**REQUEST FOR THE INTRODUCTION OF PATHWAYS**

|  |
| --- |
| Pathways are the purpose of the **award title**, not for managing programme structures or enrolments. Pathways allow for a ‘specialism’ to be added to the degree certificate at the end of the programme, and thus the School is responsible for updating the programme specification of the existing programme to state what criteria would need to be met to have a specialism added. The award title will take the format: Subject (Pathway), for example *BSc Hons Animal Science (Physiology)*.  Please note that pathways would NOT result in:   * Having different codes from the current programme for each specialism * Being able to recruit to programmes individually by specialism, i.e. applications must be to the main title * Having different programme specifications for each specialism * Being able to search for students by specialism * Being able to list certain modules as ‘core’ for a specialism |

|  |  |
| --- | --- |
| Current programme qualification and title |  |
| Administering School/Department: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Current programme UCAS/Short code |  | Current programme Academic Plan code |  |
| Change to be implemented from session |  | | |

|  |
| --- |
| Proposed pathway title(s) |
|  |

|  |  |  |
| --- | --- | --- |
| To which student cohort does this change apply? | | |
|  | New intakes from next academic session  *Please note that students will need to be informed but their opinion does not need to be sought.* | |
|  | All current students  *Please note that if the change applies to current students’ awards, the relevant Learning Community Forum must be informed and their opinions sought. Evidence of this should be forwarded alongside submission of this form along with any objections received. [[1]](#footnote-1)* | |
|  | Other (please specify) |  |

|  |  |  |
| --- | --- | --- |
| Does this change signify a substantial change in the programme content and/or change the qualification type awarded?[[2]](#footnote-2) | | |
|  | Yes (please specify) |  |
| *If yes, the amended Programme Specification and Curriculum Map will need to undergo University approval.* | |
|  | No | |

|  |
| --- |
| **Please submit with this form a tracked changes programme specification which reflects the option for students to select the pathway(s)** |
| The approved pathway titles should be listed in the Degree Information field with details of how these are awarded (i.e. a student must take modules X & Y in order to be awarded the degree of XXX with PATHWAY) and the course structure must show which modules can be taken on which pathways (if relevant) – this is achieved through the use of ‘alternative’ groups (please contact the [Curriculum Approvals and Advisory Team](mailto:ss-curriculumadvice@nottingham.ac.uk?subject=New%20pathway%20query) for advice if necessary).  **Examples of text to be added to Degree Information:**  *Students may, with the agreement of the Course Director, elect to have a specified pathway listed on their degree certificate and diploma supplement if they meet the following criteria:*   1. *Have met the criteria as set out in the programme specification for the award of that pathway.* 2. *Formally submitted the request in writing to the School by returning a signed form.*   *Only those pathways specified below are available for award to the student.*  *[INSERT LIST OF PATHWAYS]*  *While students will be able to select courses freely across subject areas, they may alternatively elect to follow a pathway which restricts choice to credits from either X or Y or Z subject areas. Students electing for a given pathway will also be required to align their 60 credit individual project to the subject focus of that pathway. The following pathways are approved for award to students who have met the criteria as outlined in the programme specification:*  *[INSERT LIST OF PATHWAYS]* |

|  |  |
| --- | --- |
| Please give details on how the School intends to decide on the award of the specialism: | |
|  | |
| I understand that the School must communicate this to the Student Records Team, Registry and Academic Affairs |  |

**Declaration**

|  |
| --- |
| Please read and confirm each statement by checking the box as applicable. Please note where accompanying documentation is required. |

|  |  |
| --- | --- |
| There are sufficient credits attached to the pathway, such that the main subject/pathway credits reflect the required number of credits for Major/Minor programmes (*where the pathway subject is in a different subject area from the main programme*) |  |

|  |  |
| --- | --- |
| All partners have agreed to the proposed addition of pathways to title (*please append evidence of this*) |  |

|  |  |
| --- | --- |
| Students have been informed (*where only new intakes will be affected*) |  |

|  |  |
| --- | --- |
| The proposed changes to the programme title have been reported to the relevant Learning Community Forum (*where current students will be affected*) |  |

|  |  |
| --- | --- |
| The student representatives on the Learning Community Forum did not object to the planned change.  *If objections have been raised, please submit details along with this form* |  |

|  |  |
| --- | --- |
| Timetabling have been consulted *(where the pathway(s) will require new groups of modules and/or a number of new modules to be introduced into the existing course structure)* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signing of request[[3]](#footnote-3)**  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. | | | | | |
| Date |  | Name |  | Position |  |
| Signature | Enter name | | | | |

**Please submit this form to** [ss-curriculumadvice@nottingham.ac.uk](mailto:ss-curriculumadvice@nottingham.ac.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For Office Use Only** (UNUK Curriculum Approvals and Advisory Team) | | | | |
| Does the pathway’s [HESA](https://www.hesa.ac.uk/support/documentation/jacs/jacs3-detailed) code fall outside of overarching or highest level code? | | Yes |  | If yes, Planning should be consulted |
| No |  |
| Sub Plan Code(s) |  | | | |
| Notes |  | | | |

1. If the change is backdated/applied to a session before all current students (including students who were suspended/resitting or part time students) have completed their programme, then **all** (new and continuing) students registered on that programme in the specified session will reflect this change. If some continuing students do not agree to the change, then it may be possible to make exceptional arrangements for them individually. [↑](#footnote-ref-1)
2. If you are not sure whether the change is substantial enough to warrant this, please contact the [Curriculum Approvals and Advisory Team](mailto:ss-curriculumadvice@nottingham.ac.uk?subject=New%20Pathway%20Request%20query)  for advice. [↑](#footnote-ref-2)
3. This should be the Head of School (or equivalent) for the relevant Academic Unit [↑](#footnote-ref-3)