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| PD3:**NEW NAMED UNIVERSITY CERTIFICATE AWARD TITLE** |

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| **Document Owner:** Student Learning &Academic Registry**Version number: 11.0****Effective date:** September 2023 (Academic Year 2023-24)**Date of next review:** August 2024*This document is part of the University Quality Framework, which governs the University’s academic provision.*  |

# PD3



Student Learning & Experience Committee

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| **New Named University Certificate Award Title**(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) |

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

**This form must be submitted electronically (including signatures and confirmation of an approved Course Costing Template) to** **QAV@tees.ac.uk**

This form is to be used for the following categories of award:

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| * University Certificate in Continuing Education (UCCE)
 | * University Certificate in Advanced Professional Development (UCAPD)
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| * University Certificate in Professional Development (UCPD)
 | * University Certificate in Postgraduate Continuing Education (UCPCE)
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| * University Certificate in Advanced Continuing Education (UCACE)
 | * University Certificate in Postgraduate Professional Development (UCPPD)
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| **1** | **Proposing School:** |  |
| **2** | **Associated School(s):** |  |

**Section A - Proposed Award Details**

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| **3** | **Award e.g. UCCE** | **Full title** | **No of Credits** |
| *Award:* | *Award Title:* |  |

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| **4** | **FHEQ Level**Choose from Levels 4, 5, 6, 7 & 8 – see guidance notes for an explanation of levels | **Method of Delivery** | **Mode(s) of Attendance***(Select all that apply)*  | **Duration(s)**Add details for each mode of attendance |
|  |  [ ]  Face to Face [ ]  Online[ ]  Blended  | [ ]  FT[ ]  PT[ ]  FT/SW |  |

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| **5** | **Award Structure:**Please indicate which module(s) are compulsory and which module(s) are optional for this award. (Please provide module code(s) and title(s)).  |
| **Module Code** | **Module Title** | **Assessment Regulations** |
| **Compulsory or Optional Module** | **Additional Assessment Attempt (AAA) (Y/N)** |
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*Please add additional rows if required*

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| **6** | **Is the proposed course a Professional Apprenticeship?** |
| [ ]  Yes [ ]  No |
| If **YES,** please state the associated standard in relation to the level of study:  |  |

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| **7** | **Does this Award Involve a Collaborative Partner?**(i.e., UK FE College, Employer or TNE Partner)If **YES,** please ensure signatures are obtained in Section 22 | [ ]  Yes [ ]  NoIf **YES,** please complete questions(a) to (d)If **NO,** please go to Question **8** |
| 1. Name of Partner Organisation
 |  |
| 1. Does the Partner(s) have an existing relationship with Teesside University?
 | [ ]  Yes [ ]  No |
| If **YES,** please give details: If **NO**, please include the size of the institution (students/staff), nature of business and details, if any, of current/previous collaborative HE relationships within the UK:  |
| 1. Using the University’s Partner Typology, which type best fits the proposed award?
 | [ ]  2. Co-delivery[ ]  3. Franchised[ ]  4. Validated[ ]  7. Placement/Workplace Learning | [ ]  8a Dual Award[ ]  8b Joint Award[ ]  9. Remote  Delivery |
| 1. Provide Quality Assurance Authorisation Panel (QAAP) date when the partnership (or extension of partnership) was approved
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| **8** | **Delivery Location(s):**Please specify every site at which the award is intended to be delivered, including specific geographic delivery location/campus  | [ ]  TU Middlesbrough Campus [ ]  TU Darlington Campus [ ]  Online [ ]  TU London[ ]  Other, please state (including full postal address and date of Location Site Visit): |

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| **9** | **Proposed Start Date for the Award:** |  |

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| **10** | **Proposed Start Date** | **School** | **Partner** |
| 1. Marketing the Award to prospective students
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| 1. Recruitment Activities
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| 1. Course Approval
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| **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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| **11** | **Name of External Examiner(s):** |  |

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| **12** | **Approval / Review Period:**(when will the award be reviewed) |  |

