**New Programme Form**

**Non-taught programmes**

**OVERVIEW:**

* This form is for programmes **without** taught elements.
* For programmes **with** taught elements (i.e. a professional doctorate), please see guidance in the TQA manual: <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/> and contact Education Policy (educationpolicy@exeter.ac.uk)
* This form should be completed **electronically by the Lead Faculty** and be submitted to **CC** Education Policy (educationpolicy@exeter.ac.uk).
* Please note that failure to fully complete the form may delay programme set-up.
* If you have any queries about how to use this form or about your request please contact Education Policy (educationpolicy@exeter.ac.uk).
* If you are proposing a **new type of award,** please contact Education Policy (educationpolicy@exeter.ac.uk) before proceeding any further.

**For completion by the Lead Faculty/Department:**

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| **SECTION ONE** |
| **Contact details:** |
| **Name (of person making the request and whom queries can be directed to):** |  |
| **Date of completing this form:** | Click or tap to enter a date. |
| **Date when the programme is envisioned to start:** | Click or tap to enter a date. |
| **Please specify if there are any restrictions on the points in the year in which students will be able to start the programme:** |  |

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| **Rationale:** |
| **Academic rationale:**What is the proposal? How does the proposal align with Faculty and/or University priorities? Is the proposal consistent with research activity within the Faculty? |  |
| **Marketing rationale:**Unique selling points of the new programme, unique student experiences, exceptional student support arrangements? |  |
| **Market and competition:**What are the competing offerings in the University of Exeter and externally? What are the anticipated student numbers UK/EU/International? |  |
| **Employability:**How will the programme prepare students for employment? |  |
| **Faculty/University resources required:**Set-up costs, staffing (academic/administrative), learning resources etc., including any additional investment required, space required, library resources, etc. |  |

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| **Authorisation related questions:*** Please note that all reference to Faculty in the table below refers to all Faculties involved.
* Discussions should involve the Department Director of PGR (DDPGR), Faculty Director of PGR (FDPGR) and others as appropriate.
* Please read through all sections of this table and as required tick to confirm (in the right-hand column) and provide details:
 |
| **1** | I/we confirm that the Faculty has given consideration to ensuring the provision of sufficient resources required for this programme, the provision of an appropriate research environment for students on the programme, and sufficient resilience of supervision with compliant staff available to meet reasonable expectations for continuity of provision of supervision.<http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/supervisionofresearchdegreestudents/> |[ ]
| **1 Details** |  |
| **2** | I/we confirm that the Faculty has assessed the risks associated with establishment of the programme(s) in question and has considered the provision of mitigation plans to manage those risks. |[ ]
| **2 Details** |  |
| **REGULATIONS AND PROCEEDURES****Please tick 3 OR 4 (if 4, please provide details):** |
| **3** | I/we confirm that the proposed programme(s) will be run in accordance with the Regulations and Procedures of the University as set out in the University Calendar and TQA Manual; <http://www.exeter.ac.uk/staff/policies/calendar/part1/><http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/>OR; |[ ]
| **4** | I/we confirm that the proposed programme(s) will be run in accordance with the Regulations and Procedures of the University as set out in the University Calendar and TQA Manual, with the exception of the following variations for which approval is sought from the Dean of Graduate Research; |[ ]
| **4 Details** |  |
| **INTER-DISCIPLINARY PROGRAMMES****Please tick 5 OR 6 (if 6, please also complete 6a-d details):** |
| **5** | I/we confirm that the proposed programme(s) **will NOT** involve an inter-disciplinary arrangement (i.e., the programme will be located within a single Department) |[ ]
| **6** | I/we confirm that the proposed programme(s) **will** involve an inter-disciplinary arrangement. |[ ]
| **If you ticked 6, please also complete 6a-d details:** |
| **6a** | I/we confirm that I have discussed this proposal with all Departments that might reasonably have an interest in supervising a student under this inter-disciplinary programme and the details above are true for all participating Faculty. |[ ]
| **6b** | Please identify the Faculty /Departments involved: |[ ]
| **6b Details** |  |  |
| **6c** | I/we confirm that a single international fee has been agreed by all Faculty /Departments with due consideration of the impact of differential fees between this and other programmes within the Faculty /Department |[ ]
| **6c Details** |  |  |
| **6d** | I/we confirm that consideration has been given to the arrangements required to run the programme(s) on an inter-disciplinary basis, and in particular to the impact on student experience of students under this programme being registered in different Departments or Faculties. These include, but are not limited to:1. Arrangements to maintain oversight of the programme;
2. Levels of financial support (RTSG)
3. Levels of additional costs (i.e., Bench fees)
4. Progress monitoring arrangements (including arrangements for upgrade, where applicable)
5. Cross-disciplinary supervision and allocation of an appropriate pastoral tutor
6. Access to research culture opportunities
7. Access to specific skills training
8. Consideration of expected submission dates
9. Consideration of other disciplinary variations in practice not mentioned above.
 |[ ]
| **6d Details** |  |  |
| **ACADEMIC PARTNERSHIPS****Please Tick 7 OR 8 (if 8, please provide details):** |
| **7** | I/we confirm that the proposed programme(s) **will NOT** involve an academic partnership arrangement.<http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/apa/> |[ ]
| **8** | I/we confirm that the proposed programme(s) **will involve** an academic partnership arrangement. A brief summary of the arrangements is set out below and details of approval of the partnership are attached. |[ ]
| **If you ticked 8, please provide a brief summary of the partnership below:** |
| **8 Summary:** |  |

