APT 14 Extension Proposal form

This form is designed to provide information for the relevant University and College level committees/groups at UWE Bristol to make an informed decision on whether a proposal relating to the extension of an existing partnership should proceed to full due diligence and approval.

Content (use hyperlinks below to skip to sections)

[Section 1: to be completed between Partner and UWE Bristol proposal lead 2](#_Toc176426867)

[Overview of the Partner 2](#_Toc176426868)

[Details of the Proposal 2](#_Toc176426869)

[Rationale 3](#_Toc176426870)

[Business case 3](#_Toc176426871)

[Accreditation 4](#_Toc176426872)

[College Resource 4](#_Toc176426873)

[Recruitment and Marketing 5](#_Toc176426874)

[Additional information / clarification 5](#_Toc176426875)

[Section 2: to be completed with input from Partnership Lead 6](#_Toc176426876)

[History of the relationship 6](#_Toc176426877)

[Finance and Legal 6](#_Toc176426878)

[Risk assessment 6](#_Toc176426879)

[Section 3: Sign off 7](#_Toc176426880)

[Author(s) 7](#_Toc176426881)

[Partnership Lead 7](#_Toc176426882)

[Academic Quality and Partnerships Enhancement Team 7](#_Toc176426883)

[College Executive 7](#_Toc176426884)

# Section 1: to be completed between Partner and UWE Bristol proposal lead

## Overview of the Partner

### Name:

### Campus of Delivery:

## Details of the Proposal

Please add additional tables for multiple programmes.

|  |  |
| --- | --- |
| Programme Title |  |
| Mode(s) of Delivery(FT, PT, SW, WFY, apprenticeship etc) |  |
| Duration(s) (Year)(Please specify for each mode of delivery) |  |
| Interim award(s)(and conditions if applicable) |  |
| First intake (Month and Year) |  |
| Intake point(s) (Month) |  |

### Is the proposal a franchise of an existing UWE Bristol programme where there are no changes to the programme title, content or mode of delivery? (Yes/No)

### If “no” please give details of the nature of the proposal, including any required changes to existing programme title/s, programme structure or delivery and indicate if any new modules are required. Please also include a rationale as to why these changes are necessary.

### Please indicate whether the programmes are already being delivered at another partner or in another context (e.g. Apprenticeships) and whether development of this proposal could potentially impact on them.

### Name and title of the Link Tutor for the proposed programme:

## Rationale

### Please provide a rationale for the proposal[[1]](#footnote-1).

## Business case

Please use the table below to outline the projected student numbers discussed with the proposed partner, anticipated fee per student and the anticipated turnover (over five years).

If there is more than one programme being considered within this proposal, please provide projected numbers/fees for each programme.

| Programme Title: |  |
| --- | --- |
| Academic Year |  |  |  |  |  |
| What are the projected student numbers? (Existing programmes) |  |  |  |  |  |
| What are the projected student numbers? (New programme) |  |  |  |  |  |
| Total student numbers across all levels/programmes |  |  |  |  |  |
| What is the anticipated fee per UG/PG student? |  |  |  |  |  |
| Additional income generated by the new programmes |  |  |  |  |  |
| What is the total anticipated turnover from all programmes? (without volume reduction) |  |  |  |  |  |

## Accreditation

### If the programme currently has Professional Statutory Regulatory Body (PSRB) accreditation or it is intended to apply for such accreditation, please indicate the PSRBs in question and details of their involvement (if there is no PSRB involvement, please put ‘N/A’).

## College Resource

### Please describe how the development and ongoing support for the proposal will be resourced within the department. Will additional resource be required e.g. labs, IT equipment, library resources, physical space etc?

## Recruitment and Marketing

### Does the programme require a UWE Bristol web entry? If yes, please specify the entry requirements here:

### *For UK partners only:*

#### How will recruitment be managed; will it be done by UWE Bristol or the partner?

#### If UWE Bristol is managing recruitment:

#### Will a Disclosure and Barring Service (DBS) check be required for applicants?

#### Will an Occupational Health (OH) check be required for applicants?

#### Any requirement regarding the Academic Technology Approval Scheme (ATAS)?

#### If the partner is managing recruitment:

#### Will the partner create the UCAS code or will this still be done by UWE Bristol?

## Additional information / clarification

### Please use this space to type in any further information that you think will clarify your proposal (when appropriate):

# Section 2: to be completed with input from Partnership Lead

## History of the relationship

### Has partner recruited to target in the past?

### Have there been any issues or concerns around quality, administration or staffing?

## Finance and Legal

### Have any changes been made to the following since due diligence was originally undertaken? If so, please give details of the changes.

## Risk assessment

### Based on the risk criteria please state whether you believe this extension proposal to be (please highlight);

Low risk / Medium risk / High risk

### Supporting comments:

# Section 3: Sign off

## Author(s)

### Name:

### Title:

### Date:

## Partnership Lead

### Comments:

### Name:

### Date:

## Academic Quality and Partnerships Enhancement Team

### Comments:

### Name:

### Title:

### Date:

## College Executive

### Comments:

### Approved to proceed (please highlight):

Yes / No

### Name:

### Title:

### Date:

1. Points to consider include;

	* Strategic fit
	* Opportunities for growth
	* Benefits to UWE Bristol and the partner
	* Any competitor institutions
	* Suitability of programme title
	* Who the programme/s will be aimed at and what the current and future market may be. Why is this market viable?
	* Any added value/opportunities the proposal may present to UWE Bristol students and staff (e.g. exchange opportunities, staff development, joint student projects) [↑](#footnote-ref-1)