|  |
| --- |
| **Programme Approval or Amendment Form (PAAF)** |
| On completion, please email this form (as a Word file, not a pdf) to the relevant Quality and Standards Team (as outlined here: <https://as.exeter.ac.uk/tqae/qualityandstandards/contact-details/>) |
| 1. **Contact Details** – Required for all programme approval and amendments
 |
|  | Name | Email | Phone Number |
| Administrative Contact | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Academic Contact | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Host Faculty | Now select a type... |  |  |
|  |
| 1. **Programme Overview** – Required for all programme approval and amendments
 |
| 1. **What is the nature of this proposal?**

The University of Exeter takes a risk-based approach to the approval and amendment of programmes. Proposals are therefore categorised as red (New and Significant), orange/yellow (Moderate) or green (minor). Guidance on categories of amendment existing programmes can be viewed [here](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/amendments/) and on new programmes [here](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/businessapproval/). For support to identify the appropriate category, please contact [Quality and Standards.](https://as.exeter.ac.uk/tqae/qualityandstandards/contact-details/) |
|[ ]  **Business Approval of new programme** (complete red sections of form) | Now select a type... | [Go To SectionCtrl+Click](#BusinessApprovalOfNewProgramme) |
|[ ]  **Business Approval of new** [**non-award**](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/introduction/#non-award) **programme** (complete red sections of form) | Now select a type... | [Go To SectionCtrl+Click](#BusinessApprovalOfNewProgramme) |
|[ ]  **Business Approval of existing programme undergoing** [**significant**](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/amendments/#significant) **amendment** (complete red sections of form) | Now select a type... | [Go To SectionCtrl+Click](#BusinessApprovalOfNewProgramme) |
|[ ]  [**Moderate**](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/amendments/#moderate) **amendment of existing programme** (complete orange sections of form) | Now select a type... | [Go To SectionCtrl+Click](#ChangeOfNameStatus) |
|[ ]  [**Moderate**](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/amendments/#moderate)**amendment of existing programme** (complete yellow sections of form) | Now select a type... | [Go To SectionCtrl+Click](#ModerateAmendments) |
|[ ]  [**Minor**](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/amendments/#minor) **amendment of existing programme** (complete green sections of form) | Now select a type... | [Go To SectionCtrl+Click](#MinorAmendments) |
| When making any amendments to existing modules and programmes, please ensure that any proposal is aligned with the expectations of the University’s Student Protection Plan, which can be found [here](https://www.exeter.ac.uk/departments/seas/ourteams/globalopportunities). |
|  |
| 1. **New programme name** (as it will appear on certificates etc.)
 |
| New programme award | List of University of Exeter awards: <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/cqf/academiccredit/> |
|  | Select award type... |
| New programme name | Click here to enter text. |
|  |
| 1. **Existing programme details** (if applicable)
 |
| Existing programme award | Select award type... |
| Existing programme name | Click here to enter text. |
| Existing programme code | Click here to enter text. |
| Existing MCR code | Click here to enter text. |
|  |
| 1. **Proposed start date** (DD/MM/YYYY)
 |
| Click here to enter text. |
|  |
| 1. **Business Approval of new programmes** – Please complete all red sections
 |
| **Please note the deadlines for** [**Business Approval**](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/businessapproval/) **and** [**Academic Approval**](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/academicapproval/)**.**The purpose of section C is to gather the necessary information to assess risk and financial viability for the programme proposal. |
| 1. **Academic rationale and strategic importance of the new programme**
 |
| What is the proposal? How does the proposal align with Faculty and/or University priorities? How does it fit with the current portfolio? Is the proposal consistent with research activity within the Faculty? |
| Click here to enter text. |
|  |
| 1. **Marketing evaluation including unique selling points and potential risks of the new programme**
 |
| Does the proposal involve innovative learning, teaching and/or assessment methods, unique student experiences, exceptional student support arrangements, access to bursaries, etc? Draw on evidence from C3, where appropriate.To be completed in consultation with the [Strategic Marketing External Engagement and Global Partners](https://www.exeter.ac.uk/departments/communication/strategicmarketing/partners/). |
| Click here to enter text. |
|  |
|  |
| 1. **Competition and International Market**
 |
| What are the competing offerings in the University of Exeter and externally? What are the recruitment figures for these? How sustainable is local, national and/or international demand, other market risks etc.?To be completed in consultation with the [Strategic Marketing External Engagement and Global Partners](https://www.exeter.ac.uk/departments/communication/strategicmarketing/partners/) |
| Click here to enter text. |
|  |
| 1. **Anticipated students numbers, as determined by market research** To be completed in consultation with the Strategic Marketing External Engagement and Global Partners

