



Guidance for New Programme Approval and New Collaborative Programme

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Glossary

APP	Academic Planning Panel
APR	Annual Provider Review
CMA	The Competition and Markets Authority
FQAEC	Faculty Quality Assurance and Enhancement Committee
LJMU	Liverpool John Moores University
ModCat	Module Catalogue
ProdCat	Product Catalogue
PSRB	Professional Statutory Regulatory Body
OfS	Office for Students
RPP	Recruitment Policy Panel
TEF	Teaching Excellence Framework

Key Definitions

Please use the following terminology which is in line with the QAA and the University's Academic Framework.

Term	Also known as	What it means
Academic standards	Standards/ Threshold standards	Standards are the level of achievement that a student has to reach to gain an academic award (for example, a degree). For similar awards, the threshold level of achievement should be the same for any UK award. So an engineering degree from one university should reach the same level as it does in another university.
Annual Provider Review	APR	The University reports annually to the Board of Governors on Quality Assurance. The Board of Governors confirms to the Office for Students that they are satisfied that Quality is assured.
Credit		Credit is awarded after the successful achievement of learning outcomes has been demonstrated. There are 10 hours of learning activity per University credit at all levels.
External Examiner		External examiners are appointed from other universities to all taught programmes to ensure that academic standards are being maintained and are in line with other universities, and that assessment is being carried out fairly and equitably.
Faculty / School / Department		The University is structured into a number of Faculties and Schools/Departments. For the full University Structure, please see www.ljmu.ac.uk/about-us/structure
Information	Public Information	This is any information published by a university or college about the higher education courses they offer or the resources they provide. It also includes any information in programme guides, prospectuses or on any public website.

Intended Learning Outcomes	Learning Outcomes	A description of what students should be able to do or demonstrate, in terms of particular knowledge and skills, by the end of each module and each level of their programme.
Learning opportunities	Quality (of Learning opportunities)	<p>Learning opportunities are everything a university or college provides in order to enable a student to achieve the level required to qualify for an award. This includes:</p> <ol style="list-style-type: none"> 1. The teaching that students receive on their programmes of study. 2. The contribution students make to their own learning. 3. The academic and personal support they receive which enable them to progress through their courses. 4. Access to libraries. 5. Access to online resources or a virtual learning environment.
Module		<p>A programme is divided into levels and each level into a series of smaller units of study called modules.</p> <p>Core module – compulsory components of the programme.</p> <p>Optional module – modules that can be chosen from a specified group, in order to gain the credit required for the programme. The options that are available are agreed and confirmed within the programme specification.</p>
Module proformas	Module Specifications	Documents which provide key information on specific modules which make up a programme, including information on syllabus content, and how a module is taught and assessed.
Office for Students	OfS	Regulates English Higher Education providers on behalf of all students. Overseas a regulatory framework which explains how this is achieved https://www.officeforstudents.org.uk/advice-and-guidance/regulation/the-regulatory-framework-for-higher-education-in-england/

Programme		An approved course of study, comprising of modules (core and / or optional), that provides a coherent learning experience and leads to an award.
Programme Specification		A document containing specific information about an individual programme of study, about its intended learning outcomes and the means by which these outcomes are achieved and demonstrated.
Teaching Excellence Framework	TEF	In accordance with national requirements, the University submits a regular report to the Office for Students as part of the TEF reporting process. Further information available at: https://www.officeforstudents.org.uk/advice-and-guidance/teaching/what-is-the-tef/
The UK Quality Code for Higher Education	The Code	'The Code' articulates the fundamental principles that apply to higher education quality across the UK. The Code is based on three elements that together provide a reference point for effective quality assurance: 1: Expectations – for maintaining standards and managing quality. 2: Practices – Core Practices that must be demonstrated by all UK Higher Education providers and Common Practices that should underpin quality but are not regulatory requirements for providers in England. 3: Advice and Guidance- which helps to develop and maintain effective practice.

Chapter 1: Introduction

New Programme Processes

1. This guidance outlines the processes associated with the development of new academic programmes. Specifically this guidance outlines the process for strategic planning approval prior to validation approval of programmes.
2. Academic Planning and Information Services facilitates the processes in collaboration with Faculties.

