# ROYAL AGRICULTURAL UNIVERSITY

**New Programme First Stage Approval Form**

This form is the first approval step in obtaining University level approval for a new programme of study.

If the proposal is for a collaborative programme with a partner organisation, please talk to the Director for Education first.

**Before beginning this form please talk to your Head of School**

# Please note:

1. **Other support required:** Approval of the programme does not signify that any requested service from a professional services unit will be provided unless separate confirmation has been received from the relevant team. The following questions require or may require input from professional service units within the University and should be sent with your proposal:
	* Promotion, publicity and marketing
	* Implications for support services
	* Student Recruitment and Admissions

Time should be allowed for these units to respond to your queries and produce their input as required. You should complete your proposal before consulting with the support units.

Student Recruitment and Admissions require at least two weeks to comment upon a proposal.

Note that Question 7 requires a one page summary of your proposal.

1. **DEADLINES:** Completed paperwork (including any response to comments from support units, who themselves require time to complete) is required two weeks before Portfolio Planning and Academic Strategy Group.

**PART A Programme proposal key details**

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| **1. a. Proposed name of new programme:** |
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| **1. b. Proposed award type e.g. BA/BSc:** |  |

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| **2. Contact details of proposer(s):** |
| **Primary:**1. **Name**
2. **Telephone number**
3. **Email address**
 |  |
| **Secondary:**1. **Name**
2. **Telephone number**
3. **Email address**
 |  |
| **3. Proposed date of first student intake to programme:** |  |
| **4. Length of programme:** |  |
| **5. Will the new programme be available as a UCAS entry point?** |
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| **6. Approval – confirmation of sign-off by:** |
| **a. Head of School** |  |
| **b. Director for Education** |  |
| **c. Date of approval at Portfolio Planning** |  |
| **7. Competing programmes at other institutions** |
| **a. Please list or summarise (but including named institutions) any relevant similar programmes (including online) at other universities, with which this programme will be competing.** |
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| **8. Summary** |
| **Please provide a single page summary of your proposal. This should use the following paragraph headings, the key elements including rationale for introducing the programme, strategic fit, alignment with the existing portfolio, graduates employability prospects, any distinctive features in content or delivery and any resource requirements, including delivery within current staffing.** |
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