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| **PROPOSAL FOR THE VALIDATION OF A NEW NAMED AWARD/PROGRAMME**  **REQUEST FOR INITIAL APPROVAL FOR DEVELOPMENT** |

This form is intended to support applications for initial approval for the development of a new programme. This stage of the process aims to secure early assurance that proposals fit with the Institutional strategy, are sustained by a sound business case and meet the requirements of the appropriate academic award.

# Core Information

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| Host Faculty | Music/Dance |
| Award Title |  |
| Intermediate/Exit Awards (if any) | *e.g. DipHE, PgDip* |
| FHEQ Level | 4/5/6/7 |
| Modes of Study | Full time ☐ |
| Part time ☐ |
| Distance Learning ☐ |
| Other ☐  *Please Specify* |
| Proposed Start Date | *Normally the start of the academic year after the re/validation panel* |
| Intake Dates |  |
| Number of weeks of study per year |  |
| Proposed Programme Leader |  |
| Proposed Programme Development team members |  |
| Partners for delivery (if applicable) |  |
| Professional Accreditation | *Provide the name of the professional body and brief outline of the timescale and requirements for approval* |
| Proposed schedule for validation | *Refer to the process diagrams in Chapter C of the Academic Quality handbook* |

# Recruitment and Marketing

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| * 1. **Projected student numbers**   *Provide projections for application and enrolment numbers for the next five years in the table below. Numbers should be given as a range (e.g. 20-25) and should include estimated numbers of full time, part time, home/EU and overseas students.* | | | | | | | | | | |
| **Year** | **Expected applications** | | | | | **Expected enrolments** | | | | |
| Home/EU | | Overseas | Total | | Home/EU (state FT/PT) | | Overseas | | Total |
| 2018/19 |  | |  |  | |  | |  | |  |
| 2019/20 |  | |  |  | |  | |  | |  |
| 2020/21 |  | |  |  | |  | |  | |  |
| 2021/22 |  | |  |  | |  | |  | |  |
| 2022/23 |  | |  |  | |  | |  | |  |
| * 1. **Market Research and Competitor Programmes** | | | | | | | | | | |
| *This section should outline evidence of the viability and demand for the programme. Research should be qualitative and quantitative and reflect on the proposed student profile, gaps in the market, employer demands, unique features of the programme, widening participation, strengths and weaknesses in relation to competitor programmes.*  *Evidence might include student focus group reports, HESA growth trends for the subject area, reports from relevant professional bodies, Arts Council research/planned investment.* | | | | | | | | | | |
| **List of competitor and comparable programmes**  *Identify competitor programmes in the table below, considering alternatives from a student perspective. All competitor programmes available in the UK should be listed* | | | | | | | | | | |
| **Institution** | | **Programme Title** | | | **Capacity (if known)** | | **Tuition fee** | | **Entry criteria** | |
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| **Recruitment Strategy and Marketing Proposals** | | | | | | | | | | |
| *The recruitment strategy should refer to details of the target recruitment groups, how they will be targeted, timing of activities to be undertaken prior to the recruitment of the first cohort and planned activity for the recruitment of subsequent cohorts.*  ***Proposed Action:*** *Details of proposed marketing platforms (both hard and soft copy) should be provided here. The proposed timing and schedule of marketing activity should also be provided.* | | | | | | | | | | |

# Written Rationale

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| a.Please explain the academic and professional rationale for the proposal, and provide:   1. an outline of the proposed programme structure and content: 2. the indicative aims, levels and learning outcomes) 3. an explanation of how the programme will fit with the Framework for Higher Education Qualifications/Subject Benchmark statements/developments in European Higher Education and the QAA Quality Code | |
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| b. Please summarise the particular features of the proposed programme and the subject team’s expertise in the specified level and subject (with reference to existing Trinity Laban programmes anddistinctive features of the programme compared to other provision in the HE/conservatoire sectors and in international markets) | |
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| c. Where the proposed programme is significantly similar to an existing programme offered by the Institution, please explain the similarities and differences, clarifying the markets for the programmes and the rationale for introducing another similar, cognate programme, rather than just introducing new or amended modules | |
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| d. How are existing modules to be updated to fit in with this new award? How many new modules will be required? How many students are expected to take new modules? | |
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| e.How will the programme help with the delivery of the institutional strategy? How does the programme fit with the institutional Equality and Diversity policy? | |
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| Signature of Director of Music/Dance  as appropriate | Signature Date |
| Signature of this form confirms that the Music/Dance Management Group – in consultation with the relevant programme committees – has decided to sponsor the proposal for development (both directors should sign the document in the case of a joint programme across music and dance). | |

# Resources

*Projected estimates of income and course costings must be attached to the submission. The Management Accountant in the Finance department should be contacted for assistance with costings, which should be prepared in liaison with the heads of support departments.*

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| **Income** |
| Please provide an estimate of the tuition fees for Home/EU and International Students and outline any additional anticipated costs that will be borne by students. |
| * 1. **Costs and Resource Implications** |
| Please explain any implications for the provision of resources, including:   * + Start-up costs (marketing, development of learning resources, academic administration etc.)   + Staffing and staff development;   + Use of space   + IT/library requirements   + Ongoing administrative and student support services   + Any other resource issues |

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| **Recommendation to Academic Standards and Quality Board (ASQB) from the Principal’s Management Group** |
| Signature of this form confirms that the new programme proposal is consistent with the institutional strategic plan and ready for initial scrutiny by the Academic Standards and Quality Board.  Principal’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |