# **Annex E: Template for a proposal for a new PGR programme or changes to a PGR programme**

Departments wishing to propose a new PGR programme or changes to an existing PGR programme should use this template to provide the information required to enable appropriate consideration and scrutiny. Information can either be provided using the template provided (a Word version is available to download from [New Courses and major changes to courses | Academic Support (ox.ac.uk))](https://academic.admin.ox.ac.uk/new-courses) or in a separate Word document. Each section of the template must be completed for new programmes. For proposals for major changes, sections A-C must be completed with other sections completed as appropriate for the type of change being requested. Note that each section has an indicative word count which is intended to act as a guide to the level of detail required.

1. Programme title (all proposals) and summary of change (change proposals only)
2. Academic grounds
3. Evidence of/impact on demand
4. Matriculation and college membership (new programmes only)
5. Programme design
6. Programme organisation, administration and oversight
7. Induction, skills training and employability
8. Supervision
9. Location of study and collaborative provision
10. Assessment
11. Arrangements for suspensions
12. Facilities and other resources
13. Recruitment and admissions
14. Student numbers
15. Fees and additional course costs
16. Consultation undertaken
17. Documentation to be attached

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| 1. **Programme title (all proposals) and summary of change (change proposals only)**   Give the name of the (proposed) programme, the study intensity (full-time/part-time) and the expected first cohort date for new programmes or the expected date of implementation for major changes.  For major changes to programmes, give a summary of the change.  **Indicative word count: 150-300 words** |
| 1. **Academic grounds**   Outline the academic grounds for the proposed new programme/changes to an existing programme, including:   1. The context and rationale for the new programme development/changes to an existing programme at this time 2. How the new programme relates to/proposed changes impact existing provision, within the University and elsewhere 3. The strategic fit of the new programme within the department/faculty, division and University (new programmes only) 4. Whether the programme or changes to the programme are related to a RCUK or other funding bid 5. Whether the course will meet any PSRB accreditation requirements or will otherwise confer additional recognition on completion   **Indicative word count: 500-1000 words** |
| 1. **Evidence of/Impact on demand**   Provide a statement on the evidence of demand for the new programme/impact on demand of the changes, including:   1. A brief explanation of whom the new programme is intended to attract/whether the changes are being made to make the programme more attractive and if so to whom 2. An overview of what is offered at competitor institutions (how does the programme compare in content/style/duration, how many students apply, what kind of fees do they attract) (new programmes only) 3. An explanation of what would attract students to this programme at Oxford over other offerings at the University or elsewhere (new programmes only) 4. An explanation of what considerations there are in relation to widening participation and equality and diversity in the new programme design. This might include an exploration of protected characteristics and other key demographic factors in the intended applicant pool.   **Indicative word count: 500-1000 words** |
| 1. **Matriculation and college membership (new programmes only)**   It is assumed that all new research programmes will be matriculated.   1. Will students matriculate in person or in absence? 2. Which colleges have agreed to take students? Provide evidence of agreement (which may be in principle but must be a minimum of 2 colleges and must cover all the places agreed for the programme). |
| 1. **Programme design**   Give an overview of the programme, including:   1. The programme-level aims and learning outcomes; this should include reference to any professional body or accreditation requirements 2. The programme-level [competence standards](https://academic.admin.ox.ac.uk/glossary#collapse1802401) (see also [EAF Annex D](https://academic.admin.ox.ac.uk/examiners)) 3. How the programme demonstrates inclusive educational practice (see the[Disability Inclusion Statement](https://academic.admin.ox.ac.uk/disability-inclusion-statement)) 4. If the programme is being offered part-time, confirm that the programme level aims, learning outcomes and competence standards are the same as for full-time students. 5. If the proposal is for a new MSc(Res)/MLitt, explain how and to what extent the research Masters programme will be integrated with any existing DPhil programmes. 6. If exit awards will be available for those who cannot or do not wish to continue to completion of the original intended award, please explain what these will be.   Where a major change is being requested highlight the impact of the change on the above.  **Indicative word count: 1500-3000 words**  **Guidance**   * [Annex F Glossary of terms](https://academic.admin.ox.ac.uk/new-courses) (P&G new courses) * [Writing effective learning outcomes](https://www.ctl.ox.ac.uk/effective-learning-outcomes) * [Inclusive teaching and learning at Oxford](https://www.ctl.ox.ac.uk/included-summary-of-resources-for-staff) * [Examinations and Assessment Framework Annex D](https://academic.admin.ox.ac.uk/examiners) * [Disability Inclusion Statement](https://academic.admin.ox.ac.uk/disability-inclusion-statement) |