Chapter 2: Categories

3. The following categories are used to describe strategic planning approval for a new programme:

New Programme (including named CPD award)	This refers to new internal programmes delivered at Liverpool John Moores University by Liverpool John Moores University staff. Named CPD awards should be considered as a 'New Programme'.
Single Module CPD	This refers to a CPD award comprising of one module only and the title of the award is the same as the module title.
New Collaborative Programme	This refers to new collaborative programmes which encompass an aspect of delivery or support by a partner institution. For more information about the types of Collaborative programmes, please see the collaborative validation guidance at (weblink).

A different programme proposal form should be completed for each of the different categories above. These should be completed by the programme lead / developer in the school/department.

Chapter 3: Process

New programme Proposal

4. Where there is a PPP for a new programme this should be taken through a School/Department Management structure. It should then be taken through a Faculty Management structure before being submitted to APP by the Faculty Registrar.

5. All PPP's that do not have standard fees are required to be taken to FSWG prior to any consideration by APP.
6. Any programme that requires a new award should ensure that the new award is considered and approved by APP at least one meeting prior to any PPP being submitted.
7. Any programme that requires marketing 'subject to validation' should provide material information with the proposal.

Lead In times for Proposal forms.

8. If the programme is to recruit through UCAS APP approval should be given at least 18 months in advance of the first recruitment period.
9. All other programmes should receive APP approval at least 12 months in advance of the first recruitment period.

Single Module CPD Programme

10. Where there is a proposal for a new Single Module CPD programme this should be taken through a School/Department Management structure. It should then go through the Faculty Management structure before being submitted to APP by the Faculty Registrar.
11. All PPP's that do not have standard fees are required to be taken to FSWG prior to any consideration by APP.
12. The specific module code to be associated with the request MUST be stated on the PPP.

Lead in times for proposal forms

13. These are flexible but must be presented to APP at least one month in advance of any start date.

New Collaborative Programme

14. Where there is a proposal for a new programme this should be taken through a School/Department Management structure. It should then go through the Faculty Management structure before being submitted to APP by the Faculty Registrar.

15. All new partner institutions need to be approved in line with the University Academic Partnership Operational Guidance prior to submission to APP for consideration.

<https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-partnerships>

16. All PPP's that do not have agreed standard fees are required to be taken to FSWG prior to any consideration by APP.

17. Any programme that requires a new award should ensure that the new award is considered and approved by APP at least one meeting prior to any PPP being submitted.

Lead in times for proposal forms

18. Programmes should receive APP approval at least 9 months in advance of the first recruitment period

Chapter 3: Post APP approval

19. Where a new programme has been approved by APP for development and validation, Academic Planning and Information Services will create a new programme record in the Student Information System with the agreed "Effective Start Date".

20. Following the APP approval, the validation process will be instigated by Academic Registry.

21. The programme record will remain INACTIVE until such time that the new Programme Specification is published. In the event of APP approving a programme to be marketed subject to validation the programme record on the Student Information system will be made active but applications cannot be processed.

22. After APP approval, validation should take place before the start of the programme to ensure suitable recruitment activity. A programme may request one suspension (prior to validation) of the start date on a proposal. This should be taken to APP via the Programme Change process.

23. Any proposal that exceeds the proposed start date as approved by APP will be taken back to the Committee for Closure automatically.

**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.

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

RECRUITMENT AND MARKETING INFORMATION	
Introduction	
<p>Explain what is being proposed and briefly the rationale behind the new programme.</p> <p>Include:</p> <ul style="list-style-type: none"> • 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	
<p>Utilise HESA data and other market intelligence (sector reports, industry reports) to identify the demand for the new programme.</p> <p>Identify opportunities for both home and international students.</p> <p>Analyse trend data over a three year period</p>	

Section C: Student Numbers and Resources

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					

<p>(3) Additional requirements from Professional Services:</p> <ul style="list-style-type: none">- Library Services- IT Services- Technology Enhanced Learning- Estates- Other	<p>Please provide details of any requirements over and above the standard requirements.</p>
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Section D: Summary

Further Information to Support this Application

SECTION E: Validation Planning

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

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)	

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	

Approximately, which month the validation event should take place?											
<i>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.</i>											
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?											

