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|  | **NEW MRES/MPHIL/PHD PROGRAMME PROPOSAL FORM**  **PROGRAMME TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Version: For proposals to be considered during the 2020/21 session for commencement from 2022/23** (This form is updated annually. Please make sure you use the correct form).

To help you complete the MRes/PhD proposal form accurately, please refer to the guidance available on the [**TQARO website**](https://info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Courses-and-Programmes/New-programme-proposals). Please also note thedeadline for the submission of completed proposals provided below:

**Deadline for MRes/PhD proposals: 3 March 2021 (for RDSC meeting 17 March 2021)**

Departmental Managers need to return completed proposals by email to:

Marcus Cerny, Research Degrees Sub Committee Secretary [m.w.cerny@lse.ac.uk](mailto:m.w.cerny@lse.ac.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Divisional Consultation | | | Reference | Date consulted |
| ARD Systems | [Ard.Systems@lse.ac.uk](mailto:Ard.Systems@lse.ac.uk) | Andy Kaufman | 2.6,2.12 |  |
| Eden Centre | [Eden@lse.ac.uk](mailto:Eden@lse.ac.uk) | Claire Gordon | 1.1-5 |  |
| Library | [K.Wilson1@lse.ac.uk](mailto:K.Wilson1@lse.ac.uk) | Kevin Wilson | 6.1 |  |
| SSC Registration | [Ssc.Registration@lse.ac.uk](mailto:Ssc.Registration@lse.ac.uk) | Sue Powell | 2.14 |  |
| SSC ISVAT | [Ssc.Isvat@lse.ac.uk](mailto:Ssc.Isvat@lse.ac.uk) | Bethan Ovens | 1.09 |  |
| MRes Assessment Regulations | [M.Johnson@lse.ac.uk](mailto:M.Johnson@lse.ac.uk) | Martin Johnson | 1.8 |  |
| MPhil/PhD Assessment Regulations | [M.W.Cerny@lse.ac.uk](mailto:M.W.Cerny@lse.ac.uk) | Marcus Cerny | 1.8-9 |  |
| Student Marketing & Recruitment | [W.S.Breare-Hall@lse.ac.uk](mailto:W.S.Breare-Hall@lse.ac.uk) | Will Breare-Hall | 3.1-6 |  |
| Timetables | [Timetables@lse.ac.uk](mailto:Timetables@lse.ac.uk) | Linda Taylor | 2 |  |
| Divisional Consultation | | | Reference | Date of approval |
| Annual Monitoring | [s.j.miller@lse.ac.uk](mailto:s.j.miller@lse.ac.uk) | Sarah Miller | 2.6 |  |
| APRC | [e.a.nivari@lse.ac.uk](mailto:e.a.nivari@lse.ac.uk) | Evert Nivari | 4.5, 5.1-2 |  |
| Your DTC |  |  | 7.1, 7.2 |  |
| External Assessor \* | Name | Title | Institution | email |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

\* We will refer all new programmes proposals to an **external academic assessor** for comment. You should nominate **two** suitable candidates when submitting your proposal. Please contact these nominees to ensure that they are willing and available to assess this programme proposal prior to contact from TQARO. The Sub-Committee Secretary will approach one of them. Nominees should not have a conflict of interest i.e. had recent close involvement with the School/Department (e.g. been an external examiner) within the last 5 years, or have a personal or financial relationship with a member of the department, in line with the [School’s Conflict of Interests policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/conIntPol.pdf?from_serp=1).

Further preparation notes and guidance are on pages 13 & 14.

**Programme Proposals for consideration by committees during 2020/21**

**You should submit completed proposals electronically to the relevant Sub-Committee Secretary at least three weeks before the date of the meeting at which they are to be considered. See** [**Sub-committees and deadlines 2020/21**](https://info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Committees/Sub-Committees-and-deadlines)**.**

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| **Programme title:** | *(please insert)*  *Please ensure that the title is clearly distinguished from related programmes and indicates the topics to be studied.* |
| Internal code: | *(we will complete this)* |
| External code (UCAS / Application): | *(we will complete this)* |

