**Outline Proposal | Key Details Form**

To be completed for **all** outline proposals except those limited to a minor change – please see the definition of a [minor change](#_Defining_Minor_Changes). Please complete the information below so your proposal can be progressed.

Please complete section 1 and then sections 2-5 as applicable:

Section 1 Proposal summary information

Section 2 New course or new route information

Section 3 New Degree Apprenticeships information

Section 4 Course revision information

Section 5 Degree Apprenticeship revision information

**Please let us know if you have any feedback on this form:**

[**Feedback on Outline Proposal Key Details Form**](https://forms.office.com/r/zLSnw2zyEt)

**Section 1 Proposal summary Information**

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| --- |
| **1.1 Title of main academic item***Please identify a single course (existing or new) that will be the main academic item for this proposal. One lead item is needed to identify the proposal.* |
|  |
| **1.2 Please name all courses (individually) impacted by/included in the proposal***Please list any other courses (identifying if existing or new) that are included in or impacted by this proposal*  |
|  |
| **1.3 Collaborative provision/ partner involvement?***Please include delivery location* |
|  |
| **1.4 DL only: have staff completed Digital Literacy Requirements for Design?***Training for both the design of DL proposals and delivery of DL courses is required. If the* [*training requirements*](https://ipark.hud.ac.uk/index.php/training-development/online-distance-learning/) *for* ***designing*** *a DL proposal have not been met then the proposal cannot be progressed to a workflow until these have. (A separate confirmation will then need to be entered in the course academic item ahead of the validation event that staff have completed the training requirements to* ***deliver*** *DL.)* |
|  |
| **1.5 Any Exceptions to regulations required? Rationale needed** |
|  |
| **1.6 Academic contact**  |
|  |
| **1.7 School Admin contact** |
|  |

**Section 2 New Course or New Route Information**

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| **2.1 Proposed final award (if new identify and include rationale)** *i.e. MSc. The full list of awards offered by the University can be found in* [*Section 1.1 of Regulations for Award*](https://www.hud.ac.uk/policies/registry/awards-taught/section-1/)*.* If the award is not in Section 1 then please email Registry at *qualityassurance@hud.ac.uk* |
|  |
| **2.2 Proposed Course Title** *i.e. Creative Writing (please do* ***not*** *include the award i.e. MA Creative Writing)**If a degree apprenticeship, this must be included in brackets in the title and section 3 must also be completed* |
|  |
| **2.3 Mode of study for each proposed course***Please identify if FT and/or PT for each named award* |
|  |
| **2.4 Mode of delivery for each proposed course***Please identify if 1. standard (includes blended), 2. DL, or 3. block (block means face to face contact delivered together followed by online and remote delivery)* |
|  |
| **2.5 Start Date? (Please use the DDMMYY format)**This is the specific date that reflects the start of activity at course level (e.g. lectures on campus, the start of freshers week for example) |
|  |
| **2.6 Intakes? (Please identify all intakes for each course)***This is the calendar month that a cohort will start the course annually* |
|  |
| **2.7 Anticipated student numbers** *Early estimate, more detail to be provided in the course rationale document and the full proposal*  |
|  |
| **2.8 Is this a new subject area for your School?**  |
|  |
| **2.9 Outcomes from most recent subject review***As these apply to the proposed development* |
|  |

**Section 3 New Degree Apprenticeships Information**

**(Please complete together with Section 2 above)**

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| **3.1 Will it be taught alongside a non-apprenticeship cohort?** |
|  |
| **3.2 Which apprenticeship standard applies?** |
|  |
| **3.3 Please identify the apprenticeship (maximum) funding band** |
|  |
| **3.4 DA off the job training proposed delivery** *i.e. 1 day a week / intensive blocks* |
|  |
| **3.5 Have you got interested employers in this DA course?** |
|  |
| **3.6 Is the EPA integrated or non-integrated?** |
|  |

**Section 4 Course Revision Information**

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| **4.1 What modules are being removed or added to which courses?** *This includes removing or adding option modules* |
|  |
| **4.2 Any changes to the course structure?***This includes changes to academic progression, to which term modules are delivered, and if modules are changing from termly delivery to yearly delivery – see section 3 of* [*Learning & Teaching Definitions*](https://www.hud.ac.uk/media/assets/document/registry/validationprocess/Teaching_LearningandAssessmentMethods-Apr2021.docx) |
|  |
| **4.3 Confirm number of credits of substantially revised modules***This can include multiple changes to a module, changing the module status on a course (optional/core/compulsory), changing module learning outcomes beyond grammatical tidying up.* |
|  |
| **4.4 The current validated intake(s) (all intakes currently validated for the course)**  |
|  |
| **4.5 Any changes to intake(s)? (Please identify any new or removed intakes)** |
|  |
| **4.6 The current Mode of study (all mode(s) currently validated for the course)***FT/PT* |
|  |
| **4.7 Any changes to Mode of study for each proposed course?***FT / PT for each named award – any removal or addition of a mode of study* |
|  |
| **4.8 The current Mode/s of delivery (all mode(s) currently validated for the course )***Standard / DL / Block* |
|  |
| **4.9 Any changes to Mode(s) of delivery for each proposed course? (Any new or removed Modes for each course?)***Standard / DL / Block**Modes of delivery are 1. standard (includes blended), 2. DL, or 3. block (block means face to face contact delivered together followed by online and remote delivery). If you’re not changing the mode of delivery but are increasing online delivery please provide some detail* |
|  |
| **4.10 Date of first intake/changes applicable from** |
|  |
| **4.11 Outcomes from most recent subject review***If these apply to the development* |
|  |
| **4.12 Are there any changes to course learning outcomes?** |
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**Section 5 Degree Apprenticeship Revision**

**(Please complete together with Section 4 above)**

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| **5.1 Please list any degree apprenticeship courses being revised** |
|  |
| **5.2 Is there a change to whether it will be taught alongside a non-apprenticeship cohort?** |
|  |
| **5.3 Any changes to which apprenticeship standard applies?** |
|  |
| **5.4 Any changes to the apprenticeship (maximum) funding band?** |
|  |
| **5.5 Any changes to DA off the job training proposed delivery?***i.e. 1 day a week / intensive blocks* |
|  |
| **5.6 Is there any change to whether the EPA is integrated or non-integrated?** |
|  |

## Defining Minor Changes

Minor changes are those that are not required to be on the validation schedule – please see our [Validations Principles and Guidance](https://www.hud.ac.uk/media/assets/document/registry/validationprocess/ValidationPrinciplesandGuidelines_Jan2020.docx) document. Typically, these can include a change in Module Leader, a change in assessment type, a change to the spread of learning methods hours, or the removal of an optional module; however, all should be reviewed on a case-by-case basis and Registry are responsible for determining whether a change constitutes a minor change. Any systemic, non-standard or wholesale change will still need to be recorded on the validation schedule. Please contact the quality assurance team in Registry qualityassurance@hud.ac.uk who will be able to advise you on specific scenarios.