**Projected 5 Year Forecast**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Home** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **International** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Total** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Regular Anticipated Intake (*normally Year 5 of above forecast*)**

|  |  |
| --- | --- |
| **Home** | Click here to enter text. |
| **International** | Click here to enter text. |
| **Total** | Click here to enter text. |

**Minimum viable intake (*to be derived from Costing Tool in C6.*)**

|  |  |
| --- | --- |
| **Home** | Click here to enter text. |
| **International** | Click here to enter text. |
| **Total** | Click here to enter text. |

 |
|  |
| 1. **Employability**
 |
| How will the programme prepare students for graduate level employment? Please refer to the [Education Strategy](https://www.exeter.ac.uk/about/strategy2030/oureducationandstudentexperience/) and the [Career Zone employment](https://www.exeter.ac.uk/careers/research/sector/) sector pages. What are the likely career paths for graduates? What are the risks? For Degree and Higher Apprenticeships please include the possible career pathways from the IfATE website - [Occupational Maps / Institute for Apprenticeships and Technical Education](https://www.exeter.ac.uk/media/universityofexeter/studying/students/docs/Student_Protection_Plan.pdf)If the programme aims to contain any work placements internships, or tailored employability support, please liaise with the relevant [Student Employability and Academic Success Faculty Lead](https://www.exeter.ac.uk/departments/seas/ourteams/seasfacultyleads/). If the programme aims to include any study abroad, please liaise with the relevant [Faculty Global Development Adviser](https://www.exeter.ac.uk/studyabroad/outbound/contactus/gda/). |
| Click here to enter text. |
|  |
| 1. **Faculty resources required and potential delivery risk**
 |
| Set-up costs, staffing (academic/administrative), learning and teaching resources, delivery risks due to impact on academic capacity or capability to deliver etc., including any additional investment required.The below Costing Tool is to be completed in consultation with [Faculty Head of Finance](https://www.exeter.ac.uk/ourstructure/newroles/psappointments/). It is recommended that contents of ‘Summary\_FC’ tab on this form be inserted below. The full form can also be attached as an appendix.**Link to costing tool:** [**https://as.exeter.ac.uk/media/level1/academicserviceswebsite/tqa/approvalandrevisionoftaughtmodulesandprogrammes/Single\_programme\_costing\_tool\_v1\_blank.xlsx**](https://as.exeter.ac.uk/media/level1/academicserviceswebsite/tqa/approvalandrevisionoftaughtmodulesandprogrammes/Single_programme_costing_tool_v1_blank.xlsx) |
| Click here to enter text. |
|  |
| 1. **University resources required and potential delivery risk**
 |
| Space requirements, library resources, IT requirements (software and or hardware), delivery risks due to impact on professional services etc., including any additional investment required.**Contact your Liaison Librarian to discuss library resources:** [**https://libguides.exeter.ac.uk/liaison**](https://libguides.exeter.ac.uk/liaison)**.****Please note that:** * Any online or blended programme proposals must engage with the [Technology Enhanced Learning Team](https://universityofexeteruk.sharepoint.com/sites/TechnologyEnhancedLearning) at the beginning of the process to inform all aspects of development and delivery
* If the programme aims to contain any placements internships, or tailored employability support, please liaise with the relevant [Student Employability and Academic Success Faculty Lead](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.exeter.ac.uk%2Fdepartments%2Fseas%2Fourteams%2Fseasfacultyleads%2F&data=05%7C01%7CS.Paskell%40exeter.ac.uk%7C9bbc3c8acef24722fbe508daa1eb8e8a%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C638000330317789047%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1Bz3Mpf53J5V%2B%2FusAMbgK1DJ%2B47sOif6p8r1kCkcKDQ%3D&reserved=0)
* If the programme aims to include any study abroad please liaise with the relevant [Faculty Global Development Adviser](https://www.exeter.ac.uk/studyabroad/outbound/contactus/gda/).
* Please contact the [Faculty IT Business Partner](https://www.exeter.ac.uk/departments/it/about/itpartners/) to discuss IT requirements.

