

Programme approval template

Open University staff member

Course Proposal and Specification

Name of Course	
Edition	Whether a redesign of existing
Level	1, 2, 3, M
Credit points	CATS points
Administering Unit	Department
Programme	UG, MA, MBA etc

Current Course Status: insert essential stages for course approval required by institution. Final Status will be "Approved for Presentation"

Course Chair:

Course Secretary/Administrator:

Course first presentation	Date of planned start
Course last presentation	
Total Course Life	
Presentation Pattern	Once a year, twice a year, over one term, over two terms etc.
Will presentation pattern be the same each year?	
Review date	Course with a long course life, need a review built into plan. Not applicable for short course life. Individual institutions would have different policies on this.
Strategy for review	Could be linked to either academic credibility, student evaluation, or ongoing practice changes in the subject area (e.g. accounting)

DESCRIPTION OF THE COURSE

Academic purpose and content	Aims and Objectives	Academic and professional
	Context	Why the course is proposed
	Student Workload	Number of hours
	European-wide relevance	Institutions will vary on amount and kind of information they require here, according to their student body.
	Worldwide relevance	

COURSE MATERIALS

Books already in Library	
Books required for Library	
Books of materials students need to purchase	
Computing facilities required – on site	
- off site	
Use of existing University software?	
Bought in software?	
New software licences required?	
Handouts (photocopying)	
Other media – video, audio	
Other	

Material Strategy – describe:

What the student requirements, if any: (e.g. set books, computing equipment)

EXTERNAL RECOGNITION AND EXTERNAL CONTEXT:

(if applicable)

EQUAL OPPORTUNITIES & SENDA COMPLIANCE:

Are any of the course materials likely to present problems in terms of SENDA compliance?

Is there anything in the teaching programme which may present problems for Students with Disabilities and/or SENDA compliance?

VERSIONS ISSUES

Does the course overlap with any existing courses in this Institution?

COURSES WITH WHICH THIS IS AN EXCLUDED COMBINATION (to be complete by department)

SUGGESTED PRIOR STUDY

(define)

ENTRY RESTRICTIONS/REGISTRATION PROCEDURES:

STUDENT NUMBER FORECAST:

First year:

Subsequent years:

Basis for the forecasts:

Is a quota required?

Reason for quota:

EXTERNAL FUNDING AND COLLABORATION

Is any external funding proposed?

Description:

Collaboration?

Description:

TUITION

Lecture number of hours	
Seminars number of hours	
Electronic tuition	
Visits/Field trips	

Description of tuition strategy:

ASSESSMENT

Continuous Assessment	Number of assignments	
	Type	
	Weighting in course	
Examinations	Type	
	Number	
	Weighting	
Project	Type	
	Weighting	
Dissertation	Weighting	
Any special requirements		

PROJECT TEAM

Role	Name
Course Chair	Course proposer
Course Secretary	Secretarial or admin support
List any others	List any others