

**Programme Concept and Resources**

**Core information**

Date of Head / Dean of School approval: Click or tap to enter a date.

For Delivery Feasibility Sub Committee approval on: Click or tap to enter a date.

Type of development: (e.g., Undergraduate / Postgraduate / Degree Apprenticeship):

Intended award and programme title: (e.g., BSc (Hons) in Veterinary Studies):

Is there any external funding linked to this programme? Yes / No

Will this programme be delivered across multiple campuses? Yes / No

Will this programme be delivered at partner institutions? Yes / No

If yes, please give details and associated timeframes.

Documents to be submitted alongside the Programme Concept and Resources document:

* Course Viability Report (CVR) particular attention will be paid to stakeholder commentary and student numbers
* Financial report (submitted to Strategic Portfolio Committee (SPC))

When answering the questions below, please be mindful of the following priorities:

* Enrich our research and the experience of students, staff and communities through transformational partnerships.
* Be a truly inclusive and equitable organisation.
* Collaborate with confident, authentic, resilient, enterprising and professional students and staff.
* Offer a future-focused, high-quality academic portfolio with distinctive learning and teaching.
* Provide all students with a personalised learning journey underpinned with technology.
* Produce conscientious graduates who fulfil future skills requirements both domestically and internationally.

Members of DFSC (to consult prior to submission as needed)

* Estates
* Timetable
* TLE
* Library
* Finance
* Head of Registry
* WREL & Careers
* ITS
* Apprenticeships (as required)
* YSJ Global (as required)
* Marketing, Student Recruitment, and Admissions (as required)

**Part 1 – Programme information**

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| --- | --- | --- |
| 1a | Intended academic year of entry:  | *(e.g. 2026 / 27)* |
| 1b | Intended month of entry: |  |
| 2 | Place of delivery:  | York St John – LMWYork St John – LondonPartner institutionName of partner: | Yes / NoYes / NoYes / No |
| 3a | Will any programmes be terminated as a result of this validation?  | Yes / No |
| 3b | If so, has SPC approved the programme termination(s)? | Yes / No |
| 4 | Will the programme have progression from a Foundation Year? |  |
| 5 | Will the programme have pairing with the University opt-in placement year? |  |
| 6 | Will the programme have joint honours pairings?  |  |
| 7 | Mode of study: | (e.g. full-time / part-time) |
| 8 | Programme duration: |  |
| 9a | Are you utilising the standard exit award titles? | Yes / No |
| 9b | If not, please set out the exit award titles and the rationale for these departing from the standard | Exit award title:  | Rationale: |

**Programme structure**

1. **Please supply an indicative programme structure in the table below.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Code | Level | Semester | Title | Credits | Contact hours\* (whole group) | Module status |
| compulsory (C) or optional (O) | non-compensable (NC) or compensable (X) |
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*If the programme concept and resource documentation is for more than one programme, please specify which modules will be available for which programme.*

*\* It is normally expected that the baseline expected timetabled contact time for a classroom or laboratory-based module will be 15% of overall learning hours (equating to 30 hours or 2.5 hours per week across a 12-week semester for a 20-credit module). Other module types have more flexibility in the minimum level of timetabled contact time.*

1. **Does the programme align to the** [**Academic Framework**](https://www.yorksj.ac.uk/media/content-assets/registry/regulations/11.Academic-Framework-202425.pdf)? Yes / No

**In particular, does the programme:**

|  |  |
| --- | --- |
| 1. **follow the 20 / 30 credit pattern for UG / PG degrees?**
 | Yes / No |
| 1. **comprise compulsory modules at Level 4?**
 | Yes / No |
| 1. **have a structure which follows the standard semesterised delivery pattern?**
 | Yes / No |
| 1. **demonstrate sufficient differentiation from others in terms of content for both intended and exit award?**
2. **follow the Academic Framework’s benchmark contact hours?**
 | Yes / NoYes / No |

**Please provide a rationale for any ‘no’ answers**

1. **For BSc, MSc or MSci programmes, please specify how the programme will be of a scientific nature.**

