# Form A2

# New Course Proposal

# Provision to be delivered by KU only

This form should be completed once a new course proposal has been approved to proceed to validation by the Portfolio Management Group (PMG).

The information collected in this form will enable the course to be set up on the University’s systems and to be advertised on the University’s website.

It should be submitted to the Quality Assurance and Enhancement (QAE) department who will circulate it to relevant departments across the University.

Proposals for new courses involving existing or new collaborative partners of the University should be submitted on form A2a to QAE for approval by PMG. Once approved by PMG, the proposal should then be submitted on form A2b to QAE.

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

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| --- | --- |
| **Course title**  | *Type here the course title and award approved by PMG as contained in Annex A – Form 1 New Course Idea.****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.*
 |
| **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.* |
| **If the course will have a foundation year and/or professional placement route, has this been approved by PMG?** | *Yes/No**If yes, please ensure that all the different routes are listed in the Final Title section above. If no, please request approval from PMG before proceeding.*  |
| **Will other KU School(s) be involved in delivering this course?** | *Yes/No**If yes, please provide further details* |
| **Will other KU Faculty(ies) be involved in delivering this course?** | *Yes/No**If yes, please provide further details* |
| **Proposed start date (month and year)** | *Please specify the month and year as approved by PMG.* |
| **Date key course contact attended the Introduction to Validation and Curriculum Design workshop** |  |

## Section 1: Details of the New Development

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| **1.1** | **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.* |
| **1.2** | **How long is/are the academic year(s) for the course?** **Please contact Student Records and Returns team if you need help answering this question.** | **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.*  |
| **1.3** | **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** [ ]  |
| **1.4** | **Is this a School-centred initial teaching training (SCITT) proposal?** | **Yes/No** |
| **1.5** | **What level (eg: 3, 4, 5, 6 or 7) will students normally enter the course?** |  |
| **1.6** | **What level (eg: 3, 4, 5, 6 or 7) will students normally exit the course?** |  |
| **1.7** | **How will the course be delivered?** | **Day/Evening/Weekend/Block delivery/Day release/Other***If other, please give details**Delete as appropriate – please specify for each delivery mode that was approved by PMG.*  |
| **1.8** | **Location***Please indicate where the course will be delivered. If other is selected, please provide details* | **Penrhyn Road** [ ] **Knights Park** [ ] **Kingston Hill** [ ] **Roehampton Vale** [ ] **Other (state name and address of location)** [ ]  |
| **1.9** | **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 A2 to proceed to validation does not constitute approval of any variant to the UG or PG regulations.* |
| **1.10** | **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 A2 to proceed to validation does not constitute approval of any variant or exemption to the AF.* |

**1.11 Subject Areas**

*Please indicate the principal subject area(s) and teaching department and the approximate split of teaching between departments. Please ensure the numbers in the “proportion (%) of teaching by department” column add 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.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Key subject areas** | **Teaching department** | **Proportion (%) of teaching by department** | **HESA Cost Centre** | **Price****Group** | ***PWY HECOS code*** | ***PWY******Mix*** |
| **1** | *e.g. Education* | *Dept of Education* | *50* |  |  |  |  |
| **2** | *e.g. Pharmacy* | *Dept of Pharmacy* | *50* |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |

**1.12 Funding Arrangements**

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| --- | --- |
| **What are the funding arrangements for the course (please select one).**  | For adviceon funding please consult Quality Assurance and Enhancement and/or your Faculty Finance Business Partner |
| Course is eligible for OfS funding  |[ ]
| Course is funded directly by the NHS |[ ]
| Teacher training funded by the DfE  |[ ]
| Closed course - open only to employees of a particular organisation and funded entirely by the organisation |[ ]
| Course is funded wholly by tuition fees and not eligible for OfS funding |[ ]
| Other, please specify:  |[ ]

## Section 2: Admissions and Applications

Please contact Admissions if you need help completing this section.

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| **2.1** | **What is the admissions system for the course?** | **UCAS (university)** [ ] **UCAS (teaching training)** [ ] **DFE (Graduate Teacher Training)** [ ] **Direct (to the University)** [ ]  |
| **2.2** | **Normally applications are assessed purely on the application form – do you have any other admissions requirements?** | **Yes/No***Please select as appropriate**If yes, please specify* |
| **2.3** | **What method of enrolment will be required for students registering for this course?** | **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[ ]  |
| **2.4** | **Course Fees** *This should be the fee for the first year the course is being recruited for.* *Please enter what you think the fee should be based on another similar course.**This will be checked and confirmed by Central Finance, who will also enter the fee information on SITS.* | **Academic Year:** **Home fee:** £**International fee:**£**Comments:**  |

## Section 3: 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.

|  |  |  |
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| **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:*  |

**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* |
|  |  |  |  |  |  |
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*\*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.*

*Unless specified otherwise, every entry point for each course title will use the same delivery mode as approved by PMG (see Annex B).*

**Annex B – Form 1 New Course Idea**

*Insert Form 1 - New Course Idea approved by the Portfolio Management Group (PMG).*