**AU-PASC-21-4664-A**



## APPROVAL OF NEW PROGRAMME

**FIRST FILTER**

**TO BE COMPLETED WITH REFERENCE TO THE PROCESS DOCUMENT FOR THE** [**DESIGN AND APPROVAL OF NEW PROGRAMMES**](https://www2.aston.ac.uk/clipp/quality/a-z/prog-approval) **AND THE PROCESS DOCUMENT FOR THE** [**APPROVAL, MONITORING AND REVIEW OF COLLABORATIVE ACTIVITY**](https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index)

## College to endorse via College Management Team. To be signed off by Executive Dean or nominee

## The Senior Management Team should consider whether:

## the proposed new programme is consistent with the mission and strategy of the College and the University;

## there is a sufficiently strong business case/market;

## there has been discussions with other lead Colleges, ONCAMPUS Aston or internal departments within the College and that they are in support of the proposal;

## where the programme uses existing modules, that there is capacity for departments to deliver to additional cohorts;

## resources (physical and human) are available to support the new programme, ensuring that the costings reflect any potential gaps and that where necessary relevant departments have been involved in discussions e.g. Estates, Library, IT;

## there are any significant risks, particularly where a potential collaboration has been identified or accrediting bodies;

## for collaborative programmes, the potential partner organisation is of appropriate standing and the partner’s quality assurance procedures are robust and they have sufficient understanding of UK quality assurance procedures.

## Before a programme can recruit students, Full Approval must be obtained from a Programme Specific Approval Panel (PSAP) at least a year in advance of the start of the programme. Exemptions to this timeframe are Degree Apprenticeships, closed programmes or programmes delivered in response to specific business needs, which may be approved to a more flexible timeframe. All modules must be approved by the Full Approval stage.

**PLEASE SEE THE GUIDANCE WITHIN EACH FIELD ON THE FORM, AND REFER TO THE GUIDANCE NOTES AT THE END OF THE FORM FOR FURTHER DETAILS.**

# PART ONE

**The information in this first section is essential for First Filter approval. Part One must therefore be completed in full and signed by the Executive Dean(s) in section 19. The Dean’s signature represents the College’s considered endorsement of the proposal at this stage of approval and hence its commitment to resourcing and running the programme in the event of Final Approval.**

**The form will therefore not be accepted for consideration unless Part One has been fully and thoroughly completed.**

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| 1. Programme Final Award and Programme Title |
| *For example: BSc Finance* |
| **1a. Partner name and address** |
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| **2. HECoS Code** |
| *From academic year 2019/20, JACS was replaced by a new coding system called the HE Classification of Subjects (HECoS).* |
| **3. Lead Proposer Name and Contact Details** |
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| **4. Lead Proposer Name and Contact Details (College 2)** |
| *For Joint Honours programmes, please provide the name of the lead contact in College 2.* |
| **5. Intended Start Date of Programme** |
| *Please allow time for approval – normally at least 6 months from registering intent.* |
| **6. Predicted Numbers in years 1, 2 and 3 of operation.** |
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| **7. Normal duration of the programme and patterns of study (FT, PT, FT with Placement Year, Degree Apprenticeship)** |
| *e.g. 1year, FT; 2 years PT; 4 years with Placement Year etc.* |