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| **Programme information:** |
| **Title of programme:** |  |
| **Does this replace an existing degree title?** | Please select |
| **If YES, please give details:** |  |
| **Is this title currently used for other awards?** | Please select |
| **If YES, please give details:** |  |

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| **Award details:*** If you are proposing a **new award** pleasecontact Education Policy (educationpolicy@exeter.ac.uk) before proceeding any further.
* **Select** the award regulations that apply to this new programme. You can select more than one if appropriate.
	+ <http://www.exeter.ac.uk/staff/policies/calendar/part1/regulations/>
	+ <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/cqf/academiccredit/>
* All programmes will be set up in accordance with the programme lengths specified in the ‘Statement of Procedures: Periods of Registration and Changes to Registration Status for Graduate Research Students’. <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/>
 |
| **Regulation** | **Faculty of Graduate Research** | **Tick all that apply** |
| **2.1** | Regulations Governing the Degree of Master of Philosophy |[ ]
| **2.2** | Regulations Governing the Degree of Doctor of Philosophy |[ ]
| **2.5** | Regulations Governing the Degrees of Master of Arts by Research |[ ]
| **2.5** | Regulations Governing the Degree of Master of Science by Research |[ ]
| **2.6** | Regulations Governing the Degree of Doctor of Philosophy by Publication |[ ]
| **2.7** | Regulations Governing the Degree of Master of Philosophy by Publication |[ ]
| **2.8** | Regulations Governing the Degree of Master of Arts by Research and Master of Science by Research by Publication |[ ]
| **2.9** | Regulations Governing the Degree of Doctor of Engineering (EngD) |[ ]
| **2.10** | Regulations Governing the Degree of Doctor of Medicine |[ ]
| **2.10** | Regulations Governing the Degree of Master of Surgery |[ ]

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| **Mode of study*** **Part-time:** <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#mode>
* **Split-site/Distance-based:** <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/off-campusarrangements/#Definitions>
 |
| **Mode** | **Tick all that apply** |
| **Full-time** |[ ]
| **Part-time** |[ ]
| **Split-site** |[ ]
| **Full-time distance based** |[ ]
| **Part-time distance based** |[ ]
| **If you ticked PART-TIME, please provide a brief summary of any restrictions, if relevant, below:** |
| **Part-time restrictions (if relevant):** |  |

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| **Fee band*** <http://www.exeter.ac.uk/pg-research/money/fees/>
 |
| **Fee band** | **Tick only one option** |
| Sciences |[ ]
| Humanities and Social Sciences |[ ]
| *Other information – please specify e.g. if fees are raised and then met by a scholarship, etc.:* |  |

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| **Faculty**  |
| **Lead Faculty:** | Please Select |
| **If you have selected ‘other’ or ‘interdisciplinary’ please provide more information:** |  |
| **Will all students be homed in the lead Faculty, or will some students be homed in other Departments?** |  |
| **Campus:** | Please Select |
| **If you have selected ‘other’ regarding the Campus please provide more information:** |  |
| **Please list all applicable departments:** |  |
| **IMPORTANT:** **The PGR Manager should now list the relevant department code(s) from SITS**  |  |

