 **Market Impact and Authorisation Form**

The MIA form has been designed to give programme developers an opportunity to test their proposals against a set of market-orientated questions prior to potentially getting authorisation to proceed with the curriculum development.

This form is required to be completed for a new programme, and also for new pathways through programmes that are intended to be marketed as a stand-alone curriculum offer. Please note:

* Programmes that are named ‘and’ should cover 50:50 each subject area
* Programmes that are named ‘with’ should have a subject ratio of 75:25

Delete sections that do not apply. If you need additional help to complete this form, please contact the Curriculum Records Manager.

**Proposal Details**

|  |  |
| --- | --- |
| **Proposed Curriculum Type** | **New Programme / New Programme Pathway / New Module** |
| **Proposed Name of Curriculum** |  |
| **Proposing Department** |  |
| **Head of Department** |  |
| **Proposed subject area** |  |
| **Associate Head of Department** |  |
| **Name of Curriculum Development Leader** |  |

**Programme Developments**

If you are proposing an award that is not listed in the Tables of Hartpury Awards in section A of the Academic Regulations that you would need additional approval for that Award to be recognised by the institution. Please go to see the Academic Registrar about a proposal of this nature.

***Mode(s) of delivery:***  Make sure you select ***every***proposed mode of delivery and confirm the duration of the programme, with respect to each mode of delivery (eg Full-time - 3 years, Integrated Placement Year - 4 years etc).

**New Programme Details *(only complete for new programmes)*:**

|  |  |  |  |
| --- | --- | --- | --- |
| ****Qualification Type**** Eg BSc(Hons), BA(Hons), PGCert, MSci etc | ****Award Title****  Eg Photography, Mathematics etc.  NB please use freetext | ****Mode(s) of delivery.****For target award only | **Duration of programme under each mode of delivery specified.** Eg 3yrs, 4yrs |
|  |  |  |  |
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| --- |
| Would you like to propose that any of the individual routes through your new programme, have their own separate entry on the website (UCAS etc.), for marketing purposes? *ie a web entry that is in addition to the 'main' one for the Primary Award.* |
| No / Yes |

**New Pathway Details**

|  |  |
| --- | --- |
| **Existing programme name** |  |
| **Name of proposed pathway** |  |

*For the new pathway only please complete the following table.*

|  |  |  |  |
| --- | --- | --- | --- |
| ****Qualification Type**** Eg BSc(Hons), BA(Hons), PGCert, MSci etc | ****Award Title****  Eg Photography, Mathematics etc.  NB please use freetext | ****Mode(s) of delivery.****For target award only | **Duration of programme under each mode of delivery specified.** Eg 3yrs, 4yrs |
|  |  |  |  |
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**Complete for all programme proposals**

|  |
| --- |
| If there is any further information you wish to convey, regarding Award Type, Award Title, Mode(s) of Delivery or Duration of programme, please use freetext in the space below:  E.g. any idiosyncrasies or exceptions to the information already supplied in the above fields |
|  |
| Outline the research that has been done to confirm this is the most appropriate title for the proposed programme or pathway (the title should ensure greater clarity and maximise enquiries). |
|  |
| Are other departments involved in the development or delivery of the programme/ pathway? |
| No / Yes and the Head of Department has been consulted. |
| How much of the credit contributing to the new programme/pathway is made up of existing modules vs. new approved modules? |
|  |
| If new modules are proposed, please list their title, credit size and level below: |
| |  |  |  | | --- | --- | --- | | New module title | Credit size | Credit level | |  |  |  | |  |  |  | |
| Could the programme be scrutinised by an existing External Examiner? |
| No / Yes by … |
| Proposed First Student Intake Date (month/year) |
|  |
| Predicted cohort sizes for year one entry: |
| First intake: Second intake: Third intake: |
| Please provide the rationale for the proposal: |
| * Strategic fit (how will the proposal fit the *institution’s strategic direction*?) * Please confirm which stakeholders (employers, school, sixth form or college pupils, alumni, Professional Statutory or Regulatory Bodies (PSRBs) etc.) have been contacted or consulted regarding this development. Please explain the outcomes. How will the programme be designed to include external practitioners, and what external expertise or opportunities will be afforded students during their study? * What is the market for this programme? Who is the programme aimed at? What is the size of the market for the subject area? Has the market been growing/shrinking or remaining stable in recent years? * Subject performance in the area (You may wish to consult existing Programme Reports for similar programmes, where much of this is available - contact the Curriculum Records Manager for advice)   + how does the Institution perform in this subject area in terms of first choice applicants per place, conversion rate, average entry tariff,   + NSS,   + good Honours and employability?   + How will the programme aim to build on positive performance or turnaround poor performance?   + What will a successful graduate be able to go on and do? * Employability (please provide evidence from current national graduate destination data of good potential for graduate level employability outcomes) * Strengthening of portfolio (how will this programme complement the portfolio of programmes at all levels that already exist in this department?) |
| At this stage, do you anticipate any additional resources (e.g. labs, IT equipment, staff, library resources, physical space) to support this development (including modules within this document)? This will be developed further during the curriculum design stage: |
| No / Yes, with the following anticipated:   |  |  |  |  | | --- | --- | --- | --- | | Academic year | Year of delivery | Resource | Estimated cost | | 2018/2019 | 1 | Staff to cover 60 credits of additional module delivery | £ | | 2019/2020 | 2 | Additionally to above:  Staff to cover 30 credits of additional module delivery  X software package with at least y licenses | £  £ | | 2020/2021 | 3 | Additionally to above:  20 work placement checks  3 additional heart rate monitors | £  £ | |
| Please identify which other organisations are offering the same or similar course/pathway to the one proposed; the detail of these courses; the approximate number of years they have been running; and their reputation in the sector.  These factors need to be taken into consideration when identifying if there is an opportunity in the market for an additional offering |
|  |
| Indicate how prospective and current students will be consulted: |
|  |
| Indicate how external feedback (including PSRB if appropriate) will be sought to inform this development: |
|  |

