**REQUEST FORM FOR THE APPROVAL OF MASTERS AND DOCTORAL LEVEL RESEARCH DEGREES**

**Section A**

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| **Campus (UK/MC/NC):**  |       |
| **Title:** |       |
| **Qualification:**  |       |
| **Administering School/Faculty:**  |       |
| **Other contributing Schools/Faculties:** |       |
| **Mode of Study:** | [ ]  Full Time | [ ]  Part Time |
| **Programme Type:**  | [ ]  Standard start | [ ]  Non-standard start |
| **Duration (Full Time):**  | [ ]  12 month [ ]  24 month[ ]  36 month [ ]  42 month[ ]  48 month  |
| **Home Fee Band:** |   |
| **International Fee Band (if applicable):** |       |
| **Start Date:** |       |
| **Non-Standard Start Details (if applicable):** | Start date:      Recruited to directly [ ]  Yes [ ]  No |
| **Does this Program contain any taught modules? (Please attach further details ie course structure)** |  |
| **Is this programme part of a collaborative arrangement?** | Choose an item.If ‘Yes’ please also complete section C |
| **Are you requesting a doctoral programme which has a duration greater than 36 months?** | Choose an item. If ‘Yes’ please also complete section D |
| **Is this programme request as a result of successful strategic funding being secured from Research Council or equivalent sources?** | Choose an item.If ‘Yes’ please also complete section E |

**Section B**

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| **Requested by** (name and department)**:** |       |
| **Approved in School by what committee and on what date:** |       |
| **Date:** |       |
| **Signature:** |       |
| *Please note that the submission of this document to the Curriculum Approvals and Advisory Team* *will be deemed a signed statement, even in the absence of a handwritten or electronic signature.* |

**Please check each box that applies:**

I can confirm that

**[ ]** the proposed degree will follow standard regulations

**[ ]** there is no defined pattern of taught modules associated with the programme

**[ ]**  the programme has no significant cost implications

**[ ]** the programme is of either 36 month or 48 month duration (doctoral level only)

If any of the above statements cannot be confirmed then a business case may be needed for approval. Please see the Quality Manual for more details on submitting a business case. More details on the process can be found at [http://www.nottingham.ac.uk/academicservices/qualitymanual/curriculum/programmedesign,developmentandapproval.aspx](http://www.nottingham.ac.uk/academicservices/qualitymanual/curriculum/programmedesign%2Cdevelopmentandapproval.aspx). Guidance can be sought from the Curriculum Approvals and Advisory Team – Registry and Academic Affairs.

**Please complete sections C, D and E as applicable.**

**Section C (to be completed for programmes with collaborative arrangements)**

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| --- | --- |
| **Name of Collaborative Partner/s** |       |
| **Date of POD approval:** |       |
| **Is this collaborative programme a dual award?** | [ ]  Yes [ ]  No |
| **Will students begin this programme at the partner, UoN or either?** |  |
| **If the collaboration is based on an approved existing programme please provide code here:** |       |
| **Does this collaborative version of the programme require a separate code from the existing programme[[1]](#footnote-1)** |       |
| **For new codes only, do you wish the programme to appear on the University online application form? If so from what date?[[2]](#footnote-2)** |       |

**Section D (to be completed for doctoral programmes of greater duration than 36 months)**

Type A: Research Council or other strategically funded programmes purposely designed to be greater than 36 months.

Type B: Integrated PhD Programme of 48 months leading to the award of PhD[[3]](#footnote-3).

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| **Please state if this is a request for a Type A or Type B programme as described above[[4]](#footnote-4).** |       |
| **Please carefully read and acknowledge your understanding of the following in relation to programmes greater than 36 months.** Research Degrees have a maximum duration of 48 months including Thesis Pending period. The Thesis Pending period will be reduced pro-rata if the duration of the degree is longer than 36 months. Students must submit within the term of their registered study. Full tuition fees will be payable for the duration of study. Please tick the box here to confirm that this is understood by all appropriate persons (including potential supervisors, administrators) and be made clear to applicants and students where relevant in the Department or School **[ ]**  |

**Section E (to be completed for programmes which are the result of a successful Research Council or other strategic funding)**

|  |  |
| --- | --- |
| **Name of Research Council or other funding body** |       |
| **Is this a successful extension or rebid for which there are existing programmes?** | Choose an item. If yes, please see guidance in footnote[[5]](#footnote-5) |
| **Does this successful bid require a separate code from the existing programme** |       |
| **For new codes only, do you wish the programme to appear on the University online application form? If so from what date?[[6]](#footnote-6)** |       |

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| ***Approved by*** |  |
| ***Partnership Approval*** |  |
| ***On Campus*** |  |
| ***Reported to QSC*** |  |
| ***Email confirmation*** |  |

1. This will be necessary if, for example, different criteria for entry, fees, progression and/or content are required for those taking the programme in conjunction with a collaborative partner. Advice should be sought from Placement, Partnerships and Mobility (PPM), the Admissions Office and SPP. [↑](#footnote-ref-1)
2. Please seek advice from the Admissions Office. [↑](#footnote-ref-2)
3. More details on the nature of the Integrated PhD Supplementary Regulations can be found at <https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/pgr-supregs-integrated-prog-phd.aspx> in the Quality Manual. [↑](#footnote-ref-3)
4. More guidance can be provided by the Curriculum Approvals and Advisory Team – Registry and Academic Affairs if required. [↑](#footnote-ref-4)
5. If this means that the ‘old’ version of the programme will no longer recruit then please follow the closure of programme policy in the Quality Manual at <https://www.nottingham.ac.uk/qualitymanual/prog-and-mod-design-and-approval/closing-or-suspending-prog.aspx> [↑](#footnote-ref-5)
6. Please seek advice from the Admissions Office. [↑](#footnote-ref-6)