**Liverpool John Moores University**

**Academic Planning Panel**

**New Collaborative Programme Proposal Form**

**Section A: Programme Information**

**Section B: Market Research**

**Section C: Costing Model**

**Section D: Summary**

**Section E: Collaborative**

**Section F: Validation Planning**

**Section G: 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 |  | |
| Partner Institution |  | |
| UG  PGT  Integrated Masters | ☐ | |
| ☐ | |
| ☐ | |
| Liverpool John Moores University Owning School/Department & Faculty |  | |
| Proposed Programme Leader (name and email address) |  | |
| Mode of Attendance and Programme Duration | Full time | Number of years and/or months,  NA |
| Full time with Sandwich | Number of years and/or months,  NA |
| Part time | Number of years and/or months,  NA |
| Type of delivery | e.g. Face to face, Distance learning | |
| 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 Liverpool John Moores University 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)  Where this is less than the APP recommended 9 months from the date of APP approval, a rationale for this should be provided. |  | |
| 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:  Please provide confirmation of the date of approval of the financial arrangements between Liverpool John Moores University and the partner organisation.  Details should be appended to the Collaborative PPP. |  |
| If the programme is replacing an existing programme within the portfolio please confirm the date of closure. |  |
| Liverpool John Moores University Resource Information:  (1) Liverpool John Moores University Capital requirements for the collaborative programme e.g. development of laboratories or workshops.  (2) Additional Liverpool John Moores University academic staff or support staff requirements. | (1) Capital  (2) Staffing |
| (3) Additional requirements from Liverpool John Moores University Professional Services for the collaborative programme:  - Library Services  - IT Services  - Technology Enhanced Learning  - Estates  - Other | Please provide details of all requirements. See website for Library Services information  <https://www.ljmu.ac.uk/microsites/library/support-for-academic-staff/eresources-partner-institutions> |

**Section D: Summary**

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| **Further Information to Support this Application** |
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**SECTION E: Collaborative**

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| **COLLABORATIVE PROGRAMMES ONLY** | | |
| **PARTNER DETAILS** | | |
| Legal Name of the Partners Institution – to appear on the contract | |  |
| Educational Name of the Partner Institution – to appear on student transcripts (and certificates where appropriate) | |  |
| Institution address  *Where an institution is based on more than one site, this should be clarified, and details included of the address for the contract and site(s) where delivery of the Liverpool John Moores University programme is planned.* | |  |
| Partnership History | For existing partners | Please provide details of existing programmes and/or partnership activity |
| For new partners | Please confirm date of Partner Approval by the Collaborative Planning Panel |
| **COLLABORATIVE PROGRAMME DETAILS** | | |
| Name and email address of lead Partner contact | |  |
| Name and email address of lead Liverpool John Moores University contact, and Link Tutor where this is different  *(This information will be used to inform staff of outcomes of the proposal)* | |  |
| Proposed collaborative model (see Academic Partnership Operational Guidance for definitions)  *Where the approval will include more than one model, the model for each level should be specified with the number of credits, eg.*  *Levels 4 and 5 – articulation*  *Level 6 – Franchise* | | Validated  Franchise (of whole programme)  Franchise (of existing modules)  Distance taught  Articulation  Joint award  Dual award |
| Description of the fit of the proposed programme to the strategic plans of both Liverpool John Moores University and the Partner | |  |
| Will there be an articulated progression route for students to join an existing/proposed Liverpool John Moores University programme | | Yes [give details of existing/proposed programme]  No |
| Is in country approval required before programme delivery can begin?  *Detail the approving authority and the likely impact on the start date of the programme.* | | Yes  No |
| For Joint and Dual awards only – Does the Partner have the legal authority to engage with a Joint or Dual award? | | No  Yes (give detail) |
| **ADDITIONAL NOTES** | | |
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**SECTION F: 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** |
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| 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** |
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| If yes, please briefly summarise the anticipated PSRB involvement / requirements | |
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**SECTION G: 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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| **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 |