INTRODUCTION
The programme proposal form attempts to bring together, into a coherent whole, the planning work with regard to academic content, resource allocation, academic regulations and marketing prior to consideration by a Programme Development Panel of a new programme.

GENERAL MATTERS
- The form should not refer to individuals by name except where details are requested regarding the academic and technical staff who contributes to the programme. Where this is the case, the academic titles of these staff should be given.
- Abbreviations should only be used once the full wording has already been provided.
- The form should be proof read and checked for consistency e.g. with information found on the web.
- The format should be kept to the standard fonts used without any unnecessary formatting being added e.g. bold or underlining.
- Where possible, web links should be given to key documents rather than appending these to the specification e.g. standard programme regulations, prospectus entry etc, and the URL addresses should be checked to ensure they are working.
- Proposals for joint/interdisciplinary programmes should include full details of all contributory components of the awards.

The College’s ‘Programme Approval - The Process. Guidance Notes’ and ‘Guide to Developing Programmes’ should also be consulted when completing this form. These can be found at: http://www.bbk.ac.uk/qev/programme-approval/

In developing a new programme, account should be taken of the College’s Common Awards Scheme, the Framework for Higher Education Qualifications, Higher Education Credit Framework for England, relevant QAA Subject Benchmark Statements and, the QAA UK Quality Code for Higher Education.

<table>
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<tr>
<th>Field</th>
<th>Guidance</th>
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<tbody>
<tr>
<td>1  Programme Title(s)</td>
<td>Outline all programme titles that can be applied to and enrolled on as target awards, i.e. if a Masters programme, also include any PG Dip, PG Certs that can be applied to as target awards.</td>
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<td>2  Home Department</td>
<td>Indicate department that own the programme (avoid acronyms).</td>
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| 3  Exit Award(s)           | All programmes should list exit awards: MA/MSc = PG Dip; PG Cert; BA/BSc = Cert HE.  
If the exit award has a different title please state. IF more than one exit award please state. |
| 4  Duration of Study (number of years) | Indicate the expected normal duration of programme (e.g. BA/BSc FT normally 3 years, PT normally 4 years, some programmes can be offered at 6 years - decelerated). If more than 1 option please indicate all options. |
| 5  Mode of Study           | Please indicate mode of study; i.e. FT (full time), PT (part time), DL (distance learning). |
| 6  UCAS Entry              | Please indicate if the programme will be available for UCAS entry.       |
| 7  Level of Award (FHEQ)   | Please indicate level of final award (i.e. Cert HE (level 4), BA/BSc (level 6), MA/MSc (level 7) |
| 8  Other teaching depts. or institution (if applicable) | |
Please indicate collaborating College departments or partner institutions. If programme is in collaboration with an external partner a formal Memorandum of Agreement is required.

**Programme Director**

Please list name of programme director.

**Start Date (term/year)**

Please indicate term and the year that the programme intends to run from.

**Expected Student Numbers**

(1st year, min/max)

Please state the minimum and maximum number of students for the first year the programme is run.

**Enrolment Type**

Please select either Programme or Modular enrolment.

**Campus Location**

Please indicate all campus locations where this programme will be offered.

**Fees and Funding Codes**

The relevant HESA JACS code(s) must be entered based on the list provided by Planning and Business Systems. These are available at: [http://www.hesa.ac.uk/content/view/1805/296/](http://www.hesa.ac.uk/content/view/1805/296/) (use the most detailed JACS code available e.g. N422 Financial Reporting as opposed to the more generic N400 Accounting). A maximum of 3 codes may be entered to reflect the most appropriate groupings for the programme. The relevant JACS code will feed into selection of the appropriate HEFCE Cost Centre and Price Group – see: [http://www.hefce.ac.uk/pubs/year/2012/201225/](http://www.hefce.ac.uk/pubs/year/2012/201225/) Annex L (please note that some programmes will be split across price groups).

If it is intended that the fee should differ from the standard fee then early consultation with the Academic Registrar and School Manager is advised before completing this box.

If there are any queries, please contact the Planning Support Manager (Gretchen O’Neill). This information is crucial for management information and funding purposes and must be completed in order for the proposal to be considered. Please indicate the fee band if known (in consultation with School Manager).

**Programme Summary (rationale, aims, structure)**

Identify the rationale for the delivery of the programme and the main aims. Including: relation to the College mission, the strengths of the programme and knowledge and skills that will be developed by potential students.

**Resources**

Indicate if Indicative Reading List has been sent to Subject Librarian.

Indicate where additional non-standard resources are required.

**Scheduled Learning Hours and Assessment (for Key Information Set)**

For all programmes from 2012/2013 onwards list the average amount of contact ‘scheduled learning’ hours per year, and the assessment pattern for each year.

**Multiple Entry Dates**

Please detail programme requirements for multiple entry dates.

**Approval**

Each member of staff giving approval should ‘sign’ and date against the appropriate heading.

**External Specialist**

An appropriate External Subject Specialist must complete the pro-forma attached to the Programme Proposal Form. All relevant signatures, indicating the postholders' support for the programme, must be obtained and relevant consultation/approval before returning the form to ASQ (Registry Services).

The author of the proposal (or a nominated substitute) should be prepared to speak to this at a meeting of a Programme Development Panel convened by QEV in liaison with the STQEC. They should provide a summary of the discussion that has taken place at the Department/School level regarding the proposal by expanding upon point 15 of the proposal form and should respond to any matters raised including resourcing. If the proposer feels that they would not be able to address such specific matters, they should be accompanied to the meeting by appropriate colleagues. This may also be achieved, where appropriate, by correspondence.

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*Updated: SPRING 2012*
Guidance Notes for Departments/Schools selecting an appropriate External Subject Specialist

1. External subject specialists should provide experience of at least one of the following:
   - Higher Education in the subject and at the appropriate level
   - Professional, statutory or regulatory bodies, where programmes involve such accreditation or recognition
   - Practice in the relevant profession or area of specialism

2. The following criteria should be taken into account in selecting an appropriate External Subject Specialist:
   - The depth and relevance of their subject knowledge
   - Impartiality - External Subject Specialists should be able to offer constructive criticism of the proposal and must not be either current or recent (i.e. within the previous three years) staff of the College including Sessional Lecturers

3. For reasons of impartiality, currently approved External Examiners will not usually be used as External Subject Specialists, unless a case can be made for them being the most appropriate person.

4. The involvement of an External Subject Specialist would only be deemed unnecessary in cases where a Department/School can demonstrate that its own specialist external advisory group has already provided effective external and appropriately critical scrutiny of the programme proposal. This might, for example, take the form of minutes of an Industrial Liaison Panel which should be appended to the proposal form.

5. External Subject Specialists will be paid £50 for each proposal considered by correspondence only and £100 (plus travel expenses) for each proposal considered by attendance at a meeting of a Programme Development Panel. This fee may be increased where a number of cognate proposals are considered at the same time. The Academic Standards & Quality section of Registry Services will contact all External Subject Specialists to arrange payment of their fee.