**1. PROGRAMME STRUCTURE AND ACADEMIC CONTENT**

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| **1.1** | **The programme aims to:** |
| *Please provide a list of* [*intended aims*](https://info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Courses-and-Programmes/SampleAimsForProgrammes.pdf) *for the programme, (these should be distinct from the programme outcomes listed in section 1.2 below). Please contact your LSE Eden Centre* [*departmental adviser*](https://info.lse.ac.uk/staff/divisions/Teaching-and-Learning-Centre/Support-for-LSE-Departments)*assigned to your department for advice.* | |
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| **1.2** | **Programme intended learning outcomes: knowledge and understanding; skills and other attributes** |
| *Please complete this section making sure you address each of the* [*intended learning outcomes*](https://info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Courses-and-Programmes/ProgrammeLearningOutcomes.pdf) *as appropriate. Please contact your LSE Eden Centre* [*departmental adviser*](https://info.lse.ac.uk/staff/divisions/Teaching-and-Learning-Centre/Support-for-LSE-Departments)*assigned to your department for advice.* | |
| *For example: Having successfully completed this programme you will be able to…* | |

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| **1.3** | **Describe the teaching, learning and assessment strategies that will enable outcomes to be achieved and demonstrated** |
| *Please complete this section under the following two headings:*   * **Teaching and learning strategies** * **Assessment strategies**   *Please contact your LSE Eden Centre* [*departmental adviser*](https://info.lse.ac.uk/staff/divisions/Teaching-and-Learning-Centre/Support-for-LSE-Departments)*assigned to your department for advice.* | |
| **Teaching and learning strategies:**  **Assessment strategies:** | |

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| **1.4** | **Equity, Diversity and Inclusivity** - *Please contact your LSE Eden Centre* [*departmental adviser*](https://info.lse.ac.uk/staff/divisions/Teaching-and-Learning-Centre/Support-for-LSE-Departments)*assigned to your department for advice.* |
| **(a)** | **Teaching** |
| Please state how the programme will incorporate diverse modes of teaching that are accessible to a range of learning styles and are inclusive of students’ diverse social and cultural backgrounds. Examples may include the use of learning technologies, the use of a range of teaching styles and content delivery such as online tutorials, workshop-style sessions etc. |
|  | |
| **(b)** | **Course Content** |
| Does the programme (explicitly or implicitly) address an appropriate range of diversity issues in relation to the subject material? Examples may include developing a portfolio of courses that reflect a diverse student body, use of materials on courses that are drawn from a wide range of sources. |
|  | |
| **(c)** | **Assessment** |
| Will the programme incorporate diverse forms of assessment that are inclusive of neurodiversity, and diverse learning styles and experiences? Does the assessment allow for an additional time allowance or an alternative mode of assessment for students with permitted adjustments or those who have unforeseeable circumstances?  Examples may include using mixed modes of assessment across courses, ensuring modes of assessment test appropriate skills and knowledge both for individual courses and the programme as a whole. Please refer to the [LSE Assessment Toolkit](https://info.lse.ac.uk/staff/divisions/Teaching-and-Learning-Centre/Assessment-Toolkit/LSE-Assessment-Toolkit). |
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| **1.5** | **Learning Opportunities** - *Please contact your LSE Eden Centre* [*departmental adviser*](https://info.lse.ac.uk/staff/divisions/Teaching-and-Learning-Centre/Support-for-LSE-Departments)*assigned to your department for advice.* |
| **(a)** | Please indicate what opportunities students will have to explore ideas and concepts in depth? |
|  | |
| **(b)** | How will the programme provide students with opportunities to bring information and ideas together from different topics? |
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| **(c)** | How does the programme structure or its constituent courses provide students with sufficient opportunities to work with each other on the programme? |
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| **1.6** | **Programme regulations** **for MRes proposals:**   * *Please complete the following section which will appear as the regulations listed in the Calendar for this programme. You may wish to refer to the current Calendar for examples (*[*MRes*](http://www.lse.ac.uk/resources/calendar/courseGuides/research.htm)*).* * *If you are proposing an MRes/PhD programme, you will need to complete this section along with section 1.7 below. NOTE: (the full MRes/PhD proposal will need approval from the RDSC, with oversight of any core taught provision within the MRes component of the programme if necessary, from the GSSC Chair).* * *If you are listing courses from other departments, please ensure you have obtained their agreement prior to completing this section.* * *if you are planning to include streams within the degree, please state whether these will be available to choose at the application stage or after registration* * *If you are proposing any* ***new courses*** *(including a dissertation/project) for this programme, please indicate which they are on the regulations below. You will need to submit a separate course proposal via the Course and Programme Information System (*[*CAPIS*](https://apps.lse.ac.uk/capis)*) for each course along with this programme proposal form.* ***If there are proposals for new CORE or SEMI-CORE courses that will appear on the online prospectus programme page, these must be considered at the same time as the programme proposal.*** * *Further information can be found on the* [*TQARO website*](https://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office?from_serp=1) | | |
|  | Proposers can colour code entries in the table below to highlight the types of courses on offer under each Paper. Programme regulations would usually list core courses first in any given year, followed semi-core and optional. Please colour code as follows using the ‘Table Tools – Design’ option in the menu above.  Core courses: Semi-core: Optional: | | |
| **Paper No** | **Course Code and Title**  *(add extra rows for programmes > 1-year duration)* | **Core, Semi Core, or Optional** | **Unit Value**  *0.5 (half), 1 (full)* |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

