**Programmes Approval Form (PAF)   
For Higher and Degree Apprenticeships please see AAF at this site**

Date: Submitted by:

**Has the SAF been approved by SPRDC** Yes  No  Not applicable   
 See final page for relevant SPRDC Minute

**1 Setup information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Full Title of Programme(s) and Awards** |  | | **Year of intended first intake** | | |  |
| **Certificate Title if different from Title of the Programme** |  | | **Has the proposal been included in the Annual Academic Plan** | | |  |
| **Professional Body Accreditation** |  | | **If Off Campus Validation or Franchise arrangement** | | |  |
| **Awards[[1]](#footnote-1)** | FdA/FdSc  BSc/BA/BDes with Foundation Year  BSc/BA/BDes standard 3 year  BSc/BA/BDes Top Up  Integrated Masters  Masters | | Other (please include details of levels) | | | |
| **School/Centre/Division** |  | **Subject Area** |  | | | |
| **On or/and Off Campus** |  | **Closed Course**  ie NHS |  | | | |
| **Development Leader[[2]](#footnote-2)** |  | **Admissions Tutor** |  | | | |
| **Programme Leader** |  | **Full Time/ Part Time** |  | | | |
| **Partner(s)** |  | **Course Fee 3** | **Full Time** | | **Part Time** | |
| **If not UOB - organisation making Academic Entry decision** |  | **Home** |  | |  | |
| **International** |  | | **N/A** | |
| **Fees per credit**  **If different from standard 3** | **Home** | | **International** | |
|  | |  | |
| **Advertise on UCAS?** |  | **Other Fees**  please specify | |  |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Interview required?** |  | | **JACS Code** | |  | **DBS required**  Standard  Enhanced  Enhanced with barred list  check (children and  adult) | |
| **Entry Tariff**  Eg XX UCAS Points |  | | **Fitness to Practice Register?** | |  |
| **Blocks to be recruited to in first year of delivery** |  | | **Funded by NHS?** | |  |
| **Exact Course Start Date of first intake** (if different from University Standard Start Date) | | |  | |  | |  |
| **Exact Course end date of starting academic year** (if different from University Standard End Date) | | |  | |  | |  |
| **2 Introductory Statement**  In the event that the proposal is approved by Programmes Committee, a general statement which will appear on the University Course Website is required prior to programme approval to offer the course. (Word count maximum 500) | | | | | | | | |
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| **3 Academic Proposal Justification**  Please note that a maximum of 500 words (excluding the Business Plan) is required under normal circumstances. | | | | | | | | |
|  | | | | | | | | |
| **4 Student Engagement – up to this point**  In what ways have current, prospective or past students been involved in the proposal to this point? | | | | | | | | |
|  | | | | | | | | |
| **5 Student Engagement – beyond this point**  In what ways will current, prospective or past students be involved in the proposal from this point? | | | | | | | | |
|  | | | | | | | | |
| **6 Student Employability**  In what ways will the proposal enhance student employability? | | | | | | | | |
|  | | | | | | | | |
| **7 Industry/Sector Specialists**  Who is to be the industry specialists that will be involved in this development | | | | | | | | |
|  | | | | | | | | |
| **8 Market Research and Market Intelligence**  Please provide evidence of market research and market intelligence justifying why the programme(s) will be successful.  Please also indicate the minimum numbers per award that will be required for the programme(s) to be viable and what activity is planned to ensure those numbers are attained. | | | | | | | | |
|  | | | | | | | | |
| **9 Curriculum Philosophy**  How will the curriculum in this proposal meet the University requirements as outlined below? Provide an overview of the ways in which the curriculum will match the University Curriculum agenda.  Taught Programmes at the University of Bolton:   1. are underpinned by learning and teaching practices informed by reflection, scholarship and cutting-edge research (TIRI) 2. offer a stimulating, relevant, personalised and inclusive experience 3. develop students as autonomous, self-directed, critical and reflective learners 4. develop knowledge and skills to enable graduates to achieve personal, academic and professional goals 5. employ effective assessment/feedback practices which support knowledge and skills development 6. are developed, delivered and evaluated in partnership with students and other stake-holders 7. use resources and technology effectively to support learning, teaching and assessment 8. provide graduates with the opportunity to develop a unique and effective set of attributes | | | | | | | | |
|  | | | | | | | | |
| **10 GAME – Graduate Attributes**  Whilst this is the start of the approvals process please identify if you are able how the proposal addresses the requirements of the Graduate Attributes framework ie 1. Effective Communicator, 2. Problem Solver,  3. Lifelong Learner, 4. Collaborative, 5. Enterprising, 6. Global, 7. Adaptable, 8. Resilient, 9.Self-Aware,  10. Confident | | | | | | | | |
|  | | | | | | | | |
| **11 What are the (potential) opportunity costs?**  If there are two alternatives and one is chosen then the cost of choosing that alternative is an opportunity cost or, put another way, the benefit that could be generated, but will not be, because another course of action was chosen. | | | | | | | | |
|  | | | | | | | | |
| **12 Approval by School/Division**  By approving the proposal (by email) the Head of School/Division is confirming that all necessary discussions have taken place with the relevant support departments about the implications of the proposed development for Library, ICT and Accommodation needs | | | | | | | | | |
|  | | **Name** | | **Date** | | | | | |
| **Library** | |  | |  | | | | | |
| **Information Systems & Networks** | |  | |  | | | | | |
| **Timetabling** | |  | |  | | | | | |
| Approved by Head of School/Head of Division - SEO Office confirm receipt of supporting email  SEO Officer Name  Date | | | | | | | | | |
| **12 Programmes Committee Decision** (Please Note: this may be an iterative process and may include requirement for actions prior to approval) | | | | | | | | | |
| The Programmes Committee decision will be available via the minutes of the meeting and the relevant Head of School/Head of Division will be notified by the SEO Officer responsible for Programmes Committee of the decision and any required action. | | | | | | | | | |

SPRDC Minutes (if relevant)

1. Please select the Award (more than one can be selected and the expectation is that the integrated framework will be adopted where possible) (Please reference Part A of the [QAA UKQC Framework for Higher Education Qualifications](http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/quality-code-part-a) and University of Bolton Awards) [↑](#footnote-ref-1)
2. Person who writes the Programme Approval Form

   3 Please contact [AcademicFees@bolton.ac.uk](mailto:AcademicFees@bolton.ac.uk) for guidance and information if necessary [↑](#footnote-ref-2)