

#### ROYAL AGRICULTURAL UNIVERSITY

### New Programme Proposal Document: Collaborative Provision

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| Programme proposed: |  |
| Academic level on Framework for Higher Education Qualifications (FHEQ): | E.g. Level 4, 5, 6 or 7 |
| Proposed collaborative partner(s): |  |
| RAU School responsible for Programme: |  |
| Report Compiled by: |  |

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| **For Administration use only:** | |
| Date Received by Registry |  |
| Validation recommended? | YES / NO |
| Conditions/Recommendations? | YES / NO |
| Final report to Academic Board |  |
| Validation Confirmed? | YES / NO |
| Proposed Programme start date: |  |

***Please delete all of the guidance in red prior to submission.***

1.This template is for New Programme Proposals for **COLLABORATIVE PROVISION**. Please complete all sections electronically. Please email the completed form plus the supporting information to [collaborative.provision@rau.ac.uk](mailto:collaborative.provision@rau.ac.uk) by the deadline, which is usually 120 working dates prior to the meeting of the Panel.

1. All new programmes are considered for validation by the VRP which will report its findings to AQSC once any conditions of validation have been completed. AQSC will make a recommendation to Academic Board where the final decision on whether the programme should receive RAU validation is made.
2. If the proposed collaborative organisation has not already been approved by Academic Board as a collaborative partner, a full review of the organisation will also be carried out by the VRP in conjunction with the programme validation. If the partner has already been approved a review visit may still be necessary. AQSC will determine the need for a review visit prior to the meeting dates being set.
3. **In addition to this document, the Programme Development Team will also need to submit:**

* The Concept Note and any corresponding documentation submitted to, and approved by, the RAU Academic Strategy and Planning Committee.
* The proposed Programme Specification, Annual Programme Overview and Module Specifications. Where new modules are proposed, these should be accompanied by a rationale outlining the reasons behind their introduction; templates for these documents are available in the [template centre on the RAU website](https://www.rau.ac.uk/about/organisation/public-information/academic-information/academic-policies-and-procedures).
* If already in place, the Memorandum of Understanding (MoU) or Memorandum of Agreement (MoA) with the partner organisation(s) including any proposed changes (changes should be highlighted in a separate cover sheet). For details/copies please contact the RAU Academic Registrar.
* Up-to-date CVs and details of all new staff involved with the programme from the partner institution.
* A Business Plan and risk assessment will need to have been submitted to and approved by the RAU Academic Strategy and Planning Committee prior to the validation meeting.

1. Where an institutional review is required the following documentation and/or evidence should also be submitted:

* Completed institutional review of collaborative provision template.
* Mission statement, HE strategy and management structure diagram.
* The Institution Access and Participation Plan and the Student Protection Plan.
* Updated information on resources and organisational changes.
* Confirmation from internal / external auditors evidencing continued standing, financial stability and legal status.
* Any QA audit, e.g. Ofsted, reports since the previous review or, if sooner, since the commencement of the collaborative agreement.
* Details of institutional student recruitment and trends, and sources of income.
* Student and/or programme handbook, including information on student learning support, academic and welfare services.

1. If you have any queries about completing this form please contact the Assistant Registrar, Quality Assessment and Partnerships [collaborative.provision@rau.ac.uk](mailto:collaborative.provision@rau.ac.uk)

###### Programme Outline

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| **1. Nature of collaborative provision**  [See RAU Policy for Collaborative Provision for guidance on types of collaborative provision and related management requirements. Include role of University and partners, structure of programme management] |
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| **2. Membership and leadership of Programme Development Team (PDT)**  [Including person to contact regarding any queries with this form] |
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| **3. Programme description**  [To include: Programme outline; award title; process for development; role of partners. Please include minutes of PDT meetings, and meetings with employers / placement providers as an appendix] |
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| **4. Rationale for the programme**[To include: Intended aims; fit with the institution’s goal and mission; evidence of demand; how it will be delivered; benefits of collaboration] |
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##### Partner Organisation(s)

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| 5. Programme resources [Please provide details of resources (human and material) required to support the programme, and the extent to which such resources are in place]. Please refer specifically to:   * Staff requirements (qualifications and experience) for management and delivery of programme. * Technical and administrative staff. * Teaching accommodation. * Library and computer facilities. |
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| 6. Management, accountability and quality assurance [Please provide a summary of outline management systems, QA arrangements and academic administrative policies and practices related to the programme] |
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##### Programme Content

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| 7. Programme structure and content [To include: Level of programme; place within FHEQ; proposed learning outcomes; curriculum; teaching and learning methods; study materials] |
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| 8. Recruitment strategy [To include: Entry requirements; target enrolment] |
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| **9. External reference points** [To include: Any relevant subject benchmark statements; FHEQ; if appropriate, requirements of Professional, Statutory and Regulatory Bodies (PSRBs) and employers] |
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| 10. Assessment arrangements [To include: How the intended learning outcomes will be promoted, demonstrated and assessed; the appointment / role of external examiners; justification for any variation from the normal assessment conventions of the University as set out in RAU Academic Regulations for Taught Programmes] |
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| 11. Progression arrangements [To include: How the curriculum imposes an increasing level of demand on the learner during the course of the programme; potential opportunities upon completion] |
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##### Additional Information

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| 12. Proposed timescale for implementation |
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| 13. Any other comments (optional) |
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| 14. Confirmation by Head of School | |
| Programme fits the strategy of the School | YES / NO |
| Resource implications have been fully considered | YES / NO |
| The relevant benchmark statements and the QAA UK Quality Code have been considered | YES / NO |
| Development meetings have been held with all stakeholders and the minutes are attached | YES / NO |
| All proposed and existing module leaders, including those of elective modules, support the proposal | YES / NO |
| All Module Specifications are up-to-date | YES / NO |
| The documentation submitted has been checked for errors, inconsistencies, etc. | YES / NO |

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| 15. Conclusions by Head of School [To include comments on envisaged additional resource requirements in relation to staff (teaching and support), teaching and general accommodation, library and IT facilities and any implications for other Schools] |
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**Signed: Programme Manager………………………………Date…………**

**Head of School………………………………………Date…………**