**INFORMATION FOR MARKETING:**

***You must include a completed Course Information Sheet with this form.***

*This information will be used to create the web profile and course information sheet to market the programme on UCAS and the website.  It will also be used to produce a valid Unistats return. Please note this information is subject to Competition and Markets Authority Guidance and consequently this information must be accurate for potential applicants.*

|  |
| --- |
| **What are the distinctive features, the unique characteristics, of the programme and the students’ experience of it?** |
|  |

**Module Development**

 Please speak to the Curriculum Records Manager to see if you need to complete this table for every new module proposed to be approved at the same time as the new programme. Copy this table as many times as required.

If your development is sufficiently advanced the first table below could be replaced by completing a draft Module Specification document.

Table 1: Complete this or a Module Specification Document (delete this if not required)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Proposed module title: | | *This can be amended during the development process.* | | | | |
| Proposed module credit size: | | 15 / 30 / 45 / 60 | | Proposed module level | | 3 / 4 / 5 / 6 / 7 |
| Contributes to which named award(s): | | | | | | |
| Award Code | Award Name | | | | Compulsory/ Core /Optional | |
|  |  | | | |  | |
|  |  | | | |  | |
| Is this module proposed to be recognised by a PSRB? | | | No / Yes and the PSRB is …. | | | |
| Rationale for the new module: | | *(include details of student/ alumni/ industry/ external examiner and other feedback that may have prompted this development)*  *Indicate how the addition of this new module will enhance the student experience and employability, and align with the strategic direction of the department and institution.*  *Demonstrate why this module is required and not an existing module.* | | | | |
| Estimated Teaching and Learning Hours  *If this is to be a compulsory module on any programme please complete* | | *Double click in the table and type over the number of hours – the table will total automatically. Please ensure that it totals correctly.* | | | | |
| Estimated Assessment Types  *If this is to be a compulsory module on any programme please complete* | | The table below indicates as a percentage the total assessment of the module which constitutes a -  **Written Exam**: Unseen written exam, open book written exam, In-class test  **Coursework**: Written assignment or essay, report, dissertation, portfolio, project  **Practical Exam**: Oral Assessment and/or presentation, practical skills assessment, practical exam  *Double click in the table and type over the percentages – the table will total automatically. Please ensure that it amounts to 100%* | | | | |

Table 2: Always include this information:

|  |  |
| --- | --- |
| Could an existing External Examiner scrutinise this module once validated? | No / Yes by … |

**Curriculum Development Leader**

As Curriculum Development Leader I confirm that the above information is accurate and accurately describes the proposed curriculum development.

Name:

Signature: Date:

**Associate Head of Department**

As Associate Head of Department I confirm that I have been consulted and I support the proposed curriculum development.

Name:

Signature: Date:

**Head of Department**

As Head of Department I confirm that this form aligns with the strategic direction of the Department and an appropriate competitor analysis has taken place, and is ready for consideration by Higher Education Executive.

Please check to ensure that the proposed adjustments to the portfolio to accommodate this programme meet with your approval.

Name:

Signature: Date:

**International Manager**

Please provide comments below, regarding any external barriers that may impact upon the development of this proposal from a Tier 4 perspective.  You are not required to give approval/non-approval but your comments will be used to inform discussion, during consideration of the proposal. ***If you do not have any information of this type, simply write 'N/A' below.***

|  |
| --- |
|  |

Name: Date:

**Representative from Finance**

Please provide comments in the text box below, regarding any student funding/finance issues, that could impact upon the development of this proposal.  You are not required to give approval/non-approval but your comments will be used to inform consideration of the proposal. ***If you do not have any information of this type, simply type 'N/A' below.***

|  |
| --- |
|  |

Name:    Date:

**OUTCOME**

In the case of new programmes, approval of this MIA constitutes provisional agreement to progress with the programme development and that the curriculum can be marketed.

**Chair of Higher Education Executive** (or nominee)

Please check to ensure that the proposed adjustments to the portfolio to accommodate this programme meet with your approval.

This curriculum development is / is not authorised to proceed *(delete as appropriate)*

This curriculum development is / is not authorised to be marketed before full validation *(delete as appropriate)*

There are / are not conditions which must be met before the curriculum can be marketed / validated. *(delete as appropriate and list any conditions below)*

There are / are not recommendations which must be considered as part of this development.

*(delete as appropriate and list any conditions below)*

This form was not / was referred to Senior Management Team / Corporation for consultation before this outcome was completed.

Signed

Name:  Date:

|  |
| --- |
| **This document should be circulated to:**  Pro-Vice Chancellor / Academic Registrar / Deans / Admissions / Marketing / Finance / International Manager / Curriculum Records Manager / Information Services / Library Manager / The Clerk to the Corporation / Heads of Department / Associate Head of Department (named) / Curriculum Development Leader  **The Curriculum Development Leader, Head of Department, Marketing and Admissions are responsible for working together to ensure subsequent marketing information is accurate.**  **The Curriculum Records Manager is responsible for completing the LARS letter and form, and sending this to the IS representative assigned to process it, and for ensuring Unistats is amended as required.**  These people are asked to bring this Outcome to the attention of any relevant colleagues who were not on this circulation list. |