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| **Marketing*** The following information is required in order to promote research degree(s) through our website: <http://www.exeter.ac.uk/pg-research/degrees>
* **If this is programme should not be marketed please note here and leave rest of form blank:**
 |
| **Should this programme be marketed?** | Please select |
| **Which relevant webpages/marketing materials will need to be updated? Please provide links.** |  |
| **Tips for writing marketing material/content** |
| * Please write in the first, rather than third person when completing the information (i.e. ‘you’, rather than ‘students’).
* **Sections marked \* are essential.**
* If you are amending a research programme, please visit the degree description found at [www.exeter.ac.uk/pg-research/degrees](http://www.exeter.ac.uk/pg-research/degrees) and indicate how the description needs to change, based on the headings below.
 |

| **Content area** | **Your content** |
| --- | --- |
| **Overview**Example: <http://www.exeter.ac.uk/pg-research/degrees/geography/>  | What research topic / area is it possible to study as part of this degree? |  |
| How does this map onto the research expertise in the dept/centre/group? |  |
| Why should this excite prospective PG researchers? |  |
| What are the current PhD projects being researched? (optional) |  |
| Please provide URLs for relevant links to related information e.g. research centres |  |
| If different awards are available, e.g. PhD, MPhil, how do these differ from each and how do students progress if they wish? |  |
| **Research centres/****clusters/****groups** | How do these degree(s) map onto the research expertise? |  |
| How is the associated research grouped? |  |
| Are there other research clusters in other Faculty also of relevance? |  |
| Please provide relevant links to Faculty pages for full information |  |
| **Facilities** | Are there any specific facilities relevant to this area of research? |  |
| More general facilities of use? |  |
| Are any of these facilities hard to come by elsewhere? |  |
| **Projects** | Are specific projects advertised in relation to this research degree to which applicants can apply? |  |
| **Supervision/****support\***Example<http://www.exeter.ac.uk/pg-research/degrees/history/#supervision>  | What can students expect? |  |
| How will they benefit from this? |  |
| How will they be supported? |  |
| What is the research community like in this area? |  |
| Include a hyperlink to the relevant staff profile page(s) |  |
| **Training**<http://www.exeter.ac.uk/doctoralcollege/researcherdevelopment/training/> | Is there any specific training in relation to the degree? |  |
| Are there any other opportunities e.g. travel, involvement in wider projects/conferences etc.? |  |
| **Learning and assessment****Example**<http://www.exeter.ac.uk/pg-research/degrees/biosciences/#learning> | What opportunities are there for learning? |  |
| How will students be assessed? |  |
| Are there teaching opportunities? |  |
| **Careers** | What sort of career may this degree lead to? |  |
| Information about industry links |  |
| **Entry requirements (including English language)\*** | Academic, English language and other. |  |
| This needs to consider international applicants, both in terms of equivalencies and necessary language skills and should link out to INTO |  |
| Please inform Vic Wilson if any changes are required to academic requirements and Nikki Padget for any changes to English language requirements. Dependent on the level of change required, this may need approval through the Admissions Policy Group. |  |
| **Finance\*** | Please confirm which subject area(s) this degree(s) fall under to ensure potentially relevant funding is presented. |  |
|  | Please liaise with your Faculty Head of Marketing if you believe fees for this programme should not be  |  |
| **Student profiles, rich media** | Are there any written student profiles, films or other relevant resources which would help bring this research topic description to life? |  |
| **Contact** | You may wish to consider check the contact details advertised for similar degrees and check that the university’s general guidance: <http://www.exeter.ac.uk/pg-research/apply/>  |  |
| **Are there changes required to any other research information on your website?**In addition to our postgraduate research recruitment webpages (<http://www.exeter.ac.uk/pg-research>), Faculty webpages also often contain further related content such as staff research interests, research areas/groups and research centres.If you think any of this information may need updating in light of the new research degree(s), please submit a request for changes via digitalteam@exeter.ac.uk  |

**Once this form is complete, please email it to:** Education Policy (educationpolicy@exeter.ac.uk)

**For completion by Education Policy**

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| EDUCATION POLICY:**To inform and to approvals - overview:**If this is an inter-disciplinary programme please provide approvals from all Departments / Faculty involved *(add rows as appropriate).* |
| **Consult:** |
| **Faculty Marketing Manager** | DD/MM/YYYY and details |
| **Head of Library and Culture Service** | DD/MM/YYYY and details |
| **Head of Admissions / PGR Recruitment Manager** | DD/MM/YYYY and details |
| **Head of Student Immigration Services** | DD/MM/YYYY and details |
| **Doctoral College Quality Development Manager** | DD/MM/YYYY and details |
| **Inform:** |
| **PGR Manager** | DD/MM/YYYY and details |
| **Department Director of PGR** | DD/MM/YYYY and details |
| **Gain approval:*****(From ONE of the following, as delegated in the TQA Manual:***[*http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/*](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/)*)* |
| **Faculty Director of PGR** | DD/MM/YYYY and details |
| **Additional approval if this is a complex programme:** |
| **Dean of Graduate Research** | DD/MM/YYYY and details |