**Contact Faculty IT Business Partner to discuss IT requirements.** |
| Click here to enter text. |
|  |
| 1. **Critical success factors and risks**
 |
| What factors must be ensured for the proposal to succeed (e.g. recruitment of specialist staff, additional academic workload allocation, bespoke marketing campaign, additional resources required as outlined in C6 or C7, inclusion in the printed prospectus)? |
| Click here to enter text. |
|  |
| 1. **Programme description**

A basic summary of the programme content/syllabus |
| *Please provide:* ***a)*** *a paragraph describing the programme as would feature in section 2 (‘Description of the Programme’) of the Programme Specification (this is required for the skeletal record that will be created once business approval has been granted) and* ***b)*** *a list of modules and composition of stages.* **Stage 1: ?? credits of compulsory modules, ?? credits of optional modules**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Title** | **Credits** | **Compulsory** | **Non-Condonable** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Stage 2: ?? credits of compulsory modules, ?? credits of optional modules**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Title** | **Credits** | **Compulsory** | **Non-Condonable** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Stage 3: ?? credits of compulsory modules, ?? credits of optional modules**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Title** | **Credits** | **Compulsory** | **Non-Condonable** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Note: For Degree and Higher Apprenticeships differentiate the End Point Assessment Module for levy and non-levy paying apprentices) |
|  |
| **C10. 100 word summary for each new module (this is to enable effective marketing)** |
| These should be written to the student (i.e. be written in the second person not the third person) and can be used to populate the ‘Description’ section of the Module Descriptor. |
| Click here to enter text. |
|  |
| **C11. Key words for web searches** |
| Click here to enter text. |
| **C12. For Degree Apprenticeship Programmes; does the new (or significantly amended) programme meet the required Knowledge, Skills and Behaviours (KSBs) as outlined in the Apprenticeship Standard and the associated assessment criteria? Please provide details below.****(Note: If KSBs are not met, then the proposed new programme/significant amendment may not be approved)**

|  |
| --- |
|  |

 |
| 1. **Stakeholders**
 |
| **D1. Lead Faculty and any collaborating Faculties** |
| Lead Faculty  | Select Lead Faculty... | Collaborating Faculty 1 | Select Collaborating Faculty... |
|  | Collaborating Faculty 2 | Select Collaborating Faculty... |
|  |
| **D2. Constituent Departments** |
| Programme type | Definitions of programme types: <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/cqf/combinedjoint/> |
|  | Now select a type... |
| Department 1 - *Owning* Department | Select a Department... |
| Department 2 | Select a Department... |
| Department 3 | Select a Department... |
| Other, please specify | Click here to enter text. |
| Other Reporting Attribute not specified above | Please see link for guidance:[https://www.exeter.ac.uk/ppbi/stratplan/internalorganisation/](https://ssologin.exeter.ac.uk/distauth/UI/Login?realm=%2Fpeople&goto=https%3A%2F%2Fwww.exeter.ac.uk%3A443%2Fppbi%2Fstratplan%2Finternalorganisation%2F) Click here to enter text. |
|  |
| **D3. Delivery location/s (select all that apply)** |
|[ ]  Cornwall (Penryn Campus) |[ ]  Cornwall (Truro Campus) |
|[ ]  Exeter (Streatham Campus) |[ ]  Exeter (St Luke's Campus) |
|[ ]  Via Distance Learning |[ ]  At Partner Institution/s, please specify → Click here to enter text. |
|[ ]  Other, please specify → Click here to enter text. |
| **D4. Source of any additional funding, if applicable (not HEFCE)** |
| Select a source of additional funding... | Other, please specify → Click here to enter text. |
| **D5. Partner institutions/organisations (if applicable)** |
|  | Name | Type |
| Partner 1 | Click here to enter text. | Now select a type... |
| Partner 2 | Click here to enter text. | Now select a type... |
| Partner 3 | Click here to enter text. | Now select a type... |
| Other, please specify→ Click here to enter text. |
| **D6. External Collaborative Arrangements:**

|  |  |
| --- | --- |
| Is the programme part of a collaborative arrangement? | Yes or no… |
| If **yes**, what type of collaborative arrangement is in place? |  |
| 01 Engagement is part of a collaborative programme (excluding doctoral research training programmes) between the reporting provider and an overseas partner where the student studies mainly in the UK |[ ]
| 02 Engagement is part of a collaborative programme (excluding doctoral research training programmes) between the reporting provider and an overseas partner where the student studies mainly overseas |[ ]
| 03 Engagement is part of a formal collaborative arrangement to provide doctoral research training |[ ]