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| **1.7** | **Programme regulations** **for MPhil/PhD proposals:**   * *Please answer the following questions and complete the programme regulations section which will then be listed in the Calendar for this programme. You may wish to refer to the current Calendar for examples (*[*Research*](http://www.lse.ac.uk/resources/calendar/research.htm)*).* * *If you are proposing an MRes/PhD programme, you will need to complete section 1.6 along with this section (the full MRes/PhD proposal will need approval from the RDSC, with oversight of any core taught provision within the MRes component of the programme if necessary, from the GSSC Chair).* * *If you are proposing any new courses for this programme, please indicate which they are on the regulations below. You will need to submit a separate course proposal via the Course and Programme Information System (*[*CAPIS*](https://apps.lse.ac.uk/capis)*) for each course along with this programme proposal form. Further information can be found on the* [*TQARO website*](https://info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/) | |
| **Year No** | **Course Code and Title**  *(add each training or non-assessed research course by year and include when any thesis or draft work is due)* | |
| **1** |  | |
| **2** |  | |
| **3** |  | |
| **4** |  | |
| **(a)** | **Will the MPhil/PhD programme be linked to an existing or new Master’s programme?** *E.g. that a conditional offer would be made to a student joining a Master’s programme for the MPhil/PhD.* *We only make these double offers where they are required by a funding body, usually ESRC* | |
| **Yes**  Please stipulate the standard progression requirement to move from the MSc to the PhD, e.g. Merit overall and merit in the dissertation. | | **No** |
| **(b)** | **Please indicate the year in which and likely duration of any period of fieldwork students are likely to undertake** | |
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| **1.8** | **Assessment** | | | | | | | | |
| *Please complete this table, to show the spread of assessment across the programme. The assessment framework should enable students to demonstrate achievement of the intended learning outcomes and skills development. For MRes/PhD programmes, please include* ***all*** *assessment from both the MRes and PhD component of the programme.* *Please refer to the* [*LSE Assessment Toolkit*](https://info.lse.ac.uk/staff/divisions/Teaching-and-Learning-Centre/Assessment-Toolkit/LSE-Assessment-Toolkit)*.* | | | | | | | | | |
| **Course Code** | | **Core/**  **Option** | **Formative assessment** | | | **Summative assessment** | | | |
| *Include number of e.g. essays, term for submission, and their percentage weight for summative assessment* | | | | | | |
| **Essay(s)** | **Project** | **Other** | **Essay(s)**  **% weight** | **Project**  **% weight** | **Other**  **% weight** | **Exam (duration & % weight)** |
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| 1.8 | | **Progression** |
| (a) | | **How does the curriculum promote progression, so that the demands on the learner in terms of intellectual challenge, skills, knowledge, conceptualisation and learning autonomy increase?** |
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| (b) | | **Please provide information on the standard students are expected to achieve to progress to the next year of study?**   * *Please contact* [*Marcus Cerny*](mailto:M.W.Cerny@lse.ac.uk) *in the PhD Academy for further guidance if needed for MPhil/PhD progression rules* * *Formal progression requirements for MRes programmes please contact* [*Martin Johnson*](mailto:m.johnson@lse.ac.uk) *– Assessment Regulations Manager – for further details).* | |
|  | | | |
| (c) | | * **Please provide details of which course(s) – if any – students are required to pass (and to what level) for progression?** *(for example Pass, Merit, Distinction or %)* | |
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| 1.9 | | **If the programme includes any study away from the School, please give details here. Please note that study away from the School includes any fieldwork, project work and work placements undertaken by students.**  *Please include the name(s) of any other institutions/organisations to be involved; and the names of any academic staff not currently on the School staff who will be involved in teaching the programme.* | |
|  | | | |
| **(a)** | **Study Abroad**  (delete as applicable) | | *Compulsory All Students*  *Compulsory Some Students*  *Optional*  *Not applicable* |
| **(b)** | **Study Abroad Duration** (months) | |  |
| **(c)** | **Study Abroad Destination** | | *If the destination organisation or country is known please enter it here* |
| **(d)** | **Study Abroad Final Programme** | | *If students transfer to a new Programme\*\* following completion of the year abroad specify the Destination Programme here.* |

\*\* Tier 4 students may not be allowed to transfer from the programme stated on their Tier 4 visa. Please liaise with the ISVAT team for further information [Ssc.Isvat@lse.ac.uk](mailto:Ssc.Isvat@lse.ac.uk) or to [Bethan Ovens](mailto:B.Ovens@lse.ac.uk) directly.

# 2. GENERAL INFORMATION

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| **2.1** | **Department/Institute/Group** | *If the programme will be jointly owned / delivered by more than one department, please state all* |

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| **1.2 2.2** | **Final Intended Award**  (advertised to applicants) |  |

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| **1.2 2.3** | **Exit Awards** (if applicable)  (not advertised to applicants) |  |

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| **1.2 2.4** | **Programme title as shown on certificate/transcript**  (including award e.g. MA, MSc) |  |

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| **2.5** | **Level of the programme** (its location on the[Framework for Higher Education Qualifications (FHEQs)](https://www.qaa.ac.uk/quality-code/qualifications-and-credit-frameworks)) |  |

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| **2.6** | **Modes: Specify which modes will be offered to applicants**  e.g. Full Time, Part-Time or Both |  |
| **HeCOS code:** (Please select a HeCOS code using the [complete HeCOS classification from HESA)\*](https://www.hesa.ac.uk/collection/c18061/a/hecos) | | *(please insert)*  *\* For further details and advice on HeCOS codes allocation,*  *please see* [*HeCOS*](https://www.hesa.ac.uk/innovation/hecos) *or contact the Planning Division* |
| **HeCOS Subject Balance:**  **0 = 100%**  **1 = 50% and 50%**  **2 = 67% with 33%**  **3 = 34%, 33% and 33%** | | *If more than 1 subject code is allocated, please indicate subject weighting as specified.*  *For help please contact* [*Ard.Systems@lse.ac.uk*](mailto:Ard.Systems@lse.ac.uk) |

**Preparatory Teaching or Training Sessions (formerly known as Pre-sessional Teaching)**

Please note the important distinction between compulsory and non-compulsory/optional preparatory teaching or training sessions. **Compulsory** preparatory teaching or training sessions should be included in the programme duration calculation. Preparatory Teaching or Training Sessions that are **optional** or only **compulsory** within certain course combinations should not be included in the programme duration calculation.

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| **2.7** | **Programme duration (number of years).**  *Specify separately for full and part time if part-time will be offered* | *Please note the student visa implications of 9- or 12-month programmes, if applicable.* |

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| **2.8** | **Preparatory teaching or training session details-formerly known as pre-sessional teaching**  *(delete as applicable)* | Compulsory All Students  Compulsory Some Students  Optional  Not applicable |
| **2.9** | **How far in advance of the programme or start of Academic Year (weeks) will the preparatory teaching or training sessions start?** |  |
| **2.10** | **Content of preparatory teaching or training sessions** | *Please insert relevant course code if applicable* |
| **2.11** | **Duration of preparatory teaching or training sessions** *e.g. 5 x 60min workshops* |  |
| **2.12** | **Teaching Pattern if non-standard**  *(Indicate teaching weeks by term)* | *For help please contact* [*Ard.Systems@lse.ac.uk*](mailto:Ard.Systems@lse.ac.uk) |

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| **2.13** | **Proposed year of first student entry** *(e.g. 2021/22)* |  |

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| **2.14** | **Anticipated registration period** | *Please designate either standard (September) or other (please specify)*  *Include main registration date* |

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| 2.15 | **Please give the names of any existing programmes to be discontinued by the introduction of this programme**. |
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| **2.16** | **Relevant QAA Subject Benchmark statement(s)**  *(See* [*Subject Benchmark Statements*](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements)*)* | *For all proposals please include the QAA Benchmark(s) which are most relevant to the programme (if any) and against which it will be assessed by the Sub-Committee.  Was the QAA Benchmark(s) considered when designing the programme?* |

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| **2.17** | **Professional or Statutory Bodies (PSRBs)** | *If you are intending to seek Professional Body accreditation for the programme, please provide full details here.* |

## 3. THE MARKET FOR THE PROPOSED PROGRAMME

***Please note:*** *You must consult with* [*Will Breare-Hall*](mailto:w.s.breare-hall@lse.ac.uk) *(Student Recruitment and Study Abroad Manager) and* [*Lizzie Darlington*](mailto:e.h.darlington@lse.ac.uk?subject=Programme%20Proposal) *(Director of LSE Careers)* ***before*** *completing this section.*

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| 3.1 | **Please provide evidence of the student demand for the proposed programme:** |
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| **3.2** | **Do you have a specific target market in mind (student background and geographical region)?** |
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| **3.3** | **Is there any evidence of demand from employers in the UK and/or overseas for graduates from this programme?** |
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| **3.4** | **Do you think this programme will deflect demand from an existing programme at the School?** *If yes, which programmes and why?* |
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| **3.5** | **Indicators of quality** |
| *This section could usefully include information on the number of applications for places on other programmes in the department, REF and other quality ratings for the department or related programmes.* | |
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| **3.6** | **Entry Criteria for admission to the programme** |
| *Please list all entry criteria students must meet to be admitted onto the programme, including academic and English language qualifications.* | |
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**4. ORGANISATION AND MANAGEMENT OF THE PROGRAMME**

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| 4.1 | **Who will be the member of faculty responsible for the management of the programme?** |
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| 4.2 | **Who will be the Admissions Tutor for this programme?** |
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| 4.3 | **Will a new Programme Administrator/Manager need to be appointed?** |
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| 4.4 | **Which methods will be used for evaluating and improving the quality and standard of teaching and learning on this programme?** |
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| 4.5 | **Will the introduction of this programme require any net addition to department teaching resources? In other words, will your department need to put a bid to APRC for additional resource in order for this programme to be delivered?** |
| *Yes  No*  *If yes, please state the number, level/grade and source of funding for any* ***academic****,* ***part-time*** *or* ***technical support*** *staff below.* | |

### 5. STUDENT NUMBERS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5.1** | **Proposed student intake in each year**   * *NB year 1 means the first year (e g 2021/22) in which the programme is offered, year 2 the second year (e g 2022/23) and so on.* * *The numbers below are indicative. The APRC has final approval of student targets for new and existing programmes.* | | | | |
|  | | Year 1 | Year 2 | Year 3 | Year 4 |
| Full-Time | |  |  |  |  |
| UK/EU | |  |  |  |  |
| **Overseas** | |  |  |  |  |
|  | | | | | |
| Part-Time | |  |  |  |  |
| UK/EU | |  |  |  |  |
| **Overseas** | |  |  |  |  |

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| **5.2** | **Does the proposed programme require additional student targets beyond those already allocated to your department?** |
| **(YES/NO)** *If yes any new allocations will need to be discussed and agreed by the APRC* | |

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| **5.3** | **What fee will be charged (for MRes and PhD programmes)? Please contact the Planning Division if further information is required (**[**planning.division@lse.ac.uk**](mailto:planning.division@lse.ac.uk)**)** |
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### 6. LIBRARY RESOURCES

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| **6.1** | **Have you consulted the department’s** [**Academic Support Librarian**](https://www.lse.ac.uk/library/using-the-library/library-resources-guide/getting-help) **on current library resources that would support the programme, or new resources that the library may need to acquire to support the programme? If yes, please consult with the Library regarding requirements and note the outcome here**. |
| **(YES/NO)** *If yes, please consult with the Library regarding requirements and note the outcome here.* | |

### 7. CONSULTATIONS

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| --- | --- | --- |
| 7.1 | Has the proposal been discussed and endorsed at a departmental/institute meeting? | |
| (YES/NO) | | Date of meeting *(where it was or will be discussed)* |

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| 7.2 | Has the proposal been discussed at a staff/student meeting? | |
| (YES/NO) | | Date of meeting:  *(when it was or will be discussed)* |

Colleagues with related academic interests in other departments/institutes will need to have been consulted, especially where any component of the proposed programme is to be taught by another department.

You might find it useful to refer to the [LSE Experts information](http://www.lse.ac.uk/People/Search-People). The Sub-Committee Secretaries are happy to provide individual advice on who to consult with.

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| 7.3 | *Please complete this table fully, listing all colleagues that have been consulted and provide details of any objections raised.* | | | |
| Name and Department/ Institute of colleague | | Date consulted | **Were any objections raised about the programme?** | |
| Yes | No |
| Dept Methodology [C.Thurtle@lse.ac.uk](mailto:C.Thurtle@lse.ac.uk) | |  |  |  |
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\*The Department of Methodology is responsible for providing Research Methodology teaching for the School at graduate level. If the content of this course includes teaching research methodology, please consult with the Methodology Department during the design stage by contacting [Caroline Thurtle](mailto:c.thurtle@lse.ac.uk) for further guidance.

