UNIVERSITY OF PLYMOUTH
International College

University of Plymouth International College
UPIC QS1: Programme Approval and Review
Strategic Approval Form
Version 1.19

This Strategic Approval Form must be completed by the College Proposer and the University Proposer/Sponsor when consideration is being given to development of a new pathway and/or stage(s) of study that seeks to articulate to a University degree award.

This Form should provide a concise summary of the main features of the proposed pathway to support a strategic decision as to further development as follows:

1. Title of Proposal e.g. Business Case for Pre-Master in Engineering
2. Case Prepared by: [DMA]
3. Case Sponsored by: [CD/P]
4. Date: [DD/MN/YEAR]]
5. Contents inclusive of:
   a) Executive Summary
   b) Synopsis of Proposal
   c) Rationale
   d) Context against current provision
   e) Competitor Analysis
   f) Market Analysis
   g) Financial Projections inclusive of:
      - Numbers
      - Market spend
      - Breakeven point
6. Curriculum model and content
7. Summary of Recommendation/s

The College Proposer will complete Section A. Section B of this Form will be completed by the University Proposer. The College Proposer should also develop and complete a DCF model for internal College and Navitas UK review. The College Proposer must submit this Form and DCF to the Navitas UPE Dean of Academic Operations via the Navitas UPE Academic Registry.

Once completed Form QS01.1 must be submitted to the Dean of Academic Operations (DAO) UPE for approval prior to seeking any Approval in Principle from the University partner. Once the Dean of Academic Operations has provided written approval to the College Director / Principal and the Director of Learning, Teaching & Academic Quality has been alerted to the project, the College can move to the next stage of Approval in Principle (Form QS01.2). The University Proposer should forward the Strategic Approval Form to the relevant Faculty Quality Officer within the University Academic Affairs/Quality Department for University approval. The Faculty Quality Officer will then circulate the Form to the following for a University decision:

- Head of School; or
- Associate Dean of Faculty
- Dean of Faculty

Section A
To be completed by the College Proposer:

College Proposer	Name	
	Position	
	Email	
University Proposer (academic lead within the School)	Name	
	Position	
	Email	
Articulating Department/School		
Articulating Faculty (where required)		
Pathway		
[COLLEGE] programme title		
Articulating level (NQF)	University degree title	Level
College stage(s)		

Business Case inclusive of:
• Executive Summary
• Synopsis of Proposal
• Rationale
• Context against current provision
• Competitor Analysis
• Market Analysis
• Financial Projections:
  ○ Numbers
  ○ Market spend
  ○ Breakeven point		

Curriculum Model		
Initial College intake date		
Initial FTEs of the cohort		
Annual maximum quota of student numbers to University (where applicable)		
Projected annual progression student heads to University		
Progression rate for College stages		

Initial progression date of cohort to University	
Course fees per student	
Associated costs to the student	
Additional College resource commitment	
Additional University resource commitment, e.g. library text books, laboratory and technical support etc.	
Cohort/s	
Major cohorts by nationality	
Proposed Working Party members (inclusive of College Proposer and University Proposer)	
Associated publications and reports to support the course/stage/pathway for public domain, e.g. brochure, flyers, dual brochure etc.	
Summary of Recommendations	

Section B
To be completed by University Proposer (Pathway Leader):

Please provide a strategic rationale for this pathway, inclusive of consideration of proposed annual transfer numbers to the University's pathways

Section C
To be completed by the relevant Faculty Quality Officer:

Strategic Approval Granted	Name	Written Notification Attached	Date
Head of School / Associate Dean of Faculty			
Dean of Faulty			
NVT UPE Dean of Academic Operations			
Convenor of University Academic Development Committee			

Section D
The relevant Faculty Quality Officer must refer the decision to the subsequent sessions of the following:

Academic Advisory Committee	Date		Session	
Strategic Partnership Management Board	Date		Session	
University Academic Development Committee	Date		Session	