**Academic Development Strategic Proposal Form**

All fields to be completed for all proposals except in Section B where not relevant.

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| **PART A: PROPOSAL OVERVIEW** |
| **Name of Proposer** |  |
| **Role of Proposer** |  |
| **School/Division** |  |
| **Date form completed** |  |
| **Authorised by Head of School** | **Name** | **Date** |
| **Was the proposal included in Annual Plan** | Yes/No |
| **Programme Title (s)** |  |
| **Final Awards**  | FdA/FdSc | BA/BSc + FY | BA/BSc | BA/BSc Top up | Master’s |
| Other:  |
| **Delivery location**  | On Campus/Off Campus/Both |
| **Off Campus Partner and location** |  |  |
| **Apprenticeship?** | Yes/No | Integrated/Non-Integrated |
| **Delivery method**  | On Campus Blended/Online Only/Both |
| **Rationale for proposal, target market and evidence of demand** |
|  |
| **Evidence of market research and market intelligence gathered to inform proposal** |
|  |
| **Brief overview of programme – Structure, Contents and Distinctive Features**  |
|  |
| **Professional Body accreditation *[provide details]*** | Yes/No  |
| **Date of intended first intake** | Jan 2025 | Sept 2025 | Other |

**PART B: OFF CAMPUS, APPRENTICESHIP AND ONLINE PROGRAMMES**

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| **PART B1: OFF CAMPUS PROGRAMMES Delete Part B1, if not applicable**  |
| **Overview**  |
| Nature of partnership arrangement | Franchise | Validation | Other – Please specify |
| Is the Partner Institution registered with the OfS? |  |
| Name and jurisdiction of legal entity for contract |  |
| Jurisdiction of delivery |  |
| Confirmation of solvency |  |
| Has the Partner Approval Process been completed satisfactorily? - Provide link for Partner Approval Pack  |  |
| What issues of concern are there if any regarding the partner organisation? |  |
| Is the partner generally in good standing with the University i.e. contractual arrangements/ student issues/financial matters |  |
| **Jurisdiction and local recognition of UOB programme/awards: Risks and Controls** |
|  | **Principal Risks** | **Principal Controls** |
| What are the requirements for approval of the proposed programme and UoB award under the jurisdiction within which the partner organisation is located? |  |  |
| Within the jurisdiction what is the current approval status of the proposed programme and UoB award? |  |  |
| Within the jurisdiction what is the proposed approval status of the proposed programme and UoB award? |  |  |
| **Relationship between on and off campus provision** |
| Confirm that where relevant Deans of Faculty (or equivalent) and Heads of School (or equivalent) have been consulted on the proposal | Name of Person Consulted | Date ofConsultation |
| Confirm that UOB has internal expertise for franchised or for validated provision |  |  |
| What are the implications, if any, for on campus resources (including staff)? |  |  |

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| **PART B2 – APPRENTICESHIP PROGRAMMES Delete Part B2, if not applicable** |
| Scoping Form approval date (Scoping Form to be included) |  |
| Title and Number of Apprenticeship Standard and weblink |  |
| End Point Assessment Organisation or confirm Integrated Assessment  |  |
| Employers wishing to offer the proposed programme |  |

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| **PART B3 – ONLINE PROGRAMMES Delete Part B3, if not applicable** |
| Rationale for delivery online rather than a blended delivery approach |  |
| Current expertise and experience of delivering online programmes within the team |  |
| Proposed software to be employed in the delivery |  |
| Proposed strategies to support online students e.g. peer support, social opportunities, mental health support, study skills support, English language support etc.  |  |
| Proposed strategies to ensure authenticity of work e.g. vivas, presentations, exam proctoring software etc.  |  |

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| **PART C: STANDARDS, ENHANCEMENT AND EXTERNAL RISK**  |
| **Current Programme Key Performance Indicators**  |
| Current programme cluster or subject area KPIs against benchmark for the previous academic year. To be provided by **AC SELE and taken from current Programme Plan** (or SQEP if there has not been a Programme Plan relating to this area).  |
| **B3 Core Metric** | **Result %** | **Subject Benchmark %** | **Benchmark met? Yes/No** |
| Continuation  |  |  |  |
| Completion  |  |  |  |
| Progression to graduate level employment or further study |  |  |  |
| Conversion  |  |  |  |
| **Student Feedback – NSS or PTES from Sept 2024** |
| Teaching  |  |  |  |
| Assessment and Feedback  |  |  |  |
| Academic Support |  |  |  |
| **Proposer comments on areas not meeting benchmark and strategies to improve these areas.** |
| **Programme Design Considerations**  |
| **How will the programme will adhere to University’s Curriculum Philosophy and Academic Strategy?** |
| Intended delivery method and justification e.g. blended learning/semester long/block  |  |
| Scaffolded learning approach. Start: Anchor (skills and context) module and End: Final project module |  |
| Embedding employability, work-related learning and Personal Development Planning |  |
| Embedding entrepreneurship, environmental sustainability, and consideration of the aging population (where relevant) |  |
| Use of a range of assessments to develop relevant skills e.g. independent projects |  |
| Partnership opportunities with students, employers and other stake-holders e.g. showcase assessments, Knowledge Exchange activities |  |
| Effective use of resources and technology to support learning, teaching and assessment  |  |
| **External Risks and Controls**  |
|  | **Principal Risks** | **Principal Controls** |
| **Financial, Economic, Legal Implications** *e.g. inflation/ currency/money transfer/ contract management and enforcement* |  |  |
| **Reputational Implications** *e.g. engagement with other partners* |  |  |
| **Operational Implications for Delivery and Recruitment***e.g****.****travel restrictions* |  |  |
| **Socio-political** **Implications for Delivery and Recruitment** *eg elections* |  |  |
| **Other** P*lease specify)* |  |  |