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| **13** | **Does this award require a mandatory DBS check at the point of application?** | [ ]  Yes | [ ]  No |
| 1. If YES, please select the type of DBS required.
 | [ ]  Enhanced[ ]  Enhanced with Regulated Activity[ ]  Employer[ ]  Any other, please state |

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| **14** | **Professional or Statutory Regulatory Body Registration (PSRB):** |
| 1. Does the award require PSRB registration?
 | [ ]  Yes [ ]  NoIf **NO,** please go to Question 15 |
| 1. If **YES** to 14 (a), has the relevant PSRB been consulted about this development?
 | [ ]  Yes [ ]  No |
| 1. If **NO** to 14 (b), please state how this will be facilitated
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| 1. Please provide the name of the PSRB and contact details
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**Section B - Resources**

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| **15** | **(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): |
| **Funding Stream:** | **Fee Type** | **Please check ONE box:** |
| **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 16) |
| **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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| **16** | **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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| **17** | **Member of School Staff Responsible for the Award** (please use job role only): |  |

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| **18** | **Course Administration:** |
| 1. Who will manage the Application and Admissions Process?
 | [ ]  SRM[ ]  School - Apprenticeship[ ]  School – Contracts [ ]  School – Other (please state)[ ]  TNE[ ]  Other (please state) |

**Section C - Recruitment**

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| **19** | **Admissions Criteria –** please confirm which admissions criteria will be used: |  |

**Section D – Approval**

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| **20** | **Approval, in principle, of the sponsoring Associate Dean (L&T):**I confirm support for the proposal based on the approved Course Costing Template and the resources outlined above:Signed: ……………………………………..…….. Date: ….......................………….Name: ……………………………………….................…(please print) |

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| **21** | **Statement of Support from the Partner (if applicable):**On behalf of my organisation, I can confirm our commitment to the content and assessment of the award, along with the availability/release of staff, where appropriate, to support these activities.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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| **22** | **For proposals which include an International, Employer or TUCP Partner, support is required from the Director of International Development, Head of Business Innovation or TUCP Board:**Signed: …………………………………………………… Date: ……...................................Name: ……………………………………….............… Designation: ………………….…. (please print)*TUCP Board Approval Date: …………………………………………….**Please tick a box below, as appropriate:*[ ]  Director of International Development[ ]  Head of Business Innovation [ ]  TUCP Board |

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| **23** | **Statement of support from Director of Apprenticeships (if applicable):** I can confirm support for the proposal, based on the business case and the resources as outlined above:Signed: ……………………………………..…..... Date: …………………………Name: ……………………………………………… (please print) |

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| **24** | **Statement of support for online courses:** I can confirm that the proposal can be accommodated within the OL Development Roadmap within the proposed timelines:Signed: ……………………………………..…..... Date: …………………………Assistant Director (Digital Transformation))Name: ………………………………………………(please print)I can confirm that the proposal can be supported via TU Online Ltd: Signed: ……………………………………..…..... Date: …………………………(Director of TU Online)Name: ………………………………………………(please print) |

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| **25** | **Support from the Chair of the Quality Assurance Authorisation Panel that considered the new UC award:**I confirm support for the proposal based on the approved Course Costing Template (attached) and the resources as outlined above:Signed: ……………………………………..…….. Date: ….......................………….Name: ……………………………………….................…(please print) |

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| **26** | **Date of UC Award Approval by Quality Assurance Authorisation Panel (QAAP):** |  |

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

**Information to Student Learning and Experience Committee**

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| **SLEC Date**  |  |

**Following approval, notification to be circulated to the relevant Dean 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****Marketing@tees.ac.uk****SRMACU@tees.ac.uk** |
| Finance  | **FCDSystems@tees.ac.uk****G.Bowman@tees.ac.uk****P.Graham@tees.ac.uk** |
| Legal and Governance Services  | **contracts@tees.ac.uk** |
| TU Online (for online courses only)  | OLPortfolioDevelopment@tees.ac.uk   |