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About Planning Proposals

KB0010023



About Planning Proposals

A planning proposal should be produced if you are requesting a new programme, or a title change to an existing programme. As part of the proposal process you will need to engage with the financial modelling team to come up with costings and projected income/surplus based upon the proposed fee. They will require full details as to the likely contact hours and whether the new programme will be sharing modules with existing programmes. Additional information will be requested for collaborative programmes.

Overview

Proposal title including award

Ensure this includes the award title - if there will be several named awards include that information elsewhere

Type

Either New Programme or Title Change

What do you want to do?

A short informative summary of what is proposed - e.g., new FT MSc programme with intakes in September and January.

Proposed start date

This should be the beginning of the month in which you wish the first intake of students. Please remember that you need to allow sufficient time for this proposal to complete its validation and then to be marketed.

Level of study and mode(s)

Make sure you are clear - e.g., BSc top-up level 6 only programme delivered both full-time and part-time with options for face-to-face and distance learning. Include the duration of each option - e.g., FT 1 year, PT 2 years.

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Collaborative Partner Details

Give the name of the partner, the type of award that is being proposed (franchised, validated, dual, joint, etc.). If there are specific non-standard requirements, e.g. LJMU collecting fees or marketing the programme, state them here.

Overview

Self-explanatory - include a contact person for the proposal.

Programme Proposal

Only include proposed student fees in this section. Charges for collaborative partners should be presented separately to APFP.

Completing the Planning Proposal

When you have completed the planning proposal you should **Mark as Complete** and then press the **Submit to School** button. Then go to **Proposal tasks** and create an Endorsement task for your school director. In the text state *Please endorse this planning proposal and submit for Faculty consideration. When you have done so please add a Standard Task on the FMT secretary to add to the next FMT agenda. I am sending you the finance modelling separately via email.*

Regards

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Email the financial modelling directly to your School Director.