 |
| 1. **Variants**
 |
| 1. [**Variants**](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/introduction/#variants) **that should be created for the highest final award (select all that apply). Please note:** For the introduction of Study Abroad variants, consideration must be given to the availability of study placements at host universities. It is essential that the the Global Opportunities team **(**[**https://www.exeter.ac.uk/departments/seas/ourteams/globalopportunities**](https://www.exeter.ac.uk/departments/seas/ourteams/globalopportunities/); email: **studyabroadpartnerships@exeter.ac.uk**) is consulted prior to the PAAF being submitted for approval.
 |
|[ ]  No variants |[ ]  'with Industrial Experience' |
|[ ]  'with Study Abroad' |[ ]  'with Professional Placement' |
|[ ]  ‘with Work Abroad’ |[ ]  'with Professional Experience' |
|[ ]  'with Industrial Placement' |[ ]  Other/s, please specify → Click here to enter text. |
|  |
| 1. **Delivery**
 |
| **F1. Methods/modes of delivery** |
|  | Check box if to be delivered | Length of programme (Months) | Number of entry points | Month/s of student entry |
|  |  |  |  | J | F | M | A | M | J | J | A | S | O | N | D |
| Full-time |[ ]  Enter text. | Enter text. |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Full-time distance |[ ]  Enter text. | Enter text. |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Full-time blended (campus and distance delivery) |[ ]  Enter text. | Enter text. |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Part-time |[ ]  Enter text. | Enter text. |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Part-time distance |[ ]  Enter text. | Enter text. |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Part-time blended (campus and distance delivery) |[ ]  Enter text. | Enter text. |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Modular |[ ]  Enter text. | Enter text. |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Please provide details of any other significant delivery characteristics e.g. evening delivery, block delivery, residential delivery, delivery of a portion of the programme away from campus | Click here to enter text. |

**F2. Teacher Training Course identifier**

|  |  |
| --- | --- |
| Is this a Teacher Training Course?  | Yes or no… |
| If **yes**, what type of teacher training course? |
| 1. On initial or pre-service teacher training course leading to Qualified Teacher Status or to registration as a school teacher with the General Teaching Council for Scotland
 |[ ]
| 1. On other initial teacher training course not leading to Qualified Teacher Status nor to registration as a school teacher with the General Teaching Council for Scotland
 |[ ]
| 1. INSET course
 |[ ]
| 1. Other teacher training provision
 |[ ]
| 1. Other Pre-ITT activity
 |[ ]
| 1. Early Years Initial Teacher Training
 |[ ]

**F3. Closed course**

|  |  |
| --- | --- |
| Is this a Closed Course? i.e. is this programme restricted to certain groups of people and are not available to any suitably qualified candidate. | Yes or no… |

**F4. Course Delivery type**

|  |
| --- |
| What is the Course Delivery Type? |
| 1. Progression Model (provider makes a decision which determines whether the student is permitted to progress to the next stage)
 |[ ]
| 1. Credit accumulation model (provider does not make decisions about the student’s progression on the course)
 |[ ]
| 1. Fully flexible (course aim advertised by the HEP and applied for by the student is a full qualification AND student entitled to study discontinuously without notifying the provider)
 |[ ]

**F5. Sandwich Courses**

|  |  |
| --- | --- |
| Does this programme have a Sandwich element? (Course deliveries that meet the definition of sandwich should be coded as either 01 or 02 irrespective of whether the year is spent abroad or whether it is optional/compulsory.) | Yes or no… |
| If **yes**, what type of sandwich? |
| 1. Thick sandwich (industrial (or other) placement causes a continuous absence from full-time study of at least one academic year)
 |[ ]
| 1. Thin sandwich (must involve the student in an average of more than 21 hours study a week for a minimum of 24 weeks study/placement)
 |[ ]
| 1. Other sandwich (for Course deliveries that involve sandwich placements but the years do not involve 24 weeks of study)
 |[ ]

**F6. Course delivery initiative**

|  |  |
| --- | --- |
| Does the programme have a specific scheme associated with its delivery? | Yes or no… |
| If **yes**, what type of initiative? |
| 001 Abridged ITT course |[ ]
| 002 Degree Apprenticeship Development Fund |[ ]
| 003 Engineering conversion course pilot scheme |[ ]
| 004 Higher Apprenticeship |[ ]
| 005 Postgraduate loan eligibility  |[ ]
| 006 Q-Step |[ ]
| 020 HEFCW funded degree apprenticeship scheme |[ ]