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

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

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

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

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

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

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

**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.

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

RECRUITMENT AND MARKETING INFORMATION	
Introduction	
<p>Explain what is being proposed and briefly the rationale behind the new programme.</p> <p>Include:</p> <ul style="list-style-type: none"> • 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	
<p>Utilise HESA data and other market intelligence (sector reports, industry reports) to identify the demand for the new programme.</p> <p>Identify opportunities for both home and international students.</p> <p>Analyse trend data over a three year period</p>	
Competitor analysis	
<p><i>Provide a summary of the competitor market including, gaps in provision and supporting evidence.</i></p>	

Section C: Student Numbers and Resources

PLANNING INFORMATION	
<p>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.</p>	
<p>If the programme is replacing an existing programme within the portfolio please confirm the date of closure.</p>	
<p>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.</p>	<p>(1) Capital (2) Staffing</p>
<p>(3) Additional requirements from Liverpool John Moores University Professional Services for the collaborative programme: - Library Services - IT Services - Technology Enhanced Learning - Estates - Other</p>	<p>Please provide details of any requirements over and above the standard requirements.</p>

Section D: Summary

Further Information to Support this Application

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SECTION E: Collaborative

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 <i>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.</i>		
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 <i>(This information will be used to inform staff of outcomes of the proposal)</i>		

<p>Proposed collaborative model (see Academic Partnership Operational Guidance for definitions) <i>Where the approval will include more than one model, the model for each level should be specified with the number of credits, eg.</i> <i>Levels 4 and 5 – articulation</i> <i>Level 6 – Franchise</i></p>	<p>Validated Franchise (of whole programme) Franchise (of existing modules) Distance taught Articulation Joint award Dual award</p>
<p>Description of the fit of the proposed programme to the strategic plans of both Liverpool John Moores University and the Partner</p>	
<p>Will there be an articulated progression route for students to join an existing/proposed Liverpool John Moores University programme</p>	<p>Yes [give details of existing/proposed programme] No</p>
<p>Is in country approval required before programme delivery can begin? <i>Detail the approving authority and the likely impact on the start date of the programme.</i></p>	<p>Yes No</p>
<p>For Joint and Dual awards only – Does the Partner have the legal authority to engage with a Joint or Dual award?</p>	<p>No Yes (give detail)</p>
<p>ADDITIONAL NOTES</p>	
<p></p>	

SECTION F: Validation Planning

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

If it is anticipated that variance from the Academic Framework will be required?	
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
If yes, please briefly confirm the nature of the anticipated variance(s)	

Will there be any PSRB involvement / requirements as part of the validation event?	
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
If yes, please briefly summarise the anticipated PSRB involvement / requirements	

SECTION G: Approval

Owing School/Department and Faculty

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

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

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

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

**Liverpool John Moores University
Academic Planning Panel
New Collaborative Single Module CPD Proposal Form**

Section A: Programme Information

Section B: Programme Information

Section C: Costing Model

Section D: Collaborative

Section E: 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.

PROGRAMME INFORMATION	
Proposed programme title including module code and credit size (Your Programme title and Module title MUST match)	
Partner Institution	
UG	<input type="checkbox"/>
PGT	<input type="checkbox"/>
Owning School & Faculty	
Proposed Programme Leader (name and email address)	
Proposed month and year of first intake (e.g. September 2015)	
Proposed number of intakes per academic year	

(Please provide start months)	
Mode of delivery and duration in total months (e.g. intensive study for two weeks, delivered over one semester)	

Section B: Programme Information

Please provide detail about the programme

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Section C: Student Numbers and Resources

PLANNING INFORMATION					
Fees Information : Proposed fees per student					
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.					
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				

<p>(3) Additional requirements from Professional Services:</p> <ul style="list-style-type: none"> - Library Services - IT Services - Technology Enhanced Learning - Estates - Other 	<p>Please provide details of any requirements over and above the standard requirements.</p>
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SECTION D: Collaborative

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 <i>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 LJMU programme is planned.</i>		
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 LJMU contact, and Link Tutor where this is different <i>(This information will be used to inform staff of outcomes of the proposal)</i>	
Proposed collaborative model (see Academic Partnership Operational Guidance for definitions) <i>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</i>	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 LJMU and the Partner	
Is in country approval required before programme delivery can begin? <i>Detail the approving authority and the likely impact on the start date of the programme.</i>	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	

SECTION E: Approval

Owing School and Faculty

SCHOOL ACCEPTANCE OF PROGRAMME

(This should include commentary from the Director of School supporting the business case for the programme and confirming that all areas of the school are aware of the proposal)

Date of Consideration at School Management Team

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 and Faculty contributing to delivery

SCHOOL ACCEPTANCE OF PROGRAMME

(This should include commentary from the Director of School supporting the business case for the programme and confirming that all areas of the school are aware of the proposal)

Date of Consideration at School Management Team

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