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**Middlesex University**

**Academic Quality Service**

**Academic Provision Proposal Form (APPF)**

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| **Lead MDX Faculty** | **Collaborating MDX Faculty (if appropriate)** |
| [ ]  Arts and Creative Industries [ ]  Business and Law[ ]  Health, Social Care and Education[ ]  Science and Technology | [ ]  Arts and Creative Industries [ ]  Business and Law[ ]  Health, Social Care and Education[ ]  Science and Technology  |

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| **Named entry award(s) i.e. what do students enrol onto e.g. BSc (Hons), MSc OR PG Dip OR PG Cert or MSc only? *Ensure Foundation Years are included*** |
| Award  | Title  | Campus/Site | Delivery Method |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
| **Named exit award(s) i.e. what named awards can students exit with below the entry award only (please include ordinary degree where relevant)** |
| Award | Title |
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| **For Joint and Validated programmes, are unnamed/generic exit awards being offered?** | [ ]  Yes[ ]  No |

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| **Partner name (if applicable)** |  |
| **Is partnership new or existing to MDX?** | [ ]  New [ ]  Existing  |
| **Institutional approval required**  | [ ]  Yes[ ]  No |
| **Site visit approval required**  | [ ]  Yes\*[ ]  No\* please include full address |
| **Type of collaborative programme** | [ ]  Franchised[ ]  Joint[ ]  Validated |
| **Is this a dual or double award?** | [ ]  Yes\*[ ]  No\*please specify partner award  |

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| **Is this an application for:** |
| [ ]  Validation  | [ ]  Review |

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| **For Validation or Review at an overseas MDX Campus only i.e. the programme does not recruit at Hendon, which scenario will the event follow? If programme runs at Hendon, a full review is required, with online links to relevant campus(es)** |
| [ ]  **Scenario A**  | The proposed programme runs at the London campus, and there are already programmes at the same level in the same or cognate subject area running at the overseas campus  |
| [ ]  **Scenario B**  | The proposed programme runs at the London campus, but represents a greater level of risk for delivery at the overseas campus. The types of risk in this category could include – (i) there are not currently any programmes running in a cognate subject area at the overseas campus in question (ii) the programme is at a level not currently being delivered in a cognate subject area at that campus;(iii) the programme requires the use of highly specialist resources or equipment which the campus does not already have; (iv) any other risk as identified by the Portfolio Development Committee (PDC). |
| [ ]  **Scenario C**  | The proposed programme is new, and will be validated for delivery at an overseas campus **only.**  |

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| **Please limit each answer below to 1 – 2 paragraphs** |

**Rationale for why the programme is being developed or should continue to review** (for review, please indicate the changes being proposed to the programme)

**Target audience**

**Evidence of progression opportunities post-graduation**

**Additional resources required**

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| 1. **Programme information**
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| a) | **Study mode(s) (FT/PT/TKSW)** Please clarify study mode for each programme, including Foundation year | b) | **Length of programme** (please ensure all study modes are listed) | c) | **Semester / Month of first/next intake** (after event) and semester(s) of intake e.g. Semester 1 or September 2023 | d) | **Other intakes** (please specify) | e) | **Delivery method** |
|  |  |  |  | [ ]  DE [ ]  On-site/ blended |
|  |  |  |  | [ ]  DE [ ]  On-site/ blended |
|  |  |  |  | [ ]  DE [ ]  On-site/ blended |
| f) | Programme leader/institution link tutor |  |
| g) | University link tutor |  |
| h) | Director of programmes |  |
| i) | Department |  |
| j) | Cluster |  |
| k) | New subject code required? If yes, please complete sections below. | [ ]  Yes[ ]  No |
|  | Subject Code |  |
|  | Subject Title |  |
| l)  | **For reviews**, does this programme replace any other programmes *with a different name*? If so, please complete this section. |
|  | Existing programme title(s) and code |  |
|  | Date of last recruitment |  |
| m) | Please clarify the transitional arrangements for students on the existing programme (including foundation year students) i.e. will they transfer to this programme or phase out on the existing programme? Please note transitional arrangements are required for all reviews where there are current students, even where only minor changes are being proposed. |
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| n) | Have all affected students been consulted and agreed to this change? [ ]  Yes[ ]  No [ ]  N/A (no students affected) |
| o) | Date of event |  | Faculty committee event [ ]  Yes[ ]  No  |
| p) | Number of programmes being considered at event |  | Number of EAs proposed |  |
| q) | Please provide full name of PSRB if appropriate |  |
| r) | Is this a joint (Re-) accreditation event with a PSRB? | [ ]  Yes[ ]  No  |

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| s) | New University qualification required e.g. ‘MArtH’? | [ ]  Yes[ ]  No |
| t) | Are articulation agreements involved? | [ ]  Yes[ ]  No |
| u) | Will this programme deliver an apprenticeship?  | [ ]  Yes[ ]  No |
| v) | If yes, please specify *The Apprenticeship Standard/Framework title:* |
| w) | The proposed Main provider on the Register of Apprenticeship Training Providers (if known) | MDX | [ ]  Yes[ ]  No |
| Other main provider | [ ]  Yes\*[ ]  No \*please specify |
| x) | Proposed subcontractor provider (if applicable) | MDX | [ ]  Yes[ ]  No |
| Other Subcontractor Provider | [ ]  Yes\*[ ]  No \*please specify |
| y) | The end-point assessment organisation (if known) |  |
| **For collaborative partners:** |
| z) | Language(s) of tuition  |  |
| aa) | Language(s) of assessment |  |
| ab) | In-country approval required (for overseas partners) | [ ]  Yes[ ]  No |

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| 1. **Modules proposed for this programme, including existing modules (including Foundation Year)**
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| **Module title** | **Module code** | **FHEQ level** | **Compulsory (C) or optional (O)**  | **Credit points (i.e.30)** | **Will this module be considered at this event?** | **New module** | **Campus/site** | **Delivery method** |
|  |  | [ ]  L3[ ]  L4[ ]  L5[ ]  L6[ ]  L7 | [ ]  C[ ]  O |  | [ ]  Yes[ ]  No | [ ]  Yes [ ]  No  |  | [ ]  DE [ ]  On-site/ blended |
|  |  | [ ]  L3[ ]  L4[ ]  L5[ ]  L6[ ]  L7 | [ ]  C[ ]  O  |  | [ ]  Yes[ ]  No | [ ]  Yes [ ]  No  |  | [ ]  DE [ ]  On-site/ blended |
|  |  | [ ]  L3[ ]  L4[ ]  L5[ ]  L6[ ]  L7 | [ ]  C[ ]  O  |  | [ ]  Yes[ ]  No | [ ]  Yes [ ]  No  |  | [ ]  DE [ ]  On-site/ blended |

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| a) | **If any of these modules are shared with other programmes, please indicate which modules and programmes by completing the following:** |
| **Programme code** | **Programme title** | **Module code** | **Module title** |
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| b) Existing Modules to be deleted from ***this programme only*** |  |  |
| **Module title** | **Module code** | **Last run e.g. 202110** |
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| c) Existing Modules to be deleted from ***module stock entirely*** |  |  |
| **Module title** | **Module code** | **Last run e.g. 202110** |
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| 1. **Please include a diagram of the programme structure for *all* study modes and intakes e.g. FT, PT and to include placements**
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| a) | **Total credits required for the programme** |  |
| Total credits Level 3: |  |
| Total credits Level 4: |  |
| Total credits Level 5: |  |
| Total credits Level 6: |  |
| Total credits Level 7: |  |
| b) **2031 Learning Framework Programme Adjustments**(for in-house, franchised and joint programmes only) |  |
| Will the proposed programme fully align with the 2031 Learning Framework Principles (in-house, joint and franchised only)? | [ ]  Yes[ ]  No If no, please append the completed Programme Adjustment Form[ ]  N/A – validated partner only |