|  |
| --- |
|  |
| 1. **Fees**
 |
| **G1. Fees to be charged** |
|  | Check box if standardfee to be charged | Non-standard fee(Home/EU students) | Non-standard fee(International students) |
| Full-time |[ ]  Click here to enter text. | Click here to enter text. |
| Full-time distance |[ ]  Click here to enter text. | Click here to enter text. |
| Full-time blended (campus and distance delivery) |[ ]  Click here to enter text. | Click here to enter text. |
| Part-time |[ ]  Click here to enter text. | Click here to enter text. |
| Part-time distance |[ ]  Click here to enter text. | Click here to enter text. |
| Part-time blended (campus and distance delivery) |[ ]  Click here to enter text. | Click here to enter text. |
| Apprenticeship – non-levy paying |[ ]  Click here to enter text. | Click here to enter text. |
| Apprenticeship – levy paying |[ ]  Click here to enter text. | Click here to enter text. |
| Modular |[ ]  Click here to enter text. | Click here to enter text. |
| For PGCEs, what is the funding arrangement? | Select a funding arrangement... |
|  |
| **G2. Details of student expenses not covered by tuition fees, to include approximate costs where possible** |
| E.g. bench fees; field trips; DBS checks; travel to placements; professional memberships; books; clothing; equipment |
| Click here to enter text. |
|  |
| 1. **Admissions**
 |
| **H1. Admissions information** |
| Is the proposal for direct application or is it merely an exit route? | Select a type... |
| What is the application procedure? | Select a type... |
|  | Other (please specify): Click here to enter text. |
| What are the entry requirements, including any required subjects? | Click here to enter text. |
| How do the grade range and entry requirements support the making of contextual offers at an appropriate level to support widening participation? | Click here to enter text. |
| Details of any non-academic entry requirements e.g. health checks | Click here to enter text. |
| Details of any exceptional selection arrangements e.g. interview, submission of work | Click here to enter text. |
| Does the proposal require a DBS check (for contact with children/vulnerable adults)? If so, what level of check will be required - Standard, Enhanced or Enhanced for Regulated Activity? A separate [pro forma](https://www.exeter.ac.uk/study/dbs/cohortproforma/) must be completed in order to confirm that a DBS check is required for the cohort. Further information is available [here](https://www.exeter.ac.uk/study/dbs/request/). | Yes or no… |
|  | Click here to enter text. |
|  |
| 1. **Interim and Exit Awards**
 |
| 1. **Interim Awards**

If you want to set up an interim award for direct application please provide details below  |
| Award | Mode | Duration(Months) | Fee | Additional Informatione.g. PRG code if the programme already exists, any difference in title between the overarching degree title and the interim award/s, details of any variants that should be set up for interim awards e.g. ‘with Study Abroad’ |
| Select award type... | Select a type... | Enter text. | Enter text. | Click here to enter text. |
| Select award type... | Select a type... | Enter text. | Enter text. | Click here to enter text. |
| Select award type... | Select a type... | Enter text. | Enter text. | Click here to enter text. |
| Select award type... | Select a type... | Enter text. | Enter text. | Click here to enter text. |
| Select award type... | Select a type... | Enter text. | Enter text. | Click here to enter text. |
|  |
| 1. **Preventing the set-up of Exit Awards**

