# Form A2b

# Proposal for the approval of a new collaborative partner or new provision to be delivered by a collaborative partner

**Before** completing this form it is expected that the key course contact for the proposal has attended the Introduction to Validation and Curriculum Design workshop (please see section A of the AQSH).

Following completion of this form, the application should be submitted to Quality Assurance and Enhancement (QAE).

Prompts are included throughout this form – please overtype or remove when completing each section.

## Section 1: General Information

|  |  |  |
| --- | --- | --- |
| **1.1** | **Sponsoring Faculty** |  |
| **1.2** | **Name of sponsoring School** |  |
| **1.3** | **Name of sponsoring Department** |  |
| **1.4** | **Key course contact for the proposal** |  |
| **1.5** | **Date key course contact attended the Introduction to Validation and Curriculum Design workshop** |  |
| **1.6** | **Will other KU School(s) be involved in delivering this course (if applicable)?** |  |
| **1.7** | **Will other KU Faculty(ies) be involved in delivering this course (if applicable)?** **If so, has the proposal been considered as part of the faculty(ies) plan?** |  |
| **1.8** | **Full name of collaborative partner** |  |
| **1.9** | **Location of the new collaborative partner.** |  |
| **1.10** | **Proposed start date (month and year)** |  |

## Section 2: Details of the New Development

|  |  |  |
| --- | --- | --- |
| **2.1** | **Final Title(s):** | *Type here the intended course title of the award.**Please indicate if any NEW awards of the University are intended e.g. BVetMed* ***(if this proposal will lead to a new award, form A1 must be completed)******IMPORTANT:*** * *The course title must be the same title that was approved by PMG, it cannot be changed at this point. If the title needs to change it will need to be submitted back to PMG for approval.*
* *If the course will have a foundation year and/or professional placement route, please list this here as a separate course title e.g. BSc (Hons) Science with Foundation Year.*
 |
| **2.2** | **Will the course have a foundation year and/or professional placement route?** | *Yes/No* *If yes, please ensure that all the different routes are listed in the Final Title section above.*  |
| **2.3** | **Pathways (if applicable)** | *Type here the course title(s) and award(s) approved by PMG for any pathways (other than Foundation Year or Professional Placement, which should be stated above).**Please put “N/A” here if your course does not have pathways.* |
| **2.4** | **List all exit awards and titles that students can achieve** | *e.g. CertHE Business, DipHE Business.**Indicate here if there’s criteria for certain awards e.g. if the award titles change depending on the passing of specific modules.  For example, the achievement of Teaching and Learning (Graduate Practitioner) award being achieved only when the graduate practitioner module is passed.**Unless not permitted due to PSRB requirements all courses will be validated with all available exit awards, and these should be listed here. For more advice on this please contact QAE or Academic Registry* |
| **2.5** | **Delivery Modes** | **Primarily campus based** [ ] **Mainly campus based** [ ] **Mainly online** [ ] **Fully online** [ ]  |
| **2.6** | **Learning Modes** | **Full-time/Part-time/Degree Apprenticeship***Delete as appropriate**Note: to be classed as full time, students will have to attend for periods amounting to at least 21 hours per week for 24 weeks within a 12-month period.*  |
| **2.7** | **How long is/are the academic year(s) for the course?**  | **Please select one from the following.****None of the years are longer than 45 weeks** [ ] **Some years are longer than 45 weeks** [ ] **All years are longer than 45 weeks** [ ] *The KU standard academic year is 45 weeks.*  |
| **2.8** | **Does this course lead to Qualified Teacher Status (QTS) status?** | **Yes/No**If Yes, please indicate the age range that the student is being taught to teach.**Ages 0-5 (early years)** [ ] **Ages 3-7** [ ] **Ages 3-8** [ ] **Ages 5-11** [ ] **Ages 11-19** [ ]  |
| **2.9** | **Is this a School-centred initial teaching training (SCITT) proposal?** | **Yes/No** |
| **2.10** | **What level (eg: 3, 4, 5, 6 or 7) will students normally enter the course?**  |  |
| **2.11** | **What level (eg: 3, 4, 5, 6 or 7) will students normally exit the course?** |  |
| **2.12** | **How will the course be delivered?** | **Day/Evening/Weekend/Block delivery/Day release/Other***Delete as appropriate.* *If other, please give details.* |
| **2.13** | **Professional, Statutory or Regulatory Body**  | **Will the course require PSRB accreditation/approval?** **Yes/No***If yes, please give details. Please also indicate if the PSRB accreditation/approval would require a separate visit, joint validation event. Where a separate visit is required please provide details of when that visit will take place.* |
| **2.14** | **Will any variant or exemption be required from the University’s Undergraduate or Postgraduate Regulations?** | **Yes/No***If yes, you must complete a G3 form and submit to the Clerk of the Regulatory Framework Committee via QAE for consideration and approval.* *Note: approval of the A2b to proceed to validation does not constitute approval of any variant to the UG or PG regulations.* |
| **2.15** | **Will any variant or exemption be required from any element of the University’s Academic Framework (AF)?** | **Yes/No***If yes, you must complete an AF Variant/Exemption form (form C3) and submit to the Clerk of the Education Committee via QAE.* *Note: approval of the A2b to proceed to validation does not constitute approval of any variant or exemption to the AF.* |