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| **8. Modes of programme delivery (e.g. standard, flexible learning, distance learning,**  **block release)** |
| *See Guidance notes for definitions.* |
| **9. Rationale for the programme. If the programme is a Degree Apprenticeship,**  **please also provide a link to the apprenticeship standards applicable to the programme.** |
| *Please see Guidance Notes and remember to include reference to administrative resources.* |
| **10. Describe the target market for the programme and show where the programme will be positioned in the market in relation to others in the UK and worldwide. If the programme is a Degree Apprenticeship, please also provide details of employers who have expressed an interest in sending students on the**  **programme and likely numbers.** |
| *See Guidance notes and the website for* [*market research*](http://www.aston.ac.uk/staff/marketing/marketresearch/) |
| **11. Is a Graduate Prospects Report attached? YES / NO** |
| *If the programme is an undergraduate or postgraduate programme, and not a Degree Apprenticeship or any other programme provided solely for employees of a particular client or clients, a Graduate Prospects report* ***must*** *be attached. See Guidance notes for further information.*  **If the Graduate Prospects Report is not unambiguously favourable, but the School wishes to propose the programme’s introduction even so, please attach a compelling rationale for doing so to this First Filter form. For example, there may be an overriding argument based on the College’s or Department’s research and/or REF imperatives; or there may be staffing-related or financial grounds; or a desire to capture a new market.** |
| **12. Is the programme collaborative? If so, please describe the intended arrangement**. |
| *Please see Guidance Notes and the* [*Collaborative Provision*](https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision) *web page for further information* |
| **13. If the programme is collaborative, please attach a completed Proforma for Risk Assessment and Due Diligence Checklist**. |
| *Collaborative programmes must undergo a risk assessment. The proforma and guidance notes are available from the* [*Collaborative Provision*](https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision) *web page* |
| 1. **Please specify any areas of concern arising from the risk assessment and how they might be addressed or why the risk is considered worthwhile.** |
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| 1. **Where the impact risk assessment score is medium or high, please provide comments on how risk might be mitigated or why the risk is considered worthwhile.** |
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| **14. Has consideration been given to ONCAMPUS Aston? Does the degree programme work as a progression option?** |
| *Please provide details of discussions and outline any additional considerations to be taken into account e.g. accreditation costs, additional resourcing (both human and physical) requirements etc. If the programme is not considered suitable as a progression option, please outline the reason why.* |
| **15. Will the programme involve modules from another College (including currently**  **existing modules), or will any part of the programme be delivered by another College?** |
| *Please provide brief details and outline how the College involved has been included in the discussion. If not applicable, please insert ‘N/A’.* |

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| **16. Is it the intention for the programme to be accredited by a Professional Body? Please outline any discussions with the Professional Body.** |
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| **17. Provide evidence of resources for any overseas teaching to be provided by Aston staff.** |
| *Complete this section if there is a requirement for Introduction to Learning and Teaching Practice (ILTP) or* ***any other overseas teaching*** *(for instance by ‘Flying Faculty’) to be provided. For ILTP requirements, please also outline how the Education Team have been included in the discussion.* |
| **18. A Business Case should be made. Please attach a completed Proforma for Calculating Costs and Income to show that the programme will be cost effective.** |
| *PLEASE CONSULT YOUR COLLEGE ACCOUNTANT WHEN COMPLETING THE COSTINGS PROFORMA.*  *See guidance notes in particular for collaborative programmes.* |
| **19. Has the programme been registered on MAP?** |
| *The intention to develop the programme must be registered on MAP. This will ensure that all the relevant parties are alerted and collaborative issues can be addressed as soon as possible.* |

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| **20. SIGNATURES TO CONFIRM FIRST FILTER APPROVAL BY THE COLLEGE(S) By signing the First Filter Form, the Executive Dean or nominee confirms that the**  **College will underwrite the resources needed and that the risk assessment (if applicable) is acceptable. Due consideration has been given to the following:** whether the proposed new programme is consistent with the mission and strategy of the College and the University;whether there is a sufficiently strong business case/market;whether there is support for the proposal from other lead Colleges, ONCAMPUS Aston or internal departments to the College;whether there is capacity within departments to deliver to additional cohorts of students where existing modules are used;whether resources (physical and human) are available to support the new programme, ensuring that the costings reflect any potential gaps and that where necessary relevant departments have been involved in discussions e.g. Estates, Library, IT;whether there are any significant risks, particularly where a potential collaboration has been identified or accrediting bodies;for collaborative programmes, whether the potential partner organisation is of appropriate standing and the partner’s quality assurance procedures are robust and they have sufficient understanding of UK quality assurance procedures. |
| **Executive Dean (College 1)**  **Signature………………………………………………………………….. Name……………………………………………………………………….**  **Date………………………………………………………………………..** |
| **Executive Dean (College 2, if applicable)**  **Signature………………………………………………………………….. Name………………………………………………………………………. Date………………………………………………………………………..** |

# PART TWO

**This second part of the First Filter form provides helpful additional information in developing the programme and should be completed as appropriate as part of the full approval process.**

To be completed where applicable. If not applicable, please insert N/A.