[Exit awards](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/introduction/#exit-interim) are automatically set up. Please state below if you do not want the standard exit awards for this programme conferred to students (e.g. in the case of professionally accredited programmes where completion of the entire programme is required). Please include a rationale. |
| Click here to enter text. |
|  |
| 1. **Pathways**
 |
| 1. **If the highest final award will include pathways, what type of** [**pathways**](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/introduction/#pathways)**?**
 |
| Select a type... |
|  |
| 1. **List the names of all proposed pathways:**
 |
| Click here to enter text. |
|  |
| 1. **Placements**
 |
| 1. **Placement details:**
 |
|  | Placement 1 | Placement 2 | Placement 3 | Placement 4 | Placement 5 |
| Existing module code, if applicable | Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
| Credit value | Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
| Compulsory or optional | Select... | Select... | Select... | Select... | Select... |
| Study-based or work-based | Select... | Select... | Select... | Select... | Select... |
| UK or overseas | Select... | Select... | Select... | Select... | Select... |
| Paid or unpaid | Select... | Select... | Select... | Select... | Select... |
| Minimum duration (weeks) | Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
| Position in programme/s | Select... | Select... | Select... | Select... | Select... |
|  |
| 1. **Accreditation**
 |
| 1. **Details of any Professional, Statutory and Regulatory Bodies (PSRBs) and, for Degree and Higher Apprenticeships, the End Point Assessment Organisation**
 |
| Name | Predicted start date |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
|  |
| 1. **Authorisations required for Business Approval** - Insert electronic signature or if this is not possible attach email authorisation from signatories. Do not print form off and sign.
 |
|  | Name | Signature | Date |
| **Signatures required for Business Approval:** |
| Programme Director/Developer | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Director of Education and Student Experience | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| External Engagement and Global Partner | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Library Liaison Manager | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Chair of Faculty Education Board or its nominated body (usually the Associate Pro-Vice-Chancellor for Education or nominee) | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Head of Admissions  | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Head of Student Immigration Services | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Head of Education Support/Head of Student Administration | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Senior Quality and Standards Advisor (Faculty) | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Pro Vice-Chancellor and Executive Dean | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| *(****For Non-Award programme/modules only****;*Dean for Taught students or Associate Dean for Taught students | Click here to enter text. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| **If appropriate, signatures from collaborating University of Exeter Faculties required for Business Approval:** |
| Partner Faculty 1: Chair of Faculty Education Board or its nominated body (usually the Associate Pro-Vice-Chancellor for Education or nominee) | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Partner Faculty 1: Pro-Vice-Chancellor and Executive Dean | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Partner Faculty 2: Chair of Faculty Education Board or its nominated body (usually the Associate Pro-Vice-Chancellor for Education or nominee) | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Partner Faculty 2: Pro-Vice-Chancellor and Executive Dean | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| **If appropriate, signatures from Partner Organisations/Institutions required for Business Approval:** |
| Partner Organisation/Institution 1: Senior Officer | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Partner Organisation/Institution 2: Senior Officer | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
|  |
| 1. **Change of Status (Interruption/Withdrawal/Reinstatement)** – Please complete all orange sections
 |
| **N1. Please list the specific programmes that should be interrupted/withdrawn/reinstated (please include all variants e.g. full-time, part-time, blended, modular, ‘with Study Abroad’ etc). Please review policy** [*here*](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/amendments/#change) **for more guidance.** |
| Programme Name | Programme Code | MCR code | Type of change that is required | Estimated date that teach through will be complete |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Please select a type... | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Please select a type... | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Please select a type... | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Please select a type... | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Please select a type... | Click here to enter text. |
|  |
| **N2. Date when Interruption/Withdrawal/Reinstatement should commence:** |
| Click here to enter text. |
|  |
| **N3. Please provide a detailed justification for this change of status:** |
| Click here to enter text. |
|  |
| **N4. Where a programme is to be interrupted or withdrawn and there are current offer holders/students, Faculties should communicate with affected individuals at the earliest opportunity to inform them of the implications and any alternative programmes that they may be able to access. Details of the steps taken to communicate with affected offer holders/students should be included below.**  |
| Click here to enter text. |
|  |
| **N5. Does the withdrawal or interruption of this programme have any implications for funding/grant provision or accreditation? Please note that after three calendar years an interrupted programme will be automatically withdrawn unless otherwise stated.**  |
| Click here to enter text. |
|  |
| **N6. Will the change/s result in any transfer of students onto Flexible Combined Honours (FCH) programmes? If yes, the FCH Director must approve this.** |
|  | Name | Signature | Date |
| Flexible Combined Honours (FCH) Director | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
|  |
| **N7. Is the programme run in partnership with an external organisation/institution? If yes, a Senior Officer from the partner institution must also approve this.** |
|  | Name | Signature | Date |
| Partner Organisation/Institution: Senior Officer | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
|  |
| **N8. Where the change/s will impact on any other programmes i.e. those conducted in partnership with another Faculty (e.g.** [**combined honours**](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/introduction/#combined)**), please provide details below. The Chair of ESG (or nominee) from the partner Faculty must also approve this.** |
| Click here to enter text. |
|  |
|  | Name | Signature  | Date |
| Chair of partner Faculty Education Board or its nominated body (usually the Associate Pro-Vice-Chancellor for Education or nominee) | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
|  |
| 1. **Authorisations required for Change of Status (Interruption/Withdrawal/Reinstatement)** - Insert electronic signature or if this is not possible attach email authorisation from signatories. Do not print form off and sign.
 |
|   | Name | Signature | Date |
| Programme Director/Developer | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Director of Education and Student Experience | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Chair of Faculty Education Board or its nominated body (usually the Associate Pro-Vice-Chancellor for Education or nominee) | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Head of Admissions  | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Head of Education Support/Head of Student Administration | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Senior Quality and Standards Advisor (Faculty) | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Dean for Taught Students or Associate Dean for Taught Students(to be gathered by the Programme Approval Team Office on receiving this form) | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
|  |
| **P.** **Moderate amendments** – Please complete yellow sections |
| **P1. Please provide a detailed justification for this amendment:** |
| Enter text here. |
|  |
| **P2. For the addition or removal of** [**pathways**](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/introduction/#pathways) **within a programme please provide details below: Please note:** For the introduction of Study Abroad variants, consideration must be given to the availability of study placements at host universities. It is essential that the the Global Opportunities team **(**[**https://www.exeter.ac.uk/departments/seas/ourteams/globalopportunities**](https://www.exeter.ac.uk/departments/seas/ourteams/globalopportunities/); email: **studyabroadpartnerships@exeter.ac.uk**) is consulted prior to the PAAF being submitted for approval. |
| Enter text here. |
|  |
| **P3. For a changes to the award (e.g. BSc) and/or title (e.g. Maths) of a programme please provide details below:** |
| Enter text here. |
| **P4. For Degree Apprenticeship Programmes; post amendment, does the programme still meet the required Knowledge, Skills and Behaviours (KSBs) as outlined in the Apprenticeship Standard and the associated assessment criteria? Please provide details below.****(Note: If KSBs are no longer met, then the proposed amendment may not be approved)**