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| 1. **Resources**
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| a) | Are full time students normally required to study for more than 45 weeks per year?[[1]](#endnote-1)  | [ ]  Yes[ ]  No |
| b) | *(MDX In-house/Joint/Franchised programmes only)* Are any additional resources required at MDX e.g. new or additional licences for library subscriptions or CCSS software/hardware? | [ ]  Yes\*[ ]  No\*if yes, please specify\* If yes, signatures required from Library/CCSS |
| c) | For UK partnerships, do you wish to recruit international students? | [ ]  Yes[ ]  No |
| d) | If yes to 4c, please confirm you have a Student Sponsor licence\*\**Please note both institutions would require one for Joint collaborative taught programmes* | [ ]  Yes[ ]  No[ ]  Pending |
| e) | For UK partnerships please confirm if you have SLC (Student Loan Company) approval and receive student numbers from BIS. If yes please indicate the current allowance. | [ ]  Yes[ ]  No |

 *For funding purposes, self-directed study (such as a dissertation on a Master’s programme) or work-integrated study (such as on a degree apprenticeship) is included when calculating the number of weeks of study, whereas any time undertaking a placement or internship is not.*

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| 1. **HECos code(s)\* (*HECoS should be describing the named award rather than the subject mix of a programme)***
 |
| HECos code |  | % split |  |
| HECos code |  | % split |  |

\*Please refer to the [HESA guidance](https://www.hesa.ac.uk/collection/coding-manual-tools/hecoscahdata/hecos)

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| 1. **Student numbers. Please separately state numbers for each Middlesex overseas campus, franchised/joint partner numbers by site(s) and validated partners, numbers by site(s)**
 |
| Insert Year 1 ***actual*** student numbers for last 5 years *for each programme (Review only)*  | **Academic year**  | **Student numbers - FT** | **Student numbers - PT** |
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| Insert Year 1 ***target*** student numbers for next 3 years *for each programme* | **Academic year** | **Student numbers - FT** | **Student numbers - PT** |
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| Insert foundation year ***target*** student numbers for next 3 years *for each programme* | **Academic year** | **Student numbers - FT** | **Student numbers - PT** |
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| 1. **Regulations – collaborative partners only**
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| **Guidance:** It is expected that partners will normally adopt Middlesex University regulations for academic misconduct (section F), and also for taught programmes (sections A to E) (<http://www.mdx.ac.uk/aboutus/Strategy/regulations/index.aspx>).Your Regulations will have been approved as part of your Institutional Approval or Institutional Re-Approval.  |
| *a)* | Are Middlesex University regulations for taught programme adopted?[ ]  MU regulations wholly adopted[ ]  MU regulations partially adopted - as agreed and approved by MU Academic Registrar[ ]  Partner regulations - as agreed and approved by MU Academic Registrar |
| b) | Are *Academic* misconduct cases submitted to Middlesex University under its regulations?  | [ ]  Yes[ ]  No |
| c) | Do you wish to offer Recognition of Prior Learning (RPL)?If yes, have your procedures been approved by the relevant Faculty committee? | [ ]  Yes[ ]  No[ ]  Yes[ ]  No |

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| 1. **Signatures – in-house programmes**
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| **Title** | **Name** | **Signature** | **Date** |
| Library liaison manager *(only required if additional resources e.g. licenses requested)* |  |  |  |
| Head of CCSS *(only required if additional software/hardware/support requested)*  |  |  |  |

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| 1. **Signatures – campus programmes**
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| **Title** | **Name** | **Signature** | **Date** |
| Director of DBI campus or nominee |  |  |  |
| Director of MRU campus or nominee |  |  |  |

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| 1. **Signatures – joint and franchised programmes**
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| **Title** | **Name** | **Signature** | **Date** |
| Library liaison manager *(only required if additional resources e.g. licenses requested)* |  |  |  |
| Head of CCSS *(only required if additional software/hardware/support requested)* |  |  |  |

1. [↑](#endnote-ref-1)