 **Resource Impact and Authorisation Form**

The Resource Impact and Authorisation Form will enable a decision to be made as to whether the resource implications of a proposed curriculum amendment can be supported, and whether the amendment can progress.

This form should only be completed when a Head of Department (or nominee) has indicated that a proposed curriculum amendment (including introduction of a new module to an existing programme) is outside the scope of the current and/or planned budget of the department. This form should accompany the module/ programme specification (s) including completed change log.

|  |  |
| --- | --- |
| Person submitting this proposal: |  |
| Amendment to: | Programme / Module |
| Curriculum Name and Code: |  |
| Department: |  |
| Proposed Implementation Date: |  |

**Additional resources required:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Additional resources required: | *(For example, staffing, student numbers, timetabling, library, IT, capital equipment, recurrent costs, fee income, other)*   |  |  |  |  | | --- | --- | --- | --- | | Academic year | Year(s) of students affected | Resource required | Anticipated cost | | 18/19 | 1 | IT package knitit – 10 licenses | £1000 | | 19/20 | 2 | IT package knitit – 20 licenses | £1500 | | 20/21 | 3 | IT package knitit – 20 licenses  0.5 Lecturer | £1500  £15,000 | |

Resource Impact and Authorisation Forms must be reviewed and recommended for progression by the relevant Head of Department.

Head of Department Name:

Head of Department Signature:

Date of recommendation for progression:

**Outcome**

*This section to be completed by the Curriculum Records Manager*

Date of outcome:

On behalf of the Chair of Higher Education Executive, I am able to confirm the following decision *(**delete as required)*:

* Recommend the amendment goes forward for development
* Recommend the amendment is revised before going forward for development
* Does not recommend the amendment goes forward for development

The following conditions of recommendation must be addressed by the Curriculum Design Team and explicitly recorded within the documentation for consideration during the approval process:

*Either None or list*

The following recommendations should be considered by the Curriculum Design Team and integrated into the documentation for consideration during the approval process:

*Either None or list*

|  |
| --- |
| **This document should be circulated to:**  Person submitting this proposal / Chair of HE Executive/ Head of Department / Curriculum Records Manager / Head of support service affected by resource requirements (as required)  These people are asked to bring this Outcome to the attention of any relevant colleagues who were not on this circulation list. |