**Programme Rationale** (delete italicised guidance notes before submission)

1. **Introduction to the programme and any special features (including any planned field trips, use of guest speakers, additional qualifications, etc.).** *Short pitch (150-200 words max) on what the hooks for students will be, what is intended to be distinctive about this programme at YSJ and why students should study this programme at YSJ:*
2. **What impact will there be on resource? E.g., timetable, staffing, space etc?**
3. **What have you aimed to achieve with this programme development, and how have you achieved it?**  *Include your rationale for the development and what types of students you hope to attract. What consideration has been given to your School Portfolio Risk Profile (where applicable, e.g., re-validation). What are your strategies for assuring the quality of teaching, learning and assessment to scholarship, research or professional practice (which is important for TEF)? Please also comment on the way this aligns with YSJ Pedagogy framework?*
4. **What progression outcomes (e.g. employment and further study) will students who have undertaken the degree be well placed for? How will the** [**Work Related Experiential Framework**](https://staffroom.yorksj.ac.uk/Content/File/Index/00256d84-4ad1-457b-9e21-696da167f951#/view) **be embedded in the programme?** *This section is intended to help inform the careers section of the course page for the programme.*
5. **How are you going to get input from employers, partners and the wider community prior to validation?** *Add in the critical path / timetable for consultation.*
6. **Issues and risks to student and programme continuity.** *Please consider any risks to the running of the programme which may involve the University implementing the* [*Student Protection Plan*](https://www.yorksj.ac.uk/media/content-assets/admissions/documents/Student-Protection-Plan-2018-19.pdf)*. What could be put in place (if anything) to mitigate these risks? (For example, is the programme dependent on one member of staff carrying a significant teaching or assessment load?)*
7. **Have any financial resources changed since the CVR (below 10% threshold)?** Yes / No
8. **If yes, is finance in support of these changes?**
* Yes
* Yes, with amendments
* No

**Please include any additional financial information as needed:**

**PSRBs**

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| --- | --- | --- |
| 1 | Are you working with Professional, Statutory and Regulatory Bodies (PSRBs)? *(If the answer is no, skip to the Resources section below)* | Yes / No |
| 2 | Who is the PSRB? Enter name and website link:  |  |
| 3 | Have you contacted the PSRB to notify them of the programme development? Please state any specific PSRB timeline here. |  |
| 4 | What is the critical path (i.e., timetable) for the PSRB accreditation, including the relevant key decision points? |  |
| 5 | Are there any stipulations from the PSRB that have an impact (e.g., minimum Student-Staff Ratios (SSRs) or staff Full-Time-Equivalents (FTEs), essential / mandatory specialist equipment, additional data returns, additional placements, additional Health and Safety requirements, additional insurance requirements, etc.)? |  |
| 6 | Are there any costs associated with accreditation / certification / membership with external bodies for students / the University required to run the course? |  |
| 7 | What types of employers are being consulted on the programme development? Please provide details. |  |

**Resources**

|  |  |  |
| --- | --- | --- |
| 1 | Are there any further resources required, in addition to those stated in the CRV (SSR outlined) remission and level of staff associated with the programme *(e.g., for validation, design, development, review and maintenance, delivery and support for students);* |  |
| 2 | Are exceptional demands expected on student support services? If so, please detail.  |  |
| 3 | Are any specialist library resources, books, journals or academic support required from Library Services? *(indication of costs needed; further specifics can follow as part of validation process)*  |  |
| 4 | Are placements and / or study abroad a feature of the programme?  |  |
| 5 | Are there any additional or new demands on the Technical Team?  |  |
| 6 | Are there any additional or long-term space requirements (including specialist spaces) that impact the design of the programme?  |  |
| 7 | Are there any specialist timetabling requirements? |  |
| 8 | Is there anything different about the delivery method proposed that may require our systems and processes to change?  |  |

**IT Support**

*To be completed in conjunctions with Innovation & Technology Services (ITS) prior to submitting this document for DFSC consideration.*

|  |  |  |  |
| --- | --- | --- | --- |
|   |   | Programme team to detail requirements | ITS to comment  |
| 1  | Are there any new specialist IT equipment, new design / delivery method proposals, additional or new IT licences, IT licence renewals or IT requirements specific to the programme?  |   |   |
| 2  | Please detail any hardware requirements / costs  |   |   |
| 3  | Please detail any software requirements / costs  |   |   |

Please provide any details in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Software  | No. of students and year of study (e.g. 36 / Y2)  | Student remote access required  | Cost (to be completed by ITS) |
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**Degree Apprenticeships**

**Summary of discussions with Degree Apprenticeship team.**

*Please consider;*

* *Alignment of the programme with the Apprenticeship Standard, including any specific requirements or adaptations needed*
* *An overview of employer engagement strategies*
* *Apprenticeship delivery models, and how the programme meets the requirements of the local Skills improvement need (or future local Skills England Policy)*
* *Any clarity on the intended End Point Assessment process and any risks or challenges*
* *Any financial modelling for programme sustainability such as minimum numbers.*

To be completed by Academic Quality:

|  |  |
| --- | --- |
|  | Actions and deadlines |
| Programme representative |  |
| Estates |  |
| Timetable  |  |
| TEL |  |
| Library  |  |
| Academic Quality |  |
| WREL and Careers |  |
| ITS |  |
| Director of Student Success and Learning Services |  |
| Finance (as required) |  |
| Apprenticeships (as required) |  |
| YSJ Global (as required) |  |
| Marketing and Student Recruitment (as required) |  |