**UNIVERSITY OF ULSTER**

# COURSE PROPOSAL Form CA1

**SECTION A: COURSE OUTLINE (CMS)**

1. COURSE TITLE:       COURSE CODE:

**2. NATURE OF PROPOSAL:** New Course [ ]  Revised Version of Existing Course [ ]

New Subject Strand [ ]  New pathway leading to a distinct award title [ ]

 (Select as applicable)

**3. PROPOSED STARTING DATE:**

1. **LOCATION:** Specify campus and/or distance learning (if fully on-line)

1. **SPONSORING FACULTY:**

Sponsoring School:

1. **ASSOCIATED FACULTY OR FACULTIES:**

1. **MODE OF ATTENDANCE:**

FULL-TIME [ ]  PART-TIME DAY [ ]  PART-TIME EVENING [ ]

1. **COURSE DURATION:**

Please specify years and semesters.

 **9. REASON FOR COURSE PROPOSAL**

(Reference should be made to the aims of the course and their relationship to the University's strategic aims and objectives. Comment on the way in which it will satisfy the community interest as regards professional, industrial or other social requirements.)

**10. EVIDENCE OF STUDENT DEMAND**

(Include, for example, information sources, views from existing students, former students, expert opinions (staff and networks), field research. Distinguish between campuses and modes of study where applicable.)

 Confirm engagement/collaboration with:

Marketing and Communications Directorate Yes [ ]  No [ ]

and/or Global Engagement Yes [ ]  No [ ]

**11. PROPOSED STUDENT ENROLMENTS** (Planned numbers over the next six years are recorded in the Resourcing Plan (Course Costing). Refer to the guidelines on minimum and maximum cohort sizes. Distinguish between modes and campuses of study where applicable. The Faculty should ensure that the proposal can be accommodated within its academic courses plan.)

 **MINIMUM COHORT SIZE: FT: PT:**

**ARE FULL-TIME AND PART-TIME STUDENTS TO BE TAUGHT TOGETHER?**

Yes [ ]  No [ ]

**12. PROGRESSION OPPORTUNITIES AVAILABLE TO STUDENTS**

(Information should be provided on:

* the potential employment, further study and training opportunities available on completion
* the proposed input from Employability and Careers in supporting the development of employability skills for students. It must be consulted on this point.)

**13. RELATIONSHIP WITH OTHER COURSES IN COGNATE AREAS**

1. Within the University of Ulster

1. Elsewhere in Northern Ireland

1. Impact of enrolment on other courses

**14. RELATIONSHIP WITH OTHER INSTITUTIONS, EXTERNAL AGENCIES, INDUSTRY, PROFESSIONAL BODIES**

Outline relationships with other bodies. (For proposals involving collaboration with other institutions, indicate whether a *joint course* is proposed (and whether a joint award is possible) or whether an *outcentre* arrangement is to be developed and / or Recognised Teachers designated (see Partnership Handbook for definitions).)

**SECTION B: ACADEMIC ASPECTS OF THE COURSE**

15. ENTRY REQUIREMENTS

 (Refer to the General Entry Requirements for the award, and any subject-specific requirements. The proposed initial offer standard should also be given for full-time undergraduate courses.)

16. AIMS

 Define the broad educational purposes of the course/undergraduate subject strand. (Detailed programme level learning outcomes setting out the achievements which demonstrate successful completion of the course will be provided subsequently in a programme specification.)

**17. COURSE STRUCTURE AND OUTLINE OF COURSE CONTENT**

 Describe the structure and outline the course content if available, preferably in diagrammatic form, identifying modules as Current, Revised, New

 For Honours degrees indicate whether the subject will be available in

 [ ]  Single honours [ ]  Major [ ]  Main [ ]  Minor

 (Major/Main/Minor strands contribute to modular combinations on the campus.)

**SECTION C: RESOURCES**

**18. RESOURCE IMPLICATIONS**

(The Faculty Accountant is expected to prepare, with indicative costings, an outline business case, which addresses the viability of the programme (Annex).)

Will it be possible to offer the course within existing approved resources?

 Resource Confirm engagement with central dept and availability of evidence of discussion

(a) Staffing Yes ☐ No ☐

(b) Accommodation Yes ☐ No ☐ Physical Resources Yes ☐ No ☐

(c) Centrally managed IT services Yes ☐ No ☐ ISD Yes ☐ No ☐

(d) Library Yes ☐ No ☐ Library Yes ☐ No ☐

(e) Careers advice Yes ☐ No ☐ Employability Yes ☐ No ☐

(f) Recurrent/Equipment Yes ☐ No ☐

(g) Equipment – IT (including Yes ☐ No ☐

software)

(h) Equipment – other Yes ☐ No ☐

(i) E-learning Yes ☐ No ☐ Office for Digital Learning Yes ☐ No ☐

(j) Marketing Yes ☐ No ☐ Marketing & Comm Yes ☐ No ☐

 Global Engagement Yes ☐ No ☐

In consultation with the relevant service, please include brief details of the additional resources and an estimate of its additional budget requirement. **You must provide this information for the Library.** The Faculty is expected to meet staffing needs from its own resources.