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| **21. Briefly outline any particular IT requirements for the programme. Show how IT Services have been included in the discussion regarding these requirements.** |
| *Use this section to provide evidence that the use of Aston IT resources has been considered, and that IT Services have been consulted.* |
| **22. Briefly outline any Library requirements for this programme. Outline how Library Services have been included in the discussion regarding these requirements. Please note that this needs to include costings for any new electronic databases that are required in addition to print materials.** |
| *Use this section to provide evidence that the use of Aston Library resources has been considered, and that LIS have been consulted.* |

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| **23. Briefly outline how Technology Enhanced Learning (TEL) will be include in the programme. Outline how the Education Team has been included in the discussion regarding TEL.** |
| *Use this section to provide evidence that Education Team colleagues have been consulted regarding TEL.* |
| **24. Briefly outline how Careers+Placements have been included in the discussions during the development of the programme.** |
| *Use this section to provide evidence that Careers+Placements have been consulted in the discussions during the development of this programme.* |
| **25. Are there any regulatory issues which need to be addressed? Please detail any significant divergence from the General Regulations.** |
| *See Guidance notes for links to General Regulations and a list of currently available awards.* |

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| **26. Is English Language support required? Say if the Centre for English Language and Communication at Aston (CELCA) have been consulted and if a plan is in place to provide appropriate support. Is embedded support from the Learning Development Centre (LDC) required? And if so, is there an agreed plan in place? Examples of such support can be found on the LDC web pages.** |
| *Outline any plans to provide appropriate support and show how CELCA/LDC have been involved.* |
| **27. Briefly outline any space requirements for this programme. Show how Estates**  **have been included in the discussion.** |
| *Complete this section if any part of the programme will be delivered at Aston.* |
| **28. Briefly outline any Overseas Introduction to Learning and Teaching Practice (ILTP) requirements for this programme. Show how the Education Team have been included in the discussion.** |
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## GUIDANCE NOTES

**FIRST FILTER**

You may contact the PASC Secretary for advice on any aspect of this proforma by emailing the [Academic Team](mailto:clipp_quality@aston.ac.uk)

## PART ONE

## Programme Final Award and Title

For example ‘BEng Professional Engineering (Nuclear Engineering)’

The programme title should reflect the learning outcomes you are planning to achieve.

**1a.** Please provide the name of the partner institution in full (with any common acronym or short form in brackets) and the address, including town and country.

## HECoS code

Coding can have unforeseen consequences. Please bear in mind the external statistical impact the launching of a new programme may have on existing programmes.

Queries on coding may be directed to Planning and Management Information, Academic Services.

## Lead Proposer Name and Contact Details

Please provide the full name, email address and phone number of the lead proposer who can be contacted in connection with the proposal.

## Lead Proposer Name and Contact Details (College 2)

For Joint Honours programmes, please provide the details of a contact in College 2.

## Intended Start Date

Please note that for undergraduate programmes: the prospectus deadline falls nearly 2 years in advance of a September start (e.g. end of October 2020 for September 2022); the Unistats deadline falls in the August of the year before a September start (e.g. August 2020 for September 2021); the UCAS deadline is in the preceding September and your UCAS presence should ideally be established much earlier than this as potential applicants will usually begin their search well before this date.

For postgraduate programmes the prospectus deadline is in April of the year preceding a September start (e.g. April 2020 for September 2021).

Please bear in mind that Aston has a presence at almost every Higher Education Convention held in the UK and thousands of prospective UG students each year have access to Aston’s paper prospectus through these Conventions; if a new programme does not have an entry it will probably create the assumption that Aston does not offer the programme.

Unistats is a central website that contains information about every programme offered at every University in the UK. It allows prospective UG students to compare programmes at competitor institutions. This information is key to the applicant’s decision making process. Having a presence on this website – with favourable statistics – can be a big selling point of the programme when it is compared to competitor institutions.

The UCAS application deadline is in January. If your UG programme does not launch before January of the recruiting year, then you will only be able to recruit through Clearing, which may have knock-on effects to average entry tariffs, drop-out rates, Firsts and 2:1’s etc.

## Predicted student numbers in years 1, 2 and 3 of operation

By at least the third year of operation it is normally expected that a financial break-even point will be reached. Actual intake will be considered against predicted intake as part of Annual Monitoring.

## Normal duration of the programme and patterns of study

Show the normal length of the programme and whether it is Full Time, Part Time, contains a placement year, or is a Degree Apprenticeship.

## Modes of programme delivery (e.g. standard, flexible learning, distance learning, blended learning, block release)

‘Standard’ means classroom-based learning at the University or at a partner institution on a full or part-time basis.

‘Flexible/distributed learning’ can mean distance learning, flexible credit accumulation or a combination of these. Flexible credit accumulation means that credit can be accumulated at varying rates within the normal duration and for a time-limited period – usually 5 years.