**For completion by Professional Services Teams**

**OVERVIEW**

* Forms are stored at the following location, with **restricted** **access** to the persons listed in the below. <https://universityofexeteruk.sharepoint.com/sites/PGRProgrammeApproval/Forms/Forms/AllItems.aspx>
* Education Policy (educationpolicy@exeter.ac.uk) will notify the person/s in section two that action is required
* The colleagues listed as “**Responsible**” should update their section and then **notify** the appropriate persons to complete their section, using the same link to the form as sent by Education Policy. This will enable collaborative working. *Contact* Education Policy (educationpolicy@exeter.ac.uk) *regarding permissions.*

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| **SECTION TWO – Planning** |

* **Education Policy (****educationpolicy@exeter.ac.uk****) to email:**
	+ - Andy Robinson (andy.j.robinson@exeter.ac.uk)
		- Cc.Julie Crispin (PPBI) (J.M.Crispin@exeter.ac.uk)
* **PPBI to provide:**

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| **HECoS Code:**  | 1\_\_\_\_\_\_\_\_\_\_2\_\_\_\_\_\_\_\_\_\_\_\_\_\_3\_\_\_\_\_\_\_ |
| **HECoS Split**:  | 1\_\_\_\_\_\_\_\_\_\_2\_\_\_\_\_\_\_\_\_\_\_\_\_\_3\_\_\_\_\_\_\_ |
| **Pathway Subject Group:**  |  |
| **Is the University of Exeter responsible for returning information pertaining to this programme to HESA?** | Choose an item. |

* **Planning to notify Admissions about the updated form:**
	+ Richard Hayman (Admissions) (R.J.Hayman@exeter.ac.uk),
	+ **CC** Education Policy (educationpolicy@exeter.ac.uk)

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| **SECTION THREE - ADMISSIONS** |

* **Richard Hayman (Admissions) (****R.J.Hayman@exeter.ac.uk****) to provide the details below:**

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| **MAS Code:** |  |
| **Online application fully set-up?** | Choose an item. |

* **Admissions to notify Student Records about the updated form:**
	+ Student Records (sr-admin@exeter.ac.uk),
		- **CC** cc-registryadmin@exeter.ac.uk, if Cornwall
		- **CC** PGRAdmissions **/** Recruitment, Vic Wilson([v.wilson@Exeter.ac.uk)](file:///C%3A/Users/paulyoung/Downloads/v.wilson%40Exeter.ac.uk)
	+ **CC** Education Policy (educationpolicy@exeter.ac.uk)

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| **SECTION FOUR – STUDENT RECORDS** |

* **Student Records (****sr-admin@exeter.ac.uk****), to provide the details below:**
	+ - **CC** cc-registryadmin@exeter.ac.uk, if Cornwall

|  |  |
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| **PRG name:** |  |
| **SRS CRS code:** |  |
| **PRG code** |  |
| **MCR code:** |  |
| **ROU:** |  |
| **AWD:** |  |
| **PWY code:** |  |
| **SLC course code (where applicable):** |  |

* **Student Records to notify Accounts Receivable about the updated form, if appropriate to the type of variant.**
	+ Accounts Receivable (feesadmin@exeter.ac.uk) **and,**
		- **CC Matt Slater (****m.r.slater@exeter.ac.uk)** **, and Gabby Fifer (****G.L.Fifer@exeter.ac.uk****).**
		- **CC** Education Policy (educationpolicy@exeter.ac.uk)

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| **SECTION FIVE – ACCOUNTS RECEIVABLE**  |

* **Accounts Receivable (****feesadmin@exeter.ac.uk****) to provide:**

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| **SITS fee band for Route:** |  |
| **Manual?** | Choose an item. |

* **Accounts Receivable to notify** Education Policy (educationpolicy@exeter.ac.uk) **about the updated form.**
* **Education Policy will then update the requestor and provide a copy of the finalised form for their records.**

**SECTION FIVE – ACCOUNTS RECEIVABLE**

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| **OTHER – MARKETING**  |

* **Education Policy (****educationpolicy@exeter.ac.uk****) to put the Faculty in touch with the right person. Usually, the Faculty will lead on marketing the programme.**

Education Policy, directed by the Faculty, will contact the **Web**/**Marketing** **Team (**digitalteam@exeter.ac.uk) separately should anything require updating/changing on the relevant PGR Programme’s webpages.

If Faculties wish for additional promotion to support a new programme, this will be initiated by the relevant Head of Marketing.

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| **Any notes, regarding marketing:** |
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| **Links to updated pages:** |
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Template last updated: 27 02 2024