| 1. **Programme organisation, administration and oversight** 2. Identify the programme leadership and the body (e.g. organising committee, standing committee) that will be responsible for organising and supervising the new programme and provide details of its:    1. composition (including student representation)    2. reporting lines to the relevant faculty/department(s) and division(s) 3. Provide a detailed overview of the new programme oversight, organisation and administration, demonstrating that there are sufficient core staffing levels to ensure smooth running of the programme. If this is a joint programme or a new programme drawing on resources outside of the home department or faculty, list the department/faculties and divisions involved and provide evidence of their support. 4. Describe the administrative support for the new programme. Can the new programme be supported by the department’s current administrative team? Yes/No. If no, what steps are being taken to provide the necessary resource. 5. Provide an overview of the arrangements for student representatives and representative structures associated with the new programme, and articulate their integration into programme management, quality assurance and enhancement and oversight.   Where a major change is being requested highlight the impact of the change on the above.  **Indicative word count: 1000-2000 words**  **Guidance**   * [Policy and guidance on student engagement and representation](https://academic.admin.ox.ac.uk/student-engagement-and-representation) |
| 1. **Induction, skills training and employability** 2. Describe the induction arrangements. If the programme is to be offered part-time or is a proposal for a new MSc(Res)/MLitt programme, describe the impact of this on induction arrangements. 3. Describe how skills training is embedded within the programme. If the programme is to be offered part-time, describe the impact of this on skills training. 4. Describe how employability is embedded within the design of the programme.   **Indicative word count: 500-1,000 words**  **Guidance**   * [Policy and guidance on research degrees](https://academic.admin.ox.ac.uk/research-degrees) |
| 1. **Supervision** 2. Describe the supervision arrangements for the new programme/any changes to the supervision arrangements for the programme and how progress will be monitored. 3. If the programme is to be offered part-time, describe the impact of this on supervision arrangements, noting that good practice is for part-time students to have a supervisory team.   **Indicative word count: 300-600 words**  **Guidance**   * [General Regulations Governing Research Degrees: Part 3 Supervision of Probationer Research Students](https://examregs.admin.ox.ac.uk/Regulation?code=grgrdp3soprobresestud) * [General Regulations for the Degree of Doctor of Philosophy: Part 5 Supervision of Students](https://examregs.admin.ox.ac.uk/Regulation?code=grftdodopp5supeofstud) * [General Regulations for the Degree of Master of Letters: Part 4 Supervision of Students](https://examregs.admin.ox.ac.uk/Regulation?code=grftmolp4supeofstud) * [General Regulations for the Degree of Master of Science by Research: Part 4 Supervision of Students](https://examregs.admin.ox.ac.uk/Regulation?code=grftdomosbrp4supeofstud) * [Policy and guidance on research degrees](https://academic.admin.ox.ac.uk/research-degrees) * Divisional guidance on supervision |
| 1. **Location of study and collaborative provision** 2. Describe the requirements, or changes to the requirements, for study outside the home department/Oxford, for example for fieldwork, at another institution as part of a Doctoral Training Centre arrangement. 3. Specify whether there is any collaborative provision of teaching, supervision or facilities. 4. If the programme is offered part-time, describe the expectations of study in Oxford and elsewhere.   **Indicative word count: 300-600 words**  **Guidance**   * [General Regulations Governing Research Degrees: Part 4 Residence and other Requirements of Probationer Research Students](https://examregs.admin.ox.ac.uk/Regulation?code=grgrdp4raoroprobresestud) * [Policy and guidance on providing education with others](https://academic.admin.ox.ac.uk/policies/providing-education-with-others) |