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| **PART D: BUSINESS CASE** |
| **To what extent does the proposal …**  |
| Fit with the University Strategic Aims & Objectives |  |
| Increase Income |  |
| Protect Academic Reputation |  |
| Provide other benefits in relation to University strategy [provide details] |  |
| Enhance student employability, incl. graduate level employability |  |
| **Off-Campus only - To what extent does the proposal …**  |
| Fit with OfCD Strategic Aims & Objectives |  |
| Have Sustainable volume |  |
| Reflect University expertise |  |
| Provide key benefits in relation to Off Campus objectives [provide details] |  |

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| **PART E: FINANCIAL INFORMATION AND STUDENT NUMBERS** |
| Mode of delivery | Full time/Part-time |
| Minimum student numbers for course viability | FT | PT |
| **Fees**  |
| **Standard fees for 2023/24 are:** Home UG FT £9250 Home PG FT £8500 International PG FT £15950  |
| Standard fees apply?  | Yes/No  |
| Non-standard fees - Specify fees for delivery mode and student type e.g. PT/FT, Online, Partner fees, Home, International  |  |
| Fees per credit  |  |
| **Staffing Resource requirements: Select A, B or C**  |
| **A:** Existing staff at UOB have the capacity and capability to deliver or provide link tutor support for the proposed programmes | Yes/No |
| **B:** Existing staff at UOB have the capacity however further staff development is required | Yes/No |
| **C:** The proposal requires new staff for delivery of the programme [please provide details below] and it is understood that any additional staffing will require approval from the Staffing Committee  | Yes/No |
| **If C. details of additional staffing resource [any additional staffing will require approval from the Staffing Committee]** |
| Complete financial projections sheet **Appendix 1** |

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| **Learning Resource requirements: Select A or B**  |
| **A:** Existing learning resources and assigned budgets are sufficient for the proposed programmes | Yes/No |
| **B:** Further learning resources are required to deliver the new programme development (not included in School/area budget)  | Yes/No |
| **If B. Details of additional learning resource requirements and any costs outside of the budget already allocated to the area – to be completed in conjunction with the library.** |
| Complete financial projections sheet **Appendix 1** |

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| **PART F: PROGRAMME DETAILS AND SET UP** |
| Entry tariff (if not standard) |  |
| UCAS Course | Yes/No |
| Fitness to Practice applicable | Yes/No |
| DBS required | Yes/No |
| If yes select on from the belowStandard 🞎 Enhanced 🞎 Enhanced with barred list check (children and adults) 🞎 |
| Exit awards |  |
| Total Number of Credits of Final Award |  |
| Length of programme by mode of study |  |
| **Website Entry:** In the event that the proposal is approved a general statement which will appear on the University (or partner) Course Website is required prior to programme approval  |
|  |
| Proposed Programme Leader |  |
| Proposed Admissions Tutor |  |
| Confirmation that relevant Professional Services have been consulted regarding the development where appropriate NB In the event that a Professional Service has not been consulted a note of explanation is required |
|  | **Name of Contact** | **Date** |
| Library consultation regarding additional learning resources  |  |  |
| Information systems and technology consultation  |  |  |
| Timetabling consultation  |  |  |

**Appendix 1 Financial Feasibility** *(insert partner(s) name if appropriate)*

|  |  |  |  |  |  |  |
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|   |   | **202?-202?** | **202?-202?** | **202?-202?** | **202?-202?** | **202?-202?** |
| **Programme** | Student Numbers | S1 | S2 | S1 | S2 | S1 | S2 | S1 | S2 | S1 | S2 |
| [Name] |  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Numbers** |   | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
|  |   |  |  |  |  |  |  |  |  |  |  |
| **INCOME** |   |   |   |   |   |   |   |   |   |   |   |
| **Total Gross Fee Income (£k)** at  | k per FTE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Net Fee Income to Bolton** at  | Per cent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|   |   |   |   |   |   |   |   |   |   |   |   |
| **COSTS** |   |   |   |   |   |   |   |   |   |   |   |
| **Partnership management costs** at £ | per student | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Other costs (copy and base rows as needed)** |   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|   |   |   |   |   |   |   |   |   |   |   |   |
| **Total Costs** | (£k) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|   |   |   |   |   |   |   |   |   |   |   |   |
| **Potential Surplus by Year**  | **(£k)** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| Cumulative Surplus | (£k) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|   |   |   |   |   |   |   |   |   |   |   |   |
| **Comments (Re Assumptions, deficits, omissions or other issues)**  |     |

***These figures should be completed in collaboration with the University Finance Department. Please contact Financial Services for further details. This spreadsheet is available in excel at the following location***

***L:\Public\University Documents\Standards and Enhancement Office\Standard Docs and Templates***

***You may complete and print off the excel spreadsheet and submit with the ASDA if required***