Block release means that the programme is delivered in one or more blocks of specified periods within an overall set period of time.

## Rationale for the programme (if the programme is a Degree Apprenticeship, provide a link to the apprenticeship standards applicable to the programme)

Describe how the proposal fits with strategic planning both at College and University levels,

e.g. income generations, image and reputation, community engagement, widening participation etc.

Describe how the proposal fits with academic strategy, e.g. with regards to related programmes, progression routes and research groups and expertise. State whether the expectations of students, employers, external partners, professional bodies etc. have been taken into account, along with any benchmarks.

Provide evidence of resources for the programme, e.g.:

* Appropriate level of academic staff expertise
* Appropriate level of administrative and technical support
* Student support resources
* Relevant equipment (including any specialist equipment required)
* Facilities (general and specialist)
* Other essential learning materials
* Availability of modules required to deliver the programme
* Placement opportunities (where relevant)
* Relationship Manager (for degree apprenticeships)

For Degree Apprenticeship Programmes, provide a link the apprenticeship standards that are applicable to the programme.

Useful links:

[Forward 2020: A Strategy for Aston University](https://www2.aston.ac.uk/migrated-assets/applicationpdf/news/116884-Aston_2020_MINI_strategy.pdf)

[Revised UK Quality Code for Higher Education](https://ukscqa.org.uk/wp-content/uploads/2018/03/Revised-UK-Quality-Code-for-Higher-%20Education_English.pdf)

[Process Document for the Design and Approval of New Programmes](https://www2.aston.ac.uk/clipp/quality/a-z/prog-approval).

## Describe the target market for the programme and show where the programme will be positioned in relation to others in the UK and worldwide. If the programme is a Degree Apprenticeship, please also provide details of employers who have expressed an interest in sending students on the programme and likely numbers.

Provide information on the target applicant in terms of their background and career aspirations. Look at trends in applications for similar programmes, needs of employers, the number and quality of potential applicants, an analysis of competitors at home and (where possible) overseas and any overlap with programmes elsewhere at Aston.

Please consult the [Market Research Office](http://www.aston.ac.uk/staff/marketing/marketresearch/)

Note in particular for collaborative programmes the following questions:

* How do you know that students can afford Aston fees?
* Why do you think the location of study will be attractive to students?
* How is the profession associated with the award appropriate to the target market and location? Does it fulfil any local regulatory requirements?
* How do you know that students in the target market have good English language capability?

## Is a Graduate Prospects report attached?

Graduate Prospects Reports must be completed for all undergraduate and postgraduate proposals except Degree Apprenticeships or any other programmes where all students would be employees of a particular company or companies.

The purpose of the report is to demonstrate likely graduate employability. Please allow up to 4 weeks to complete the report.

For further information and advice about completing the report, contact Careers+Placements (Careers Team)

## Is the programme collaborative? If so, please describe the intended arrangement.

Collaborative provision encompasses the management of all learning opportunities leading or contributing to the award of academic credit or a qualification that are delivered, assessed or supported through an arrangement with one or more organisations other than the degree- awarding body.

Please give the name of any partner organisation and describe how the collaborations is intended to operate.

## If the programme is collaborative, please attach a completed Proforma for Risk Assessment and Due Diligence Checklist

Collaborative programmes must undergo a risk assessment. The proforma and guidance notes are available from the [Collaborative Provision](https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision) web page.

Please identify any areas of risk arising from the assessment, how these might be addressed and why the risk is considered worthwhile.

## Has consideration been given to ONCAMPUS Aston? Does the degree programme work as a progression option?.

Please outline whether regard to ONCAMPUS Aston has been undertaken and outline details of discussion including any additional considerations to be taken into account e.g. accreditation costs, additional resourcing, (human and physical) etc. If the programme does not work as a progression option, please provide brief details as to why.

## Will the programme involve modules from another College (including currently existing modules), or will any part of the programme be delivered by another College?

If any part of the programme is to be delivered by another College, please provide brief details and outline how the College involved has been included in the discussions.

1. **Is it the intention that the programme will be accredited by a Professional Body? Please outline any discussions with the Professional Body.**

If the programme is to be accredited by a Professional Body, please provide brief details on the accrediting body and the process for accreditation, this may include whether there is a need for their involvement in the approval process.

## Provide evidence of resources for any overseas teaching to be provided by Aston staff.

Complete this section if there is a requirement for Introduction to Learning and Teaching Practice (ILTP) or **any other overseas teaching** (for instance by ‘Flying Faculty’) to be provided. For ILTP requirements, please also outline how Education Team have been included in the discussion.

