**Liverpool John Moores University**

**Academic Planning Panel**

**New Programme Proposal Form**

**Section A: Programme Information**

**Section B: Market Research**

**Section C: Costing Model**

**Section D: Summary**

**Section E: Validation Planning**

**Section F: Approval**

**Section A: Programme Information**

Completion of this section will help to assess the viability of the proposal. It will also ensure that the programme can be considered by the appropriate committee.

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| **PROGRAMME INFORMATION** | | |
| Proposed programme title including award |  | |
| UG  PGT  Integrated Masters | ☐ | |
| ☐ | |
| ☐ | |
| Owning School/Department & Faculty |  | |
| Proposed Programme Leader (name and email address) |  | |
| Modes of Attendance and Programme duration (number of years and/or months) | Full Time |  |
| Sandwich |  |
| Part Time |  |
| Industrial Placement | **Yes** [Compulsory]  **Yes** [Optional]  **No** | |
| Year of programme for placement |  | |
| Duration of placement |  | |
| Will this programme be actively Teaching for 45 weeks or more in an academic Year |  | |
| Other School/Department(s) contributing to programme delivery (Is the programme shared across other schools/departments in your faculty or any other faculty?)  Please provide % split |  | |
| Is this a top up programme (e.g. only L6 of an UG programme or Dip HE stage of PGT) | **Yes** [details]  **No** | |
| Proposed month and year of first intake (e.g. September 2015) |  | |
| Proposed number of intakes per academic year  (Please provide start months) |  | |

**Section B: Market Research**

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| **RECRUITMENT AND MARKETING INFORMATION** | |
| Introduction |  |
| Explain what is being proposed and briefly the rationale behind the new programme.  Include:   * The programme outline - How does the programme link to existing or proposed research and scholarship activities? * How does the programme complement the existing portfolio * How is global engagement/internationalism addressed? * Industry information and employment opportunities / destinations. What connections already exist with employers in this subject area? |  |
| Market demand |  |
| Utilise HESA data and other market intelligence (sector reports, industry reports) to identify the demand for the new programme.  Identify opportunities for both home and international students.  Analyse trend data over a three year period |  |
| Competitor analysis |  |
| *Provide a summary of the competitor market including, gaps in provision and supporting evidence.* |  |

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| **Competitor** | **Related Programme(s)** *(include title and award)* | **Mode of Study** | **Start Date** | **Entry Requirements** *(include the English Language / IELTS requirements if applicable)* | **Proposed Fees**  *(include home and international fees if applicable)* | **Internships** | **Accreditation** | **Scholarships**  **Bursaries** | **Programme Summary** *(include mode of study, course overview and a URL for more information)* |
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**Section C: Student Numbers and Resources**

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| **PLANNING INFORMATION** | | | | | | |
| Fees Information : Proposed fees per student per year (if different to the expected standard fee structure please provide rationale) |  | | | | | |
| Public body funding expected for this programme (e.g. NHS)? | **Yes** [please give details]  **No** | | | | | |
| If the programme is replacing an existing programme within the portfolio please confirm the date of closure. |  | | | | | |
|  |  |  | FT/SW | PT |  | FT/SW |
| Planned five year student number targets. | Year 1 | Home |  |  | Int |  |
| Year 2 | Home |  |  | Int |  |
| Year 3 | Home |  |  | Int |  |
| Year 4 | Home |  |  | Int |  |
| Year 5 | Home |  |  | Int |  |
| Resource Information :  (1)Capital requirements e.g. development of laboratories or workshops.  (2) Additional academic staff or support staff requirements. | (1) Capital  (2) Staffing | | | | | |
| (3) Additional requirements from Professional Services:  - Library Services  - IT Services  - Technology Enhanced Learning  - Estates  - Other | Please provide details of any requirements over and above the standard requirements. | | | | | |

**Section D: Summary**

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| **Further Information to Support this Application** |
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**SECTION E: Validation Planning**

If the proposed programme is approved to proceed to validation, please confirm:

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| **If it is anticipated that variance from the Academic Framework will be required?** | |
| **Yes** | **No** |
| ☐ | ☐ |
| **If yes, please briefly confirm the nature of the anticipated variance(s)** | |

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| **Will there be any PSRB involvement / requirements as part of the validation event?** | |
| **Yes** | **No** |
| ☐ | ☐ |
| **If yes, please briefly summarise the anticipated PSRB involvement / requirements** | |

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| **Approximately, which month the validation event should take place?**  *Please note undergraduate programmes must be fully validated no later than December of the year prior to their intended start date; for postgraduate programmes, with a start date of September, the validation process must have been completed by the preceding May of that year.* | | | | | | | | | | | |
| **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Please state if there are there any dates, within the identified month, which should not be considered when scheduling the validation event?** | | | | | | | | | | | |

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| **For programmes, which will utilise specialist, discipline specific, resources please confirm the required location of the validation event?** |
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**SECTION F: Approval**

**Owing School/Department and Faculty**

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| **SCHOOL/DEPARTMENT ACCEPTANCE OF PROGRAMME** |
| (This should include commentary from the Director of School/Head of Department supporting the business case for the programme and confirming that all areas of the school/department are aware of the proposal)  Date of Consideration at School/Department Management Team |

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| **FACULTY ACCEPTANCE OF PROGRAMME** |
| (This should include commentary from the Executive Dean of Faculty with respect to the strategic fit of the programme within the existing portfolio and Faculty strategic plans)  Date of Consideration at Faculty Management Team |

**Additional School/Department and Faculty contributing to delivery**

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