording within the title of the award?  **(please attach/link to supporting evidence)** | Yes, evidence supplied  No |

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| **17** | **Please indicate which students are eligible to apply for the course:**  All | All  Home  EU  International |

**Section B – Collaborative Partner Details**

(If you answered **NOT APPLICABLE** to Q3 please go to Section C Q26)

**(Partner Details are not required for Typology 7** **-** **Placement/Workplace**

**Learning)**

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| **18** | **Does the Partner have an existing relationship with Teesside University**? | Yes  No |
| 1. If **YES**, please give details (including the date of the Site Visit) |  |
| 1. If **NO,** and the proposal is for a **new** Partner please confirm if the Initial Business Case and Approval to Proceed has been granted by the appropriate member of the University Executive Team. | Yes  No |
| 1. If the process described in (b) has not been completed, please outline the current status of what remains to be completed, along with a date of when this will be achieved. |  |

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| **19** | **Dual/Joint Awards - Partner Award Details** | |
| Awarding Body: |  |
| Final Award Title: |  |
| Please provide any further details in relation to the set-up of the Dual Award (i.e., the percentage/ratio of partner/TU input, non-standard credits). | |

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| **20** | **Staff Delivering and/or Assessing/Moderating the Award**  (i.e., Teesside University staff, Partners) | |
| Will this award be delivered and assessed/moderated solely by TU Staff? | Yes  No |
| If **NO**, please state how this will be managed: | |

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| **21** | **Is there existing staff expertise to support the award and offer academic leadership?** | Yes  No |
| If **NO**, please identify how this will be managed: |  |

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| **22** | **Please confirm that the TU School is satisfied in principle based on the CVs received that the Partner has the appropriate subject expertise, academic leadership and resource base to deliver the award and can proceed to course approval.** | Yes  No |

**Section C - Rationale, Market and Demand**

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| **23** | **Please provide details for the academic rationale and evidence-based business case for the proposal, including the distinctive features of the award. This must include the outcome of market intelligence/research, known data about the employment market in this area of the sector, and how the analysis has influenced the development of the proposal.**  **If a Collaborative Partner is involved in the delivery and/or assessment, please detail how they will be supported, i.e., staff development.**  In addition, the following links and relationships should be referenced, where appropriate:  i. Cross-School activities  ii. University and/or national strategies |
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| **24** | **Please identify if there is a relationship to any existing Teesside University provision.**   1. Will this award access a new market and/or extend existing provision? 2. How much will the award draw on existing modules? 3. How will this award fit with existing provision? |
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| **25** | **(a) Provide an outline marketing and recruitment plan for the award for full and part-time entrants and identify the resource committed to these activities.** |
| **NB:** *Having identified the start dates for marketing and recruitment in Box 14, please now provide more detail (in terms of approximate dates and actions) on the marketing and promotion of the award and the associated recruitment activities. This information will be used by the TU School(s) to support the Development Team and should map onto strategic planning within the TU School(s) and the University.* |
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| **(b) Who in the TU School and/or Collaborative Partner will be responsible for the provision of information to inform the development of marketing, promotion, and recruitment materials/activities for this award?** |
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| **(c) Provide below a summary of the purpose and nature of the award (in terms of themes rather than modules) to be used as a basis for developing future marketing material.** |
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**Section D - Resourcing**

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| **26** | **Size of the proposed annual student intake for each mode of attendance** | |
|  | **FTE** |
| **TU School** |  |
| **Partner** |  |

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| **27** | **Resourcing the Development and Marketing of the Award:** | |
| **Statement of Commitment from the TU School/Partner.** The TU School/Partner is required to confirm their commitment to developing the content and marketing of the proposed new award through to the Approval Event. Confirmation of the availability/release of staff to support these activities is also required including the number of hours allocated for course development and marketing activity. | |
| 1. **TU School/Partner Statement:** | |
|  | 1. **Number of hours allocated for course development/marketing activity** |  |

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| **28** | **(a) Resourcing of the award following the Approval Event**  What will the student numbers for the course(s) be based on? (Please select the **main** funding stream for one or both options): | | | |
| **Funding Stream:**  **Please check ONE box:** | **Fee Type** | **TU School** | **Partner**  (if applicable) |
| **OfS Regulated Fee**  (supported by SLC Loans and full-cost fees to international students taught in the UK) Includes TUCP courses | Standard |  |  |
| Enhanced  (PG only) |
| Non-standard  (\*Please complete section 33) |
| **NHS Contract** (CPD Contract – Tier 1) | |  |  |
| **NHS Contract** (non-CPD contract) | |  |  |
| **Directly Funded (Validated)**  (Colleges with direct contracts with OfS) | |  |  |
| **Education Skills Funding Agency** (Apprenticeships)  *(FCD Systems: new route required from existing title)* | |  |  |
| **Transnational**  (Courses delivered outside the UK as agreed in the business case) | |  |  |
| *If the course isn’t covered by any of the above funding streams, then please contact the Senior Planning Officer (Finance) to discuss the requirements, and provide details of the outcome below:* | | | |

