# NEW COURSE FORM

*If this is a* ***NEW*** *course, please complete Section 1 of this pro forma and delete the next pro forma. If this is an amendment to a course, please delete this one and complete the next pro forma.*

**SECTION 1: SCHOOL TO COMPLETE**

| **Required Information** | **Data** |
| --- | --- |
| **Level of Course** | **PGR** |
| **Name of Owning School** | Choose an item. |
| **Division** | Click or tap here to enter text. |
| **Date of the First Intake** | Choose an item. |
| **In Which Months will the Course have a Start Date?** | **September  January  May** |
| **Title** | Click or tap here to enter text. |
| **Degree Award** | Choose an item. |
| **Alternative Exit Award** | Click or tap here to enter text. |
| **Location/Campus**  *Please select all that are applicable and give details, for example if there is a term abroad in Paris* | **Canterbury  Medway  Brussels   Paris**  **Other:** Click or tap here to enter text. |
| **Mode of Attendance**  *Please select all that are applicable* | **FT  PT  Distance Learning** |
| **Length in Months**  *Including year abroad/placement year* | Click or tap here to enter text. |
| **Teaching Institution** | Choose an item. |
| **Is there a Work Placement and if so is it Compulsory?** | Choose an item.**Yes  No** |
| **Year Abroad** | **Yes  No** |
| **Number of Stages** | Choose an item. |
| **Credits per Stage** | Click or tap here to enter text. |
| **Accreditations** | Click or tap here to enter text. |
| **Stage Weightings** | Click or tap here to enter text. |
| **Course Model** | Click or tap here to enter text. |
| **Date of CASC Meeting the Course was Approved** | Click or tap to enter a date. |
| **FT Fee Amount and Fee Band** | **UK/EU fee:** Click or tap here to enter text.  **UK/EU fee band:** Click or tap here to enter text.  **International fee:** Click or tap here to enter text.  **International fee band:** Click or tap here to enter text. |
| **Notes** | Click or tap here to enter text. |

# Delivery Details

*(only required if different from the above i.e. a Partner College Course)*

| **Required Information** | | **Data** |
| --- | --- | --- |
| **School** | | Click or tap here to enter text. | | |
| **Division** | | Click or tap here to enter text. | | |
| **Location/Campus**  *Please select all that are applicable* | | Click or tap here to enter text. | | |
| **Teaching Institution** | | Choose an item. | | |
| **Completed by** | | Click or tap here to enter text.Click or tap to enter a date. | | |

**SECTION 2: CSAO TO COMPLETE**

| **Required Information** | | **Data** |
| --- | --- | --- |
| **COS Code** | | Click or tap here to enter text. | | |
| **Course Code** | | Click or tap here to enter text. | | |
| **HECOS Code** | | Click or tap here to enter text. | | |
| **Is ATAS required?** | | Choose an item. | | |
| **If ATAS is required, please provide the CAH3 code** | | Click or tap here to enter text. | | |
| **UCAS Code:** | | Click or tap here to enter text. | | |
| **Completed by** | | Click or tap here to enter text.Click or tap to enter a date. | | |

**SECTION 3: MORA TO COMPLETE**

| **Required Information** | | **Data** |
| --- | --- | --- |
| **Programmes Plant ID** | | Click or tap here to enter text. | | |
| **Visit Day/Interview Subject Code** *If applicable* | | Click or tap here to enter text. | | |
| **UCAS Code** *If applicable* | | Click or tap here to enter text. | | |
| **Set up on KentVision** | | Choose an item. | | |
| **Sent Protocol to School to Complete** | | Choose an item.Click or tap to enter a date. | | |
| **Protocol Set Up** | | Choose an item. | | |
| **Added to Course Spreadsheet** | | Choose an item. | | |
| **MCR Codes** | | Click or tap here to enter text. | | |
| **Email Communication Sent** | | [Infoadm-staff@kent.ac.uk](mailto:Infoadm-staff@kent.ac.uk)   [listings-update@kent.ac.uk](mailto:listings-update@kent.ac.uk)  Relevant School/Division | | |
| **Data Quality Informed of UCAS Code and Requested to add the UCAS Choice Flag** | | Choose an item. | | |
| **Notes** | | Click or tap here to enter text. | | |
| **Completed by** | | Click or tap here to enter text.Click or tap to enter a date. | | |