| 1. **Assessment**   Set out the requirements, or changes to the requirements, for transfer of status, confirmation of status (DPhil only) and final examination, including:   1. The timing of milestone assessments including for part-time if offered 2. The material required for milestone assessments and the impact on taught components of part-time study (if offered) 3. Whether the final submission will be standard thesis (in which case please state the proposed word count) or whether an integrated thesis is permissible, stating the required number of publications.   **Indicative word count: 1000-2000 words**  **Guidance**   * [General Regulations Governing Research Degrees](https://examregs.admin.ox.ac.uk/Regulation?code=grgoveresedegr) * [General Regulations for the Degree of Master of Letters](https://examregs.admin.ox.ac.uk/Regulation?code=grftdomastoflett) * [General Regulations for the Degree of Master of Science by Research](https://examregs.admin.ox.ac.uk/Regulation?code=grftdomosciebyrese) * [General Regulations for the Degree of Doctor of Philosophy](https://examregs.admin.ox.ac.uk/Regulation?code=grftdodoctofphil) |
| 1. **Arrangements for suspensions** 2. Describe how student suspensions will be managed if there are any summatively assessed taught elements, e.g. as part of transfer of status requirements, where a student suspending for less than a year may cause difficulties. 3. Describe how student suspensions will be managed where suspension may have an impact on the subject of research, e.g. recruitment of study participants, longitudinal data collection, creation of laboratory samples.   **Indicative word count: 300-600 words** |
| 1. **Facilities and other resources** 2. Where the new programme/major change to the programme involves additional student numbers or may have an impact on space, facilities or other resources, please address the impact, where relevant, in relation to the following:    1. Students’ study or working space    2. Library provision (including space, books, and other learning resources)    3. Laboratory provision    4. Access to specialist learning facilities    5. Opportunities to work with staff and other graduate students    6. Online learning provision 3. Provide details of any other resource implications of the new course, including IT, specialist equipment, accommodation and/or regular requirement for special tuition.   **Indicative word count: 500-1000 words** |
| 1. **Recruitment and admissions** 2. Describe the criteria for admission to the programme 3. Provide the essential information required for admissions setup including proposed deadlines, details of supporting materials, integrated CV etc 4. Provide a copy of the draft course information sheet (CIS) 5. Will the course require students to have [ATAS](https://www.ox.ac.uk/students/visa/before/ATAS) clearance? Yes/No/Not applicable   **Indicative word count: 400-800 words**  **Guidance and resources**   * [Annex F Glossary of terms](https://academic.admin.ox.ac.uk/new-courses) (P&G new courses) * [Graduate Admissions and Funding handbook](https://www.ox.ac.uk/gafhandbook) |
| 1. **Student numbers**   State the proposed cohort size for the programme, including agreed intake numbers, for the first three years (the medium-term planning profile), and any plans for proposed future expansion beyond that. For changes to programmes, state any changes to student numbers.  **Indicative word count: 100-200 words** |
| 1. **Fees and additional course costs**   Contact your divisional office for the current version of the PRAC Course Fee Proposal Form and course costings spreadsheet.   1. Have the fees for the course been approved? Yes/No/In progress 2. Are there any additional course costs, e.g. for fieldwork? Yes/No   If yes, please provide brief details.  **Indicative word count: 100-200 words** |
| 1. **Consultation undertaken**   For each form of consultation undertaken for the proposal please provide evidence and responses to the feedback received, or where a certain type of consultation has not been undertaken, briefly explain why this was not considered necessary.   1. Home department/faculty 2. Students 3. Other Departments/Faculties, as relevant 4. Other professional services, as relevant, including    1. libraries    2. Education Services particularly the Data Quality Team    3. IT Services 5. Colleges 6. External advisors 7. PSRB   **Indicative word count for explanations (not supporting evidence): 500-1000 words**  **Guidance and resources**   * [Annex G: Guidance on student consultation](https://academic.admin.ox.ac.uk/new-courses) (P&G new courses) * [Annex H: Guidance on internal consultation](https://academic.admin.ox.ac.uk/new-courses) (P&G new courses) * [Annex I: Guidance on external consultation](https://academic.admin.ox.ac.uk/new-courses) (P&G new courses) |
| 1. **Documentation to be attached**   In support of the proposal, please attach documentary evidence of the following (as clearly labelled appendices):   1. Approval of relevant department/faculty/divisional bodies 2. Draft Examination Regulations (in Word) 3. Evidence of all consultations undertaken and responses to the feedback received 4. Evidence of college agreement to take students 5. Confirmation of fee and student number approvals 6. Draft course information sheet 7. Any division-specific additional information, e.g. divisional new paper template |