

#### ROYAL AGRICULTURAL UNIVERSITY

### New Programme Proposal Document

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

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

1. This template is for New Programme Proposals for **INTERNAL PROVISION**. Please complete all sections electronically. Please email completed form to the quality@rau.ac.uk by the deadline, which is usually 10 working dates prior to the review period of the Validation Board.
2. All new programmes are considered for validation by the Validation Board. The Validation Board will report its findings and recommendations to the AQSC who will make the final decision on whether the programme should receive RAU validation. This decision will subsequently be reported to the Academic Board and Centre Head.
3. It will be the responsibility of the Centre Head to ensure any conditions of validation are met, and report the actions taken to secure this to the AQSC before the commencement of the programme.
4. 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 Board.
* Proposed Programme Specification and Module Reference Sheets. Where new modules are proposed, these should be accompanied by a rationale outlining the reasons behind their introduction, the overall programme fit and a synopsis of the curriculum and assessment methodology, including details on outline lecture content and assessment for any new level 5 and 6 modules. A Module Handbook must be produced for all new modules commencing in the next academic year.
* A Business Plan and risk assessment will need to have been submitted to, and approved by, the Director of Finance prior to the validation meeting.
1. If you have any queries about completing this form please contact the Assistant Registrar Quality Assurance and Enhancement.
2. This document is based on [Chapter B1 Programme Design and Approval (December 2011) of the QAA UK Quality Code for Higher Education](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality%20Code%20-%20Chapter%20B1.pdf).
3. Please delete the guidance above (points 1-7) prior to submission, together with all surplus grey box guidance provided in the sections below.

###### Programme Outline

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| **1. Membership and leadership of Programme Development Team (PDT)**[Including person to contact regarding any queries with this form] |
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| **2. Programme description**[To include: Programme outline; award title; process for development. Please include minutes of PDT meetings, and meetings with employers / placement providers as an appendix] |
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| **3. Rationale for the programme**[To include: Intended aims; fit with the institution’s goal and mission; evidence of demand, how it will be delivered] |
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##### Programme Content

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| 4. Programme structure and content[To include: Level of programme; place within FHEQ; proposed learning outcomes; curriculum; teaching and learning methods; study materials; how it supports the development of [sustainability literate graduates](file:///%5C%5Cfilestore%5Cshared%5CAQC%5CTeaching%20Quality%20Handbook%5CTemplate%20Centre%5Csection%20https%3A%5Cintranet.rau.ac.uk%5CDepartmentsSchools%5Cenvironmental-management%5CPages%5CSustainability-in-the-Curriculum.aspx)] |
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| 5. Recruitment strategy[To include: Entry requirements; target enrolment] |
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| **6. 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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| 7. 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 Part 6 of the Teaching Quality Handbook] |
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| 8. 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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##### Resources

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| 9. Staff requirements for management and delivery of programme[To include: Qualifications and experience required] |
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| 10. Requirements for supporting resources[To include: Technical and administrative staff; teaching accommodation; library and computer facilities; any implications for other Centres] |
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##### Additional Information

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| 11. Proposed timescale for implementation |
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| 12. Any other comments (optional) |
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| 13. Confirmation by Strategic Advisor to the Vice Chancellor (Academic) |
| Programme fits the strategy of the Centre | YES / NO |
| Resource implications have been fully considered | YES / NO |
| The relevant benchmark statements and the QAA UK Quality Code for Higher Education 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 Reference Sheets are up-to-date | YES / NO |
| Module Handbooks have been provided for all new modules commencing in the next academic year | YES / NO |
| The documentation submitted has been checked for errors, inconsistencies, etc. | YES / NO |

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| 14. Conclusions by Strategic Advisor to the Vice Chancellor (Academic)[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 Centres] |
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**Signed: Programme Manager………………………………Date…………**

**Dean of School………………………………………Date…………**

**The following personnel (or their collaborative counterparts for validation only) must also be consulted in relation to the resourcing requirements for any new programmes. The space below has been provided for their comments:**

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| Head of RAU Library Service: comments on the proposal |
| Signed………………………………………….Date……………….. |

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| Head of RAU IT Services: Comments on the proposal |
| Signed…………………………………………….Date……………… |