Provide details of marketing resources, for example research, communications, promotion and delivery.

Note: A fully on-line proposal must be accompanied by a completed Digital Learning Resource Agreement. The form can be downloaded from [DLRA](https://ulster.sharepoint.com/%3Ab%3A/s/ODL/ESBReGn3L-1KijVZHvQO5ZABr0sxMs3ppEcrqtJ7rOw-HA?e=7NrfMS).

**19. MASN REQUIREMENTS**

If the course comes within the category subject to MaSN restrictions (normally full-time undergraduate courses), please:

a) outline the Faculty’s plans with regard to which course(s) will be withdrawn or have reduced student numbers in order to stay within existing allocated MaSN numbers (cross-reference to the proposed enrolments quoted in Section 10), or

b) provide details of plans/discussions to secure an additional MaSN allocation.

20. STUDENT FINANCIAL SUPPORT

Please specify sources of student support.

**SECTION D: PLANNING AND EVALUATION**

For courses requiring full evaluation please complete sections 21-27.

If the Faculty believes that a new course or strand, which has a distinct title and aims and objectives but derives substantially from existing provision, need not be validated by an evaluation panel, please complete 26 and 27 and provide a supporting statement and evidence of external approval of the proposal and the staff designated to deliver new modules (e.g. a report from the external examiner) (CA1 supplement). In addition, the following material should be included:

* Full programme specification
* new and revised module descriptions
* course regulations (not required for subject strands)
* CVs for staff not already approved

Refer to CA1 supplement guidance.

 The Academic Planning Advisory Group will determine whether to recommend approval without an evaluation event.

**21. COURSE PLANNING COMMITTEE**

(Persons who are not members of the University eg from industry or the professions may be appointed as advisers to the course or subject planning committee, but will not be eligible for appointment to the evaluation panel.)

 Chair:

 University members:

**22. APPROXIMATE DATE BY WHICH EVALUATION DOCUMENT WILL BE READY FOR DISTRIBUTION TO EVALUATION PANEL**

 (Note that the document should be ready for distribution at least 3 weeks before the meeting.)

**23. PREFERRED DATE OF MEETING OF EVALUATION PANEL**

Please indicate preferred month. (The meeting will be held as early as possible in the year prior to the proposed start date.)

**24. EVALUATION PANEL**

Please give the names, positions and addresses of a minimum of three persons who might be considered as external members of an evaluation panel. At least two will be selected by the Academic Office. (These should be subject-specialist academic staff from other higher education institutions with a strong reputation in their field and in pedagogy and with recent experience of curriculum design. Membership of the Higher Education Academy is recommended. There must be a sufficient number to cover all subject areas within the course. At least one nominee should be from an institution in Great Britain in order to ensure familiarity with the UK higher education infrastructure.) A professional body or employer representative may be proposed as an additional member (see also 27). Nominees should not be closely associated with the School, eg through having recently been a member of staff or an external examiner within the last five years, nor should members of the course team be closely associated with the institution of the external nominee, e.g. in the role of external examiner.

*The University is required by the UK Government’s Immigration Regulations (2008) to verify the right to work in the UK of any person undertaking work at the University irrespective of the length or nature of that work. External panel members who are formally invited by the Academic Office to participate in a validation event will be required to provide appropriate documentary evidence, eg passport.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Position | Dept. / Faculty | Institution | Area of Subject Expertise/Employer Representation |
|       |       |       |       |       |

**25. PROFESSIONAL, STATUTORY OR REGULATORY BODY RECOGNITION OR ACCREDITATION**

Please indicate if a joint evaluation is possible. YES [ ]  NO [ ]

State body and contact.

26. SUBJECT BENCHMARK

 Please specify the relevant QAA subject benchmark and any other relevant standard.

27. REVALIDATION UNIT/SUB-UNIT

Please indicate to which unit/sub-unit the course or subject belongs for future re-approval. (See listing at [ulster.ac.uk/academicoffice/](http://www.ulster.ac.uk/academicoffice/re-validation.html) under Revalidation)

Unit Name and Number:

Or indicate that it should undergo single course or subject Revalidation as a new sub-unit.

**SECTION E: FACULTY APPROVAL**

FACULTY APPROVAL REFERENCE (if any):

The programme, completed form and additional documentation should be submitted by the Associate/Executive Dean on behalf of the Faculty Board through the Curriculum Management System preferably not later than 15 months before the proposed intake.

In so doing, the Associate/Executive Dean confirms that the outline proposal has completed Faculty consideration and is recommended to proceed to planning and evaluation.

Academic Office

July 2020