## A Business Case should be made. Please attach a completed Proforma for Calculating Costs and Income to show that the programme will be cost effective.

The proforma is available from the [Programme Approval](https://www2.aston.ac.uk/clipp/quality/a-z/prog-approval) web page.

PLEASE CONSULT YOUR COLLEGE ACCOUNTANT WHEN COMPLETING THE COSTINGS PROFORMA*.*

For collaborative programmes in particular please note the following questions*:*

* Business plans and workload models should take full account of the time needed from staff to oversee the collaborative arrangement. Has an initial scoping of workload, including that of support staff, been carried out to produce the costing?

* All collaborative agreements should provide clarity about who will take responsibility for the commitment of the different kinds of resource involved in the collaboration (e.g. travel, subsistence and other appropriate costs). Has an initial allocation of costs been discussed with the partner? Please provide an outline of what has been agreed.

* It is important to identify any costs associated with tax and legal advice which may be required at the outset, particularly where the arrangement is overseas. For all international collaboration taxation implications and the repatriation of funds should be considered. The financial aspects of a collaborative arrangement must also satisfy any statutory and funding body conditions. Have the Director of Finance and the Office of the General Counsel been consulted to check out the above?
* Access to Digital and Library resources for students away from Aston may require the purchase of additional licences or software. Have Digital Services and the Library been consulted?

1. **Has the programme been registered on MAP?**

Log on to [MAP](https://www1.aston.ac.uk/map) where you will find a link towards the bottom left of your home page enabling you to register your intention to develop a new programme. This should be done as early as possible so that the appropriate staff can be alerted to offer help with any issues that may arise. You do not need to have any documents ready for submission at this stage.

## Signatures to confirm First Filter approval by the College(s).

Please note that the proposal cannot be accepted by PASC, a Programme Specific Approval Panel, or CPSG until these signatures have been obtained.

If there is **any** involvement by another College, the Executive Deans of both Colleges should sign the First Filter Form.

## PART TWO

1. **Briefly outline any particular IT requirements for the programme. Outline how IT Services have been included in the discussion regarding these requirements.**

Use this section to provide evidence that the use of Aston IT resources has been considered, and that IT Services have been consulted*.*

## Briefly outline any Library requirements for this programme. Outline how Library Services have been included in the discussion regarding these requirements.

Use this section to provide evidence that the use of Aston Library resources has been considered, and that LIS have been consulted.

## Briefly outline how Technology Enhanced Learning (TEL) will be include in the programme. Outline how the Education Team has been included in the discussion regarding TEL.

Use this section to provide evidence that Education Team colleagues have been consulted regarding TEL.

1. **Briefly outline how Careers+Placements have been included in the discussions during the development of the programme.**

Use this section to provide evidence that Careers+Placements have been consulted in the discussions during the development of this programme.

## Are there any regulatory issues which need to be addressed? Please detail any significant divergence from the General Regulations.

If the regulations of the programme need to differ from the General Regulations, please describe how and why they will differ. For information regarding the general regulations visit the [General Regulations for Programmes](https://www2.aston.ac.uk/clipp/quality/a-z/general-regulations) web page.

If the award title needs to be different from those already available, please describe why this is necessary. A list of currently available awards can be found in Section 5.3 of the Ordinances from the [Charter, Statutes and Ordinances](https://www.aston.ac.uk/about/statutes-ordinances-regulations/publication-scheme/governance-compliance/charters-statutes-ordinances) web page.

1. **Is English Language support required?**

Outline any plans to provide appropriate support and show how CELCA have been involved.

1. **Briefly outline any space requirements for this programme. Show how Estates have been included in the discussion.**

Complete this section if any part of the programme will be delivered at Aston. If the programme is expected to have a significant impact on student numbers, please ensure that Estates are consulted.

1. **Briefly outline any Overseas Introduction to Learning and Teaching Practice (ILTP) requirements for the programme. Show how the Education Team have been included in the discussion.**

Complete this section if any new staff resources identified for the programme require the necessary Introduction to Learning and Teaching Practice i.e. staff who have not taught before but are involved in the delivery of the programme overseas.

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| **Version** | 7 | **Author** | CLIPP, Quality |
| **Approved date** | 31/05/22 (Chair’s Action: PASC) | **Approved by** | PASC/LTC |
| **Review date** | Annually | | |