# COURSE AMENDMENT FORM

*If this is an* ***AMENDMENT*** *to a course, please complete Section 1 of this pro forma and delete the preceding pro forma. If this is a new course, please delete this one and complete the preceding pro forma*

**SECTION 1: SCHOOL TO COMPLETE**

| **Required Information** | | **Data** |
| --- | --- | --- |
| **Level of Course** | | **PGR** | | |
| **Name of Owning School** | | Click or tap here to enter text. | | |
| **Division** | | Click or tap here to enter text. | | |
| **First Intake to Which the Change Applies** | | Choose an item. | | |
| **Title** | | Click or tap here to enter text. | | |
| **Degree Award** | | Choose an item. | | |
| **Location/Campus**  *Please select all that are applicable and give details, for example if there is a term abroad in Paris* | | **Canterbury  Medway  Brussels   Paris**  **Other:** Click or tap here to enter text. | | |
| **Mode of Attendance**  *Please select all that are applicable* | | **FT  PT  Distance Learning** | | |
| **Teaching Institution** | | Choose an item. | | |
| **Date of CASC Meeting the Substantial Amendment was Approved/or Date the Minor Amendment was Approved by Division** | | Click or tap to enter a date. | | |
| **Describe the Changes being made to this Course**  *If it is a name change please include the original and new name here* | | **Major Change:** Click or tap here to enter text.  **Minor Change:** Click or tap here to enter text. | | |
| **COS Code and Version** | | Click or tap here to enter text. | | |
| **Course Code** | | Click or tap here to enter text. | | |
| **Notes**  *If the course model is changed, please include the number of stages, stage weightings and credits per stage* | | Click or tap here to enter text. | | |
| **Course Model** | | Click or tap here to enter text. | | |
| **Completed by** | | Click or tap here to enter text.Click or tap to enter a date. | | |

**SECTION 2: CSAO TO COMPLETE**

| **Required Information** | | **Data** |
| --- | --- | --- |
| **Previous POS/COS Code and Version** | | Click or tap here to enter text. | | |
| **Previous Course Code** | | Click or tap here to enter text. | | |
| **New COS Code and Version** | | Click or tap here to enter text. | | |
| **New Course Code** | | Click or tap here to enter text. | | |
| **Is ATAS required?** | | Choose an item. | | |
| **If ATAS is required, please provide the CAH3 code** | | Click or tap here to enter text. | | |
| **Completed by** | | Click or tap here to enter text.Click or tap to enter a date. | | |

**SECTION 3 MORA TO COMPLETE**

| **Required Information** | | **Data** |
| --- | --- | --- |
| **Programmes Plant ID** | | Click or tap here to enter text. | | |
| **Old MCR Codes**  *Only include ‘in use’ codes* | | Click or tap here to enter text. | | |
| **Applicants on Old MCR Codes** | | Click or tap here to enter text. | | |
| **Set up new MCR on KentVision** | | Choose an item. | | |
| **New MCR Codes** | | Click or tap here to enter text. | | |
| **Sent Protocol to School to Complete** | | Choose an item.Click or tap to enter a date. | | |
| **Written to Applicants if the Change is Significant** | | Choose an item. | | |
| **Applicants on Old MCR Moved to New MCR**  *Change course code under process decision* | | Choose an item. | | |
| **Sent Form to Helpdesk to Close Down Old MCRs/ Request Pre-Applicant Contact Details** | | Choose an item. | | |
| **Pre Applicant Details Received from IT and Sent to the School** | | Choose an item. | | |
| **Applicants Moved on to the new COS on Cressida (if rolled in)**  *Email CSAO if you have to change the COS* | |  | | |
| **Email Communication Sent**  *With details of new MCR and COS* | | [Infoadm-staff@kent.ac.uk](mailto:Infoadm-staff@kent.ac.uk)   [listings-update@kent.ac.uk](mailto:listings-update@kent.ac.uk)  Relevant School/Division | | |
| **Updated Protocol** | | Choose an item. | | |
| **Notes** | | Click or tap here to enter text. | | |
| **Completed by** | | Click or tap here to enter text.Click or tap to enter a date. | | |

**Course Specification for Research Courses of Study**

***Guidance and Template Text***

***Notes:***

* *Important: Please delete all the text in italics before submission.*
* *All italicised comments are for guidance only. As appropriate, to be replaced with specific School/Divisional-level information before submission for approval.*
* *Refer to Code of Practice for Quality Assurance of Research Courses of Study: Annex B when completing this template.*
* *The number of bullet points provided in each list is for example only and is not an indicator of the expected length of the list.*
* *Where a submission for approval is of a major revision to an existing specification, the revisions should be clearly indicated, e.g. using tracked-changes. (To be removed from approved version before uploading to website.)*

**1** **Award and Title**

* 1. **Alterative Exit Award**

**2** **Length and Mode of Registration**

*(The following text to be retained or deleted, as appropriate)*

**Masters by Research and Thesis**

Full -Time (one year)

Part-Time (two years)

**Doctor of Philosophy**

Full-Time (three to four years)

Part-Time (five to six years)

**3** **Entry Requirements**

*Indicate the specific entry requirements for the course.*

*State any requirements relating to international applicants.*

**4 Campus**

**5** **Anticipated Total Student Registrations**

*Target total fte registrations at steady state*

**6** **Course** **Management**

Division responsible for management of the course:

The management of the course will be overseen by the Divisional Director of Graduate Studies and Student Experience and the Divisional Graduate Studies Committee. The management of the course will also be reviewed at Divisional and Institutional levels by the Divisional Graduate Studies and Student Experience Committee and the Graduate and Researcher College Board as outlined in the University’s Code of Practice for the Quality Assurance for Research Courses of Study.

*Please reference any additional staff roles or committees with responsibility for management of the course within the Division.*

**7** **Proposed Start Date**

**8** **Opportunity and Need**

*Evidence of opportunity and need for the course, including student/employer demand, and relationship to the Divisional Plan, University Plan, University Curriculum Policy and other University provision.*

**9** **Aims and Objectives (including assessment criteria)**

*State what students will have achieved and be capable of when they complete the course successfully. (These are the QAA "aims and objectives".)*

*Best provided as an enumerated list, for ease of referencing.*

The University’s assessment criteria for research courses of study is outlined in Section 8.4 of the Regulations for Research Courses of Study.

**10 Course Outline**

*A brief overview of the core components of the course (e.g.: Research Training, Seminars) to include:*

**10a** Details of the research training that the student will be expected to complete:

**Divisional level**

*Outline details of the modules or courses the student will be expected or required to take.*

**Institutional level**

*(Where the course specification is for a PhD)*

All new PhD students are required to undertake a researcher development assessment, including at a researcher development assessment workshop (part of the Graduate and Researcher College’s Researcher Development Programme). The completion of the assessment is a requirement for successful completion of the probation review.

*(Where the course specification is for a Masters by Research and Thesis)*

New students are able to undertake a researcher development assessment, including at a researcher development assessment workshop (part of the Graduate and Researcher College’s Researcher Development Programme). Completion of the assessment is not a requirement, however, students are encouraged to participate.

**10b** Details of other courses students may benefit from:

*(i.e. Health & Safety, IT, writing skills, English language, library skills etc)*

**Divisional level**

*Outline details of the courses the student will be expected or required to take.*

**Institutional level**

* Graduate and Researcher College’s Researcher Development Programme (including online training provision), <https://www.kent.ac.uk/graduate-researcher-college/skills-training/researcher-development-programme>
* Student Learning Advisory Service provision, <https://www.kent.ac.uk/student-learning-advisory-service>
* Information Services (Library and Computing Services), [www.kent.ac.uk/is/](http://www.kent.ac.uk/is/)

**10c** Details of progression milestones that the student will need to reach and successfully pass:

Students will be subject to the progression milestones as outlined in Annex J of the Research Code of Practice.