|  |
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 |
| 1. **Authorisations required for Moderate Amendment** - Insert electronic signature or if this is not possible attach email authorisation from signatories. Do not print form off and sign.
 |
|  | Name | Signature | Date |
| Programme Director/Developer | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Director of Education and Student Experience | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Chair of Faculty Education Board or its nominated body (usually the Associate Pro-Vice-Chancellor for Education or nominee) OR provide evidence of approval by the Faculty Education Board or its nominated body (e.g. minutes) alongside this form | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Current External Examiner | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Head of Admissions  | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Head of Student Immigration Services | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Head of Education Support/Head of Student Administration | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Senior Quality and Standards Advisor (Faculty) | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Dean for Taught students or Associate Dean for Taught students(to be gathered by the Programme Approval Team on receiving this form) | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
|  |
| 1. **Minor amendments** – Please complete green sections
 |
| **R1. Please provide a detailed justification for this amendment:** |
| Click here to enter text. |
|  |
| **R2. For the addition of an** [**interim/exit award**](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/introduction/#exit-interim) **please include details of the following below:*** Details of the award type/s
* Is the award for direct application?
* Details of any difference in title between the overarching degree programme and the associated exit/interim awards

Details of any variants that should be created for exit/interim awards e.g. 'with Study Abroad'; 'with Industrial Placement' |
| Click here to enter text. |
|  |
| **R3. For the addition of a programme** [**variant/s**](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/introduction/#variants)**, please check the relevant boxes below: Please note:** For the introduction of Study Abroad variants, consideration must be given to the availability of study placements at host universities. It is essential that the the Global Opportunities team **(**[**https://www.exeter.ac.uk/departments/seas/ourteams/globalopportunities**](https://www.exeter.ac.uk/departments/seas/ourteams/globalopportunities/); email: **studyabroadpartnerships@exeter.ac.uk**) is consulted prior to the PAAF being submitted for approval. |
|[ ]  No variants |[ ]  'with Industrial Experience' |
|[ ]  'with Study Abroad' |[ ]  'with Professional Placement' |
|[ ]  ‘with Work Abroad’ |[ ]  'with Professional Experience' |
|[ ]  'with Industrial Placement' |[ ]  Other, please specify → Click here to enter text. |
|  |
| **R4. For the introduction of an intercalated variant of a full-time programme please provide details below:** |
| Click here to enter text. |
|  |
| **R5. For a change to the duration of the programme and/or introduction of a part-time version of a full-time programme (and vice versa) please provide details below:** |
| Click here to enter text. |
|  |
| **R6. For a change to the location of delivery please provide details below:** |
| Click here to enter text. |
|  |
| **R7. For the introduction of or changes to external accreditation of the programme please provide details below:** |
| Click here to enter text. |
|  |
| **R8. For a change/s to the lead Faculty please provide details below:** |
| Click here to enter text. |
|  |
| **R9. Checklist of documentation required alongside this form:** |
|[ ]  Where applicable, the existing Programme Specification with highlighted amendments. |
|[ ]  Where applicable, new Module Descriptors. |
|[ ]  Where applicable, existing Module Descriptors with highlighted amendments. |
| **R10. For Degree Apprenticeship Programmes; post amendment, does the programme still meet the required Knowledge, Skills and Behaviours (KSBs) as outlined in the Apprenticeship Standard and the associated assessment criteria? Please provide details below.****(Note: If KSBs are no longer met, then the proposed amendment may not be approved)**