**2.16 Subject Areas**

*Please indicate the principal subject area(s) and teaching department and the approximate split of teaching between departments. Please ensure the teaching by department columns adds up in total to 100%. The HECOS code will be allocated by Planning.*

*Guidance on “key subject areas”:*

*They should be high level and as few as possible.*

*If everything you are delivering can be summed up by e.g. Education, Nursing, Computing, Pharmacy etc., that is all that’s required for key subject area”. There is no need to split into more detailed categories.*

*Please contact Planning if you need further help completing this section.*

*Columns shaded will be completed by the Planning Department on the CMS.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Key subject areas** | **Teaching department** | **Proportion (%) of teaching by department** | **HESA Cost Centre** | **Price****Group** | ***PWY HECOS code*** | ***PWY******Mix*** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |

**Section 3: Collaborative Partner Details**

|  |  |  |
| --- | --- | --- |
| **3.1** | **Name of principal contact at the partner:** | *Enter the name of the individual in the collaborating partner(s) who will be the main point of contact relating to this development.* |
| **3.2** | **Contact details of partner:** | *Address, telephone, e-mail, website – as registered on Companies House (for UK partners)* |
| **3.3** | **If the party with authority to sign the contract is different from the above, please provide here the name and address of the party who will be signing the contract** |  |
| **3.4** | **Category of partnership** *Please select one category from the categorisation of collaborative partners that best describes the nature of the statutory reporting relationship between the proposed partner and the University. This categorisation will determine the access to University resources and will be formalised in the Institutional Agreement. Further guidance on collaborative partner access to University resources can be found in Guidance BG(vi) in Section B of the AQSH***.** | **Validated** [ ] **Franchised** [ ] **If franchised please answer the following questions:**1. **Who will collect tuition fee?**

**KU** [ ]  **Partner** [ ] 1. **Will KU or Partner return students in their statutory returns (excluding off-shore aggregate)**

**KU** [ ]  **Partner** [ ]  |
| **3.5** | **Is the proposal for a Dual, Joint or Double degree (see Section B for definitions)** | **Dual/Joint/Double/N/A** *Delete as appropriate* |
| **3.6** | **If the proposal is for a Dual, Joint or Double degree, does the partner institution(s) have the capacity to enter into this arrangement?**  | **Yes/No****Comment:** |
| **3.7** | **If the proposal is for a Dual, Joint or Double degree, is there any impact to a PSRB accreditation?**  | **Yes/No****Comment:** |
| **3.8** | **Is any element of the course to be assessed or delivered in a foreign language?** | **Yes/No***Delete as appropriate**If yes, please give details. See AQSH section B for further considerations when delivering in a language other than English.* |
| **3.9** | **Will the programme be delivered through the Masters Awards by Learning Agreement (MALA) Framework?** | **Yes/No****If yes, please contact QAE.**  |
| **3.10** | **Are there any staff development requirements to support the partner’s delivery of this provision?** | **Yes/No**If yes, please give details. *This can be used as an opportunity to promote the Kingston Academic Practice and Standards Framework (KAPS) to partner staff.  Please note that LTEC offer a select number of places for the KAPS experiential route to collaborative partners, but this is subject to institution size and nomination. QAE is the dedicated contact for further details and nominations.* |
| **3.11** | **Will KU be delivering any part of the course e.g. by flying faculty? If yes, what is the approximate share of the teaching?** | **Yes/No** |

**3.12 Funding Arrangements**

|  |  |
| --- | --- |
| **What are the funding arrangements agreed for this partnership.**  | This should be completed in liaison with QAE and Faculty Finance Business Partner  |
| Validation fee and expenses (see Introduction G(ii) for details of standard fees charged). |  |
| Charge per students for the next academic year, or percentage fee to be invoiced to the partner by the University. |  |
| Minimum number of students for the next three years to be registered on the award and charged by the University. |  |

**The following questions should be addressed where the development relates to a new proposed partnership.**

|  |  |  |
| --- | --- | --- |
| **3.13** | **How many years has the proposed partner been in operation as an educational establishment, and at what level?** |  |
| **3.14** | **Does the partner have an appropriate infrastructure for providing student support?** | *i.e. careers advice, disability support* |
| **3.15** | **Are there any possible conflicts of interest with existing collaborative partnerships?** |  |
| **3.16** | **Provide a brief description of the organisation of higher education in the country where the collaboration will be based.** |  |
| **3.17** | **Are there any regulatory or statutory requirements of central or regional authorities in the country, including any authorisations, accreditations or licenses, which the proposed partner and/or Kingston University would need to obtain in order to proceed with the collaboration?** |  |
| **3.18** | **Are there any political or ethical considerations that might arise from this collaboration.** |  |
| **3.19** | **What are the course specific risks that need to be managed?**  | *List the top 3 and proposed mitigation for each risk. §* |

**Section 4: Resources**

This section should be completed in collaboration with your Faculty Finance Business Partner.

