

**ACADEMIC QUALITY AND PARTNERSHIPS OFFICE (PARTNERSHIP)
PARTNER INSTITUTIONS NEW COURSE PROPOSAL FORM**

Proposing Partner Institution	
Proposed title and award of course	
Proposed start date of course	
Name of course convenor(s)	
Cognate Faculty at University of Sussex	
Proposed Entry Requirements	
Offer Level (e.g. A-Levels ABB-BBB, Upper Second Class Honours Degree etc)	
Specific Entry Requirements (e.g. specific GCSE and/or A-Levels)	

Brief academic rationale for the proposed course (300 words maximum)	

Relationship to Partner Institution's Teaching and Learning Strategy (200 words maximum)

1.1. Please explain how subject and staff expertise and resource has been taken into consideration when designing this course.

1.2. Please provide a description of the potential market for the proposed course. Please reference whether this is an entirely new route or if it will impact on the recruitment of existing provision and if it will result in the withdrawal of any existing courses. (300 words maximum)

1.3. Please provide indicative student intake numbers for the first 3 years of the course's operation, based on current market data. Please highlight what demographic the course seeks to recruit. For PG courses, please highlight if you expect to recruit from existing UG provision. (200 words maximum)

Proposed Structure of Course

COURSE STRUCTURE – Year []					
Module Title	FHEQ Level	Credit weighting	Core or Option	New or existing	If there are option groupings, please detail these
TERM 1					
TERM 2					
Total credits for the year should equal 120 (UG) or 180 (PGT)					

Please adjust length of course and term structure as required.

Required signatories for approval	Signature	Date
Director(s) of Teaching and Learning or equivalent position in partner institution		
Partnership Tutor (University of Sussex)		
Executive Dean of Cognate Faculty (University of Sussex)		

Once complete, please send an electronic copy of this form to the AQP Partnership Office, ensuring that:

- It is signed by the Director of Teaching and Learning (or equivalent position) in the partner institution
- All fields are complete

The AQP office will request approval from the other signatory and ensure that the proposal is presented to the next Collaborative Provision Approval Committee meeting. The proposal will then be eligible to proceed to validation if approval is given by the Committee.

For AQP Office use only

Comments from AQP for the consideration of the Collaborative Provision Approval Committee

Required signatories for approval	Signature	Date
AQP Manager		
Pro-Vice-Chancellor for Education and Students (if exemption from University policy is requested)		