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 |
| 1. **Authorisations required for Minor Amendment** - Insert electronic signature or if this is not possible attach email authorisation from signatories. Do not print form off and sign.
 |
|  | Name | Signature | Date |
| Programme Director/Developer | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Director of Education and Student Experience | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Provide approval from the Chair of Faculty Education Board or its nominated body (usually the Associate Pro-Vice-Chancellor for Education or nominee) or evidence of approval by the Faculty Education Board or its nominated body (e.g. minutes) alongside this form | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Head of Admissions  | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Head of Student Immigration Services | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Head of Education Support/Head of Student Administration | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
| Senior Quality and Standards Advisor (Faculty) | Enter text here. | *[Insert signature here; delete this text]* | *[Enter date here dd/mm/yy]* |
|  |
| 1. **For Professional Services Use Only**
 |
| **T1. Information to be provided by Planning Services** |
|  | 1 | 2 | 3 |
| HECoS codeAll programmes | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| HECoS Split | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Subject (SUB) Code | Click here to enter text. |
|

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| **Planning Services Notes** |
| **Date** | **Name** | **Notes** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**T2. Information to be provided by Admissions** |
| MCR Code | Click here to enter text. |
| Online application fully set up? | Yes/No... |
|  |  |
| MCR Code | Click here to enter text. |
| Online application fully set up? | Yes/No... |
|  |  |
| MCR Code | Click here to enter text. |
| Online application fully set up? | Yes/No... |
|  |  |
| MCR Code | Click here to enter text. |
| Online application fully set up? | Yes/No... |
|  |  |
| Is an ATAS code required? | Yes/No... |
| ATAS Code (as defined under Section H above) | Click here to enter text. |
| ATAS fully set up? | Yes/No... |
|

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| **Admissions Notes** |
| **Date** | **Name** | **Notes** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**T3. Information to be provided by Student Records** |
| Programme Title as it appears in SITS | Enter text here. |
| PRG Code | Enter text here. | MCR code the programme links to | Enter text here. |
| CRS Code | Enter text here. | ROU Code | Enter text here. |
| AWD Code | Enter text here. | SLC Course Code | Enter text here. |
| PWY Code | Enter text here. | PWY Code | Enter text here. | PWY Code | Enter text here. |
|  |
| Programme Title as it appears in SITS | Enter text here. |
| PRG Code | Enter text here. | MCR code the programme links to | Enter text here. |
| CRS Code | Enter text here. | ROU Code | Enter text here. |
| AWD Code | Enter text here. | SLC Course Code | Enter text here. |
| PWY Code | Enter text here. | PWY Code | Enter text here. | PWY Code | Enter text here. |
|  |
| Programme Title as it appears in SITS | Enter text here. |
| PRG Code | Enter text here. | MCR code the programme links to | Enter text here. |
| CRS Code | Enter text here. | ROU Code | Enter text here. |
| AWD Code | Enter text here. | SLC Course Code | Enter text here. |
| PWY Code | Enter text here. | PWY Code | Enter text here. | PWY Code | Enter text here. |
|  |  |  |  |  |  |
| Programme Title as it appears in SITS | Enter text here. |
| PRG Code | Enter text here. | MCR code the programme links to | Enter text here. |
| CRS Code | Enter text here. | ROU Code | Enter text here. |
| AWD Code | Enter text here. | SLC Course Code | Enter text here. |
| PWY Code | Enter text here. | PWY Code | Enter text here. | PWY Code | Enter text here. |
|  |  |  |  |  |  |
| Programme Title as it appears in SITS | Enter text here. |
| PRG Code | Enter text here. | PRG Code | Enter text here. |
| CRS Code | Enter text here. | CRS Code | Enter text here. |
| AWD Code | Enter text here. | AWD Code | Enter text here. |
| PWY Code | Enter text here. | PWY Code | Enter text here. | PWY Code | Enter text here. |
|  |
| Is the University of Exeter responsible for returning information pertaining to this programme to HESA? | Yes/No... |
| Is this a Unistats Programme | Yes/No... |
|

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| **Student Records Notes** |
| **Date** | **Name** | **Notes** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**T4. Information to be provided by Finance** |
| Sits Fee Band (for Route) |
| H | Click here to enter text. |
| S | Click here to enter text. |
| I | Click here to enter text. |
|  |  |
| Sits Fee Band (for Route) |
| H | Click here to enter text. |
| S | Click here to enter text. |
| I | Click here to enter text. |
|  |  |
| Sits Fee Band (for Route) |
| H | Click here to enter text. |
| S | Click here to enter text. |
| I | Click here to enter text. |
|  |  |
| Sits Fee Band (for Route) |
| H | Click here to enter text. |
| S | Click here to enter text. |
| I | Click here to enter text. |
|  |  |
| Sits Fee Band (for Route) |
| H | Click here to enter text. |
| S | Click here to enter text. |
| I | Click here to enter text. |

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| --- |
| **Student Fees Notes** |
| **Date** | **Name** | **Notes** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |