

Appendix 6a: Proposal Development Record

a). Required contents of the Proposal Development Record (PDR)

PDR Heading:
(*mandatory items)

A list of ALL proposed programmes*, using exact title(s) together with the target qualifications (e.g. BSc (Hons) Consumer Behaviour; MSc Consumer Psychology).

Programme documents:

1. Pdf of Programme Specification(s)* from the Database (Appendix 6c) incorporating learning outcomes map and assessment methods map for the programme(s)
2. Pdfs of Module Specifications* from the Database (Appendix 6b)
3. Programme Handbook* (Appendix 6d)
4. Staff CVs and module/ leadership responsibilities*
5. Curriculum Mapping* as relevant, e.g. for Degree Apprenticeships
6. Placement handbooks, as relevant.
7. Any PSRB accreditation requirements*.
8. Off-Campus Partnership Operations Manual*, as relevant.

Process documents:

1. Evidence of Strategic and/or Academic Approval*.
2. Notes of the Virtual Planning Meeting* (Appendix 9) containing the relevant Minutes from SPRDC and /or Programmes Committee.
3. Written confirmation from the Dean of Faculty/ Division of the availability of staff and learning resources, when required
4. Record of the course code(s) and module code(s)*
5. The Report of stakeholder consultation with employers and professionals* (Appendix 14a); and with students* (Appendix 14b).
6. Report from the External Advisor* and/or PSRB representative(s) (Appendix 10d).
7. Evidence that the proposal meets University requirements (Appendices 13 a and 13 b)
8. Report from Academic Coordinator (SELE) (Appendix 11b).
9. SEO Officer's Report* (Appendix 14).