|  |  |  |
| --- | --- | --- |
| **4.1** | **What is the anticipated income generation when the course is in “steady state”?**  | *e.g. £100,000* |
| **4.2** | **How many students are required to make the course/collaboration viable (break-even)?** | *e.g. 15 students* |
| **4.3** | **For international proposals only:****Will KU be delivering part of a course or have dedicated space overseas? If so, has the potential tax liability to the University been assessed?** | **Yes / No / N/A***If yes, please give details.* |
| **4.4** | **How much KU staff time will be required to develop this new link?** |  |
| **4.5** | **Please provide details of staffing resources in place and/or that will be required.**  |  |
| **4.6** | **Please provide details of any new space requirements or any requirements for alterations to existing space.**  |  |
| **4.7** | **Will the partner require access to Kingston University resources and services? If so, have those requirements been discussed with the Student Services Director**  | *Yes/No**If yes, please detail the facilities required.*  |
| **4.8** | **Are there any additional costs associated with set-up?** | **Yes / No / N/A***If yes, please give details.* |

**Section 5: Admissions and Applications**

|  |  |  |
| --- | --- | --- |
| **5.1** | **What is the admissions system for the course?** | **UCAS (university)**[ ] **UCAS (teacher training)**[ ] **UCAS (partner)**[ ] **DFE (Graduate Teacher Training)**[ ] **Direct (to the University)**[ ] **Direct (to the Partner if excluded from HESA)**[ ]  |
| **5.2** | **Normally applications are assessed purely on the application form – do you have any other admissions requirements?** | **Yes/No***If yes, please specify and* ***confirm*** *that these additional requirements have been approved by the University Recruitment Committee* |
| **5.3** | **What method of enrolment will be required for students registering for this course?***Please select as appropriate* | **PTAR1** – Applicant emails username/password, completes online enrolment (ES1), attends face-to-face event to complete enrolment (ES2)[ ] **PTAR2** – Applicant emails username/password, completes online enrolment (ES1), Faculty arranges with institution to complete enrolment (confirm passport/identity confirmed and in attendance), and update via OSIS[ ] **PTAR3** – No communications sent from Central Administration. Faculty is responsible for enrolling students[ ]  |
| **5.4** | **Will the course have any non-standard entry requirements?** | *Note: Standard entry requirements should be used and detailed below. If you require a variation to these, please specify and these will need approval from University Recruitment Committee.* |

## Section 6: Marketing

Please provide the content for the following areas that will be published on the course page on the Kingston University website.

Please contact your Faculty Marketing Business Partner if you need help completing this section.

**Note: only complete this section if the collaborative partner course will be advertised on the Kingston University website. If not, please leave this section blank.**

|  |  |  |
| --- | --- | --- |
| **3.1** | **Why choose this course:** | *Please keep to 100-120 words* |
| **3.2** | **What you will study:** | *Please keep to 40-50 words* |
| **3.3** | **Reasons to choose Kingston:**  | *Please keep to 50 words and 3 bullet points:*  |

## 7. Signature of the Dean

Electronic signatures or e-mail confirmation should be provided to indicate acceptance of the proposal.

|  |
| --- |
| **Signature of this form confirms that this new course proposal is consistent with the Faculty Plan and that the proposal has been approved by the Faculty Leadership Team for submission to the QAE.**  |
| Name of Dean:Signature: Date: |
| **If the development is cross-Faculty in nature, the signature of the Dean(s) of contributing Faculty(ies) should be included.**I can confirm that I have read and support this proposal for a new course: |
| Name of Dean:Faculty:Signature:Date: |

**8. Other Signatures**

**Central Finance**

The forecast financial impact of this proposal, as contained in the Costing and Pricing spreadsheet, has been reviewed by central finance and approved to proceed.

The request for signature should be sent to the Faculty Finance Business Partner.

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Comment** |
|  |  |  |

**Annex A - Number and Details of Entry Points**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Title** | **Entry Point** | **Learning Mode (Full Time/Part Time/Degree Apprenticeship)** | **Duration of the Course** | **Start Date per Year (mm/yyyy)****\*** | **End Date per Year (mm/yyyy)****\*****\*\*** |
| *BSc (Hons) Data Science* | *September* | *Full Time*  | *3 years* | *September 2025* | *June 2026* |
| *BSc (Hons) Data Science* | *September* | *Part Time*  | *6 years* | *September 2025* | *June 2026* |
| *BSc (Hons) Data Science* | *January* | *Full Time*  | *3 years* | *January 2025* | *November 2025* |
| *BSc (Hons) Data Science* | *January* | *Part Time*  | *6 years* | *January 2025* | *November 2025* |
| *BSc (Hons) Data Science with Professional Placement* | *September* | *Full Time* | *4 years* | *September 2025* | *June 2026* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*\*Specify this for the first cohort of each intake from the implementation date e.g if the implementation date is September 2025 use that as the start date per year for this column.*

*\*\*For standard courses the end date is derived from the University’s academic calendar (last day of examinations or dissertation hand in). For non-standard courses this should be the date that the last piece of work is due to be submitted or the date of the last exam, please provide a specific date.*