**Programme Design and Consultation Document B: Roll-out of an existing programme at a partner institution**

The purpose of this form is to bring together and evidence the consultation process for roll-outs of an existing, approved programme at a partner institution.

Your Quality Account Manager can offer advice and guidance in completing this form and supporting design team meetings.

**Note:** If the proposed programme is a **Degree Apprenticeship** then please do not complete this form. Please complete either Design & Consultation Document A for delivery at UWE or Document C for delivery at a partner institution.

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| Programme Title/s: |  |
| Faculty: |  |
| Department: |  |
| Partner institution: |  |
| Partnership Lead: |  |
| Collaborative Provision Officer: |  |
| Quality Account Manager: |  |
| Partnership Operations Contact (Delete as appropriate): | Helen Dewar (International Partners) or  Sarah Howell (UK Partners) |
| Link Tutor: |  |
| Programme Leader (UWE): |  |
| PSRB (if any): |  |
| Date expected to be available to students (first intake): |  |

1. Please indicate how any conditions resulting from the MIA/ Extension Proposal Form process have been met:

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2. Please highlight any aspects of the programme that fall outside of the “standard” delivery pattern. This may include; inclusion of a Level 0 year, integrated Masters programmes, distance learning, flexible learning or alternative patterns of attendance or delivery. In these instances please discuss the proposed programme structure with the Curriculum Architect Team ([CAT@uwe.ac.uk](mailto:CAT@uwe.ac.uk)). Please outline any feedback and actions below.

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3. For delivery at UK Partners only: Legislation around student funding and immigration changes frequently, and can have a serious impact on students. If there are any aspects of the programme that fall outside of the “standard” delivery pattern, then the latest advice and guidance should be sought from the Student Finance Team ([ian.stratton@uwe.ac.uk](mailto:ian.stratton@uwe.ac.uk)), the Immigration Advice Team ([simon2.cox@uwe.ac.uk](mailto:simon2.cox@uwe.ac.uk)). Please outline any feedback and actions below.

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4. Please consult with either the UK Partners Coordinator (Sarah Howell) or International Partnership Operations Team (Helen Dewar) around the delivery and operational calendar for the programme. Are there any issues with the current programmes which should be taken into account?

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5. Will the delivery pattern/timing be different to that at UWE? (eg will there be different intakes, will the modules be delivered over a different period). If yes, give details below.

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6. Will the programme structure be different to that at UWE? (eg restricted option menus). If yes, please give details.

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7. Will the Partner follow the same assessment/exam deadlines as UWE? If ‘No’ indicate below how we will be supporting different deadlines and whether any special arrangements need to be made (eg online tests?). Also confirm that any change in timings will not impact on the learning outcomes or experience for the students at the Partner.

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8. Will assessments be contextualized for local delivery and if so, who will be responsible for doing this?

**Reminder:** if there might be changes to assessments at partners, check if library resources (databases, journals etc) can support any significant differences in student research expectations. Contact your [subject librarian](http://www1.uwe.ac.uk/library/yoursubject/subjectlibrariansstudents.aspx) or Ian Collins (Partnerships Librarian) to discuss and capture any discussions below.

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9. Please indicate how Library Services have been consulted and how any recommendations have been taken into account.

Most *but not all* of UWE library Services electronic resources are available to partner based staff and students (with publisher licences restricting access to some). Availability can be determined via the ‘Access Restrictions’ detailed for each resource in the [Databases: A-Z / by subject](http://www1.uwe.ac.uk/library/searchforthingsa-z/databases.aspx) - expanding the database description to see this. Please be mindful of this with regard to your modules/programmes delivered, or intended for delivery, with partners and please do [contact the subject librarian](http://www1.uwe.ac.uk/library/yoursubject/subjectlibrariansstudents.aspx) or Ian Collins (Partnership Librarian) for any help with clarification on resource availability or to discuss alternative sources where necessary.

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10. Is the programme accredited with any PSRBs in the UK? If so, will this accreditation automatically apply at the partner? If not, will accreditation with the PSRB be sought for the provision at the partner and if so, what will the process and timeline be?

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11. Will accreditation with any other UK or overseas body be sought for the delivery at the Partner? If so, what will the process and timeline be?

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12. Please outline the resources required to deliver this programme. (Specialist equipment, labs, other learning resources, software, staffing). **Please attach the CVs for all staff who will be delivering the programme.**

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13. How will teaching materials be shared? If using Blackboard, is the Partner happy to copy materials from our site to their own?

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14. Describe the peer scrutiny process and how samples will be provided for external examiners. Please indicate which Field External Examiner(s) will be responsible for the additional delivery instances of each module following approval. The same External Examiner should be allocated to all runs of a module delivered at UWE and Collaborative Provision partner(s).

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15. Please indicate the policies, guidance and support available at both UWE and the Partner Institution to enhance the [employability](http://www1.uwe.ac.uk/students/careersandemployability.aspx) of graduates of the award. Please indicate how any feedback from the Partner Institution with regards to employability has been taken into account.

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16. Please indicate the policies, guidance and support available at both UWE and the Partner Institution to support [widening participation](https://intranet.uwe.ac.uk/about-uwe/supporting-strategies/widening-participation). Please indicate how any feedback from the Partner Institution with regards to widening participationhas been taken into account.

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17. Please indicate the policies, guidance and support available at both UWE and the Partner Institution to support students with disabilities, mental health conditions, medical conditions and Specific Learning Difficulties (SpLD).Please indicate how any feedback from the Partner Institution has been taken into account.

Please also indicate how [inclusivity considerations](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/CDA_Inclusive_Curriculum.pdf) have been taken into account and how reasonable adjustments can be made in the assessment models.

Further guidance can be obtained from the [QAA Code of Practice Section 3 Disabled Students](http://www.admin.cam.ac.uk/univ/disability/practice/pdf/qaa.pdf) and from [*disability.advisers@uwe.ac.uk*](mailto:disability.advisers@uwe.ac.uk)*.*

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18.Please consider the Education for Sustainable Development (ESD) themes which are available in the Education for Sustainable Development and QMEF Guidance document [ESD Framework](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/ESD_and_QMEF.pdf) (developing an understanding and knowledge about the role and importance of global citizenship, social justice and equity, environmental stewardship and a future facing outlook). Please indicate below how ESD considerations have been incorporated into this proposal and how any feedback from the Partner Institution has been taken into account.

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**FACULTY SIGN-OFF**

**Design Team:**

Please detail any areas of good practice which were identified during the designing of this programme and indicate how these can be disseminated Department / Faculty / University-wide.

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I confirm that the Design Team has consulted appropriately and that all documentation has been fully scrutinised by the Team.

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| Signature of Design Team Chair |  |
| Name and Title |  |
| Date |  |

**Faculty scrutiny:**

Please outline below any areas the CAP should specifically consider in its deliberations on the approval of this proposal.

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I confirm that the programme meets Faculty subject strategy and University strategy and is ready to go forward to the Curriculum Approval Panel for approval.

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| Name of ASQC Chair |  |
| Date |  |