# Form 1 Approval of Programme or Approval for Revision to a Programme

University of the South Pacific Programme Development and Approval

1. ***Name of School/Centre/Institute:***

***2. Type of development***

[ ] New Programme [ ] Approval of Revision of Programme

**Summary of the New or Revised Programme**

***3. Full title of Programme:***

 Standard abbreviation of title:

***4. Duration of normal full-time Programme:***

***5. Mode of delivery:*** [ ]  % Face to Face [ ]  % Print [ ] % Blended [ ] % Online

***6. Entry requirements:***

***7. Introduction date for development:***

***Discipline Coordinator/Director*:** Name:

 Phone:

 Email:

**Academic and strategic considerations**

***8. Rationale for this development:***

***9. How does this development support the University/School Strategic Plans?***

***10. Summary of market demand:***

***11. Summary of available staff expertise and resources:***

***12. Which Schools will provide staff for this development?***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | SAFE | [ ]  | SBM | [ ]  | SAGEON |  |  |
| [ ]  | SoLaSS | [ ]  | STEMP | [ ]  | SAFE | [ ]  | Other (Specify):[[1]](#footnote-1) |

**Description of development**

***13. Description of Programme or Major and objectives:***

***14. Programme/Major outline*** *(list here the courses that will make up the Programme or Major)****:***

Note: It will be necessary to attach ***draft course descriptions***for all new courses that are integral to this development.

**The business case**

***15. Summary of business analysis:***

|  |  |
| --- | --- |
| Projected student load (EFTS): | Capital expenditure ($): |
| Staffing expenditure ($): | Non-staffing expenditure ($): |

Impact on School student load:

Overall outcome of business analysis:

**Attachments: consultations, endorsements and attention to priorities**

|  |  |  |
| --- | --- | --- |
| [ ]  | ***16.*** | ***Evidence of consultation with prospective employers*** |
| [ ]  | ***17.*** | ***Evidence of consultation with professional organisation(s)*** |
| [ ]  | ***18.*** | ***Business analysis (Form 2)*** |
| [ ]  | ***19.*** | ***Evidence of consultation with affected Schools/ Institutes/Centre*** |
| [ ]  | ***20.*** | ***Endorsement by the Heads of Schools affected by the development***  |
| [ ]  | ***21.*** | ***Evidence of analysis of comparable programmes at other universities*** |
| [ ]  | ***22.*** | ***Proposed course descriptions for all new courses that are integral to this development and Regulations governing the new Programme are attached*** |
| [ ]  | ***23.*** | ***Evidence of Curriculum mapping and implementation of Research Skills Development (RSD) framework***  |
| [ ]  | ***24.*** | ***Evidence of early involvement of Library regarding implications*** |
| [ ]  | ***25.*** | ***Evidence of early involvement of Information Technology Services regarding implications***  |
| [ ]  | ***26.*** | ***Evidence of early involvement of CFL regarding implications*** |
| [ ]  | ***27.*** | ***Data on performance of this Programme or Major covering the last three years[[2]](#footnote-2)*** |
| [ ]  | ***28.*** | ***Recommendation for approval/reapproval from the School Academic, Standards & Quality Committee*** |

***Signature of Discipline Coordinator / Director:***

***Date:***

1. For example PACE-SD, IOE, PDLP, etc. [↑](#footnote-ref-1)
2. Only required for approval of revision to an existing Programme [↑](#footnote-ref-2)