*Outline any School/Division-specific progression monitoring requirements.*

**10d** Details of the assessment method:

*e.g.: by thesis, etc*

The length of research degree theses are outlined in the Instructions to Candidates for the Examination of Research Degrees.

*Outline any programme-specific assessment methods (if appropriate)*

**11 Chairs of Supervisory Teams**

All students will have a supervisory team as required by Annex H.

*List members of the School/subject area approved to act as Chairs of supervisory teams for this subject (see Annex H). Schools should establish that there is a critical mass of research experience and supervisory expertise for this named course.*

*Outline how the supervisory teams will work for this course of study. The School will need to ensure that failsafes are in place in case of supervisor departure and/or breakdown in relationships.*

**12** **Research Environment**

*Provide details of the community and environment in which the student will conduct their research and of the facilities and support that the School will make available for research students, to include: the numbers of research-active academic staff and associated research staff; physical resources (equipment, facilities, dedicated rooms, study space for research students); information resources (ICT and network provision, library holdings, other collections, access arrangements); culture of the research community including internal and external seminars, visiting researchers, related taught postgraduate courses and external links and funding.*

Schools will be required to demonstrate that students will work in an environment which is well resourced, in an atmosphere that is lively and positive and which is in contact with the mainstream developments in the field.

**13** **Student Support and Guidance**

**Divisional-level support services**

*Outline all Divisional-level support services available for use by the students. Include reference to any support that may be required for off-site students on fieldwork.*

**Institutional level support services**

* [Student Support and Wellbeing](https://www.kent.ac.uk/student-support)
* [Student Learning Advisory Service](https://www.kent.ac.uk/student-learning-advisory-service)
* [Counselling Service](https://www.kent.ac.uk/student/wellbeing)
* [Kent Union](http://www.kentunion.co.uk/)
* [Kent Postgraduate Community](https://www.kent.ac.uk/graduate-researcher-college)
* [Graduate and Researcher College](https://www.kent.ac.uk/graduate-researcher-college) (Provision of (i) Researcher Development Programme (workshops and on-line courses) (ii) institutional level induction and (iii) student-led initiatives such as social events, conferences and workshops
* [Information Services](http://www.kent.ac.uk/is/) (computing and library services)
* Postgraduate student representation
* [Careers and Employability Services](http://www.kent.ac.uk/ces/)
* [International Recruitment Office](https://www.kent.ac.uk/internationalstudent/)
* [International Partnerships Office](https://www.kent.ac.uk/global/partnerships/)
* [Medical Centre](https://www.kent.ac.uk/studentwellbeing/medicalcentre.html)

**14 Quality Assurance and Enhancement**

* The course will be overseen by the Divisional Director of Graduate Studies and Student Experience and the Divisional Graduate Studies and Student Experience Committee.
* Student feedback will be obtained from Student Voice Forums, Postgraduate student representation on committees and the Postgraduate Research Experience Survey.
* The course will be reviewed via the annual monitoring process and the periodic review process.

*Schools/Divisions should outline any additional mechanisms or structures which will be used to quality assure this course of study.*

**15** **Resource Implications**

*Outline all resource implications including staff input and space, with specified new resource requirements and how these will be met.*

**16 Professional Accreditation**

*As appropriate - how the course will reflect the requirements of accrediting or professional bodies.*

**17** **Inclusive Course Design**

The School/Collaborative Partner *(delete as applicable)* recognises and has embedded the expectations of current equality legislation, by ensuring that the course is as accessible as possible by design. Additional alternative arrangements for students with Inclusive Learning Plans (ILPs)/declared disabilities will be made on an individual basis, in consultation with the relevant policies and support services.