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| **29** | **Non-Standard Fees**  \**Home UG OfS fees are subject to a fee cap set by the Government. The fee cap for 2023/24 is £9,250 per 120 credits.* | | | | | | | |
| **(a)** | Please provide details explaining why standard course fees do not apply including course costing and competitor/market analysis to justify the proposed non-standard fee: | | |  | | | |
| **(b)** | Please provide the proposed course fees for each mode and student type in the table below for approval at the next available Fees Strategy Group meeting: | | | | | | |
| **Full-time** | | | | | **Part-time** | | | |
| **Home**  **(£)** | | | **International**  **(£)** | | **Home**  **(£)** | | **International**  **(£)** | |
| Total Course Fee | | Fee per Annum | Total Course Fee | Fee per Annum | Fee per 120 credits UG/180 credits PG | Fee per 20 credits (Fee per 15 credits for HNC/D) | Fee per 120 credits UG/180 credits PG | Fee per 20 credits  (Fee per 15 credits for HNC/D) |
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| **30** | **Confirmation of Resources to Operate the Award (staffing and physical):**  (in terms of non-staffing related resources, i.e., learning resources and ICT hardware/ software, Course Leaders are advised to consult with the ‘Learning Resources Guidelines’ contained within the ‘Guidance for Course Teams for the Validation of New and Periodic Review of Courses, Including Collaborative Provision’ at the earliest opportunity and to liaise with SLS and ITDS) | |
| 1. **Have you identified this proposal in your School Plan?** | Yes  No |
| If **NO**, How will the school identify and confirm the required/specialist resources? | |

***All resource requirements must be signed off between the initial approval of the Course Costing Template and the final Approval Event. Evidence of this must be provided to the Approval Event Panel by the Dean of the School.***

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| **31** | **Does the proposal cover an area of expertise new to the School?** | Yes  No |
| If **YES**, please identify how this will be managed: | |

**Section E - Confirmation of Initial Support for the Proposal**

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| **32** | **Support from the Partner (if applicable):**  On behalf of my organisation, I can confirm commitment to the award.  Signed: …………………………………………. Date: …………………………………..  Name: ……………………………………..…… Designation: …………………………..  (please print)  **NB:** If it has not been possible to obtain the signature of the Partner, an email or letter noting their support must be attached to this proposal. |

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| **33** | **For proposal which include an International, Employer or TUCP Partner, support is required from the Director of International Development, Strategic Funding Manager TUCP Board (or nominee) (if applicable):**  Signed: ……………………………………………. Date: ………………………………..  Name: …………………………………………...… Designation: ……………….  (please print)  *TUCP Board Approval Date: …………………………………………….*  *Please tick box below, as appropriate:*  Director of International Development  Strategic Funding Manager  TUCP Board |

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| **34** | **Support from Director of Apprenticeships (if applicable):**  I can confirm support for the proposal, as outlined above:  Signed: ……………………………………..…..... Date: …………………………  Name: ………………………………………………  (please print) |

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| **35** | **Support for TU Online Ltd courses:**  I can confirm that the proposal, as outlined above:  Signed: ……………………………………..…..... Date: …………………………  (Director of TU Online or nominee)  Name: ………………………………………………  (please print) |

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| **36** | **Support from Director of TU London Ltd (or nominee) (if applicable):**  I can confirm support for the proposal, as outlined above:  Signed: ……………………………………..…..... Date: …………………………  Name: ………………………………………………  (please print) |

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| **37** | **Support from Dean of proposing school (or nominee):**  I can confirm support for the proposal, as outlined above:  I confirm the proposal has been approved at SMT.  Signed: ………………………………………..……..…. Date: …………………………  Name: …………………………………………………..  (please print) |

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| **38** | **Support from Dean(s) of associated School(s) (or nominee):**  I/we confirm our support for the proposal, as outlined above:  Signed: ……………………………………..…..... Date: …………………………  Name: …………………………………………….  (please print)  Signed: ………………………………………….... Date: …………………………  Name: …………………………………………..………….  (please print) |

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| **39** | **Support from Academic Registrar (or nominee):**  Approved  Rejected  Signed: ……………………………………..…..... Date: …………………………….…  Name: …………………………………………Designation (if nominee): ……….……  (please print) |

**For Student Learning & Academic Registry use only:**

**Following approval, notification to be circulated to the relevant Dean, Associate Dean (Marketing & Recruitment) of the School with the Senior Administrator copied in along with:**

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| **Department** | **Contact Email** |
| Student Recruitment and Marketing | [**SRMLeadership@tees.ac.uk**](mailto:SRMLeadership@tees.ac.uk)  [**Marketing@tees.ac.uk**](mailto:Marketing@tees.ac.uk)  [**SRMACU@tees.ac.uk**](mailto:SRMACU@tees.ac.uk) |
| Finance | [**FCDSystems@tees.ac.uk**](mailto:FCDSystems@tees.ac.uk)  [**G.Bowman@tees.ac.uk**](mailto:G.Bowman@tees.ac.uk)  [**P.Graham@tees.ac.uk**](mailto:P.Graham@tees.ac.uk) |
| TU Online (for online courses only) | [**OLPortfolioDevelopment@tees.ac.uk**](mailto:OLPortfolioDevelopment@tees.ac.uk) |
| Deputy Director, Department International Development (TNE courses only) | [**N.Clark@tees.ac.uk**](mailto:N.Clark@tees.ac.uk) |
| Apprenticeship | [**AAD@tees.ac.uk**](mailto:AAD@tees.ac.uk) |
| Legal Governance Service | [**contracts@tees.ac.uk**](mailto:contracts@tees.ac.uk) |
| TU London | [**M.Skipper@tees.ac.uk**](mailto:M.Skipper@tees.ac.uk)  [**TULAdmin@tees.ac.uk**](mailto:TULAdmin@tees.ac.uk) |

1. **Information required for CAS applications** [↑](#footnote-ref-2)