**8. APPROVALS - The Sub-Committee Secretary will confirm all approvals below.**

The Sub-Committee Secretary will confirm all approvals prior to submission to the USSC. If the Library, DTS, Timetables, Student Services or the APRC raise any queries about your proposal, we will refer these to you.

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| --- | --- |
| **8.1** | **Library, Timetables, APRC, DTS, SSC** *(to be completed by the Sub-Committee Secretary)* |
| **Kevin Wilson,** on behalf Nicola Wright, Director of Library Services.  Date confirmed:  **Linda Taylor,** Timetables Manager.  Date confirmed:  **Sarah Miller,** Head of Planning, on behalf of the APRC.  Date confirmed:  **Daniel Roberts** Assistant Director for Technology Operations, on behalf of DTS.  Date confirmed:  **Martyn Annis,** Head of Student Services, on behalf of SSC.  Date confirmed: | |

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| **8.2** | **RDSC** *(to be completed by the Sub-Committee Secretary)* |
| **Date on which the Sub-Committee considered the proposal:**  **Decision of the Sub-Committee:** | |

**Annex A**

**Further preparation notes:**

**Version:** For proposals to be considered during the **2020/21 session** for commencement from 2022/23 (This form is updated annually. Please make sure you use the correct form).

To help you complete the form accurately, please refer to the guidance available on the [TQARO website](https://info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Courses-and-Programmes/New-programme-proposals). Please also note thedeadlines for the submission of completed proposals provided (at g) and h) below.

Please note in particular:

1. All new programme proposals require consent from the Academic Planning and Resources Committee (APRC) and prior endorsement of the planned proposal through Annual Monitoring.
2. Proposers should consult with the LSE Eden Centre at an early stage for advice on (a) programme design and (b) teaching and assessment methods. Please contact the [departmental adviser](https://info.lse.ac.uk/staff/divisions/Teaching-and-Learning-Centre/Support-for-LSE-Departments) assigned to your department.
3. Proposers should consult with the Student Services Centre (SSC) where:
   1. The proposal contains preparatory teaching or training sessions as these may have implications for students with Tier 4 visas - contact [Bethan Ovens](mailto:b.ovens@lse.ac.uk), International Student Visa Advice Manager.
   2. Proposers have questions about any matters relating to Welcome, registration, course choice, exam provision, results, visa advice. Proposers should consult with the SSC in advance of submitting a completed proposal form.
   3. For Executive MSc programmes please contact [Sue Powell](mailto:S.J.Powell@lse.ac.uk) Registration Manager

1. Proposers should consult with Student Marketing and Recruitment at an early stage for assistance in identifying the market for the proposed programme, and on how the proposal can be developed to maximise future student recruitment. Market research should be carried out prior to making a proposal via Annual Monitoring. Please contact [Will Breare-Hall](mailto:w.s.breare-hall@lse.ac.uk), Student Recruitment and Study Abroad Manager.
2. If you are proposing an exchange programme in collaboration with another institution, you should discuss this with the [Academic Partnerships Office](mailto:Academic_Partnerships@lse.ac.uk) in the first instance.
3. The Department of Methodology is responsible for providing Research Methodology teaching for the School. If any elements of the programme proposal will include teaching research methodology, please consult with the Methodology Department during the design stage by contacting the Department Manager, [Caroline Thurtle](mailto:C.Thurtle@lse.ac.uk) for further guidance.
4. The classification scheme and progression rules for all new programmes must also be ratified at the RDSC business meetings. You should submit this information for approval by no later than 5pm **3 March 2021**. Where you intend to deviate from the standard School rules you should also include a rationale for doing so. Please send this information to [Marcus Cerny](mailto:m.w.cerny@lse.ac.uk), PhD Academy Deputy Director.
5. New programme proposals must be submitted by the specified date to appear in the prospectus for 2021/22 entry. Deadline for MRes/MPhil/PhD proposals: **3 March 2021** (for RDSC meeting 17 March 2021). The introduction of a new programme requires an 18-month lead-in period for logistical reasons such as meeting UCAS deadlines and adequate marketing and recruitment time. Proposals received in 2020/21 will only be run in 2022/23 if they meet the submission deadline. Programme proposals submitted after the deadline will be introduced in 2023/24.
6. Equity, Diversity and Inclusivity

The Equality Act (2010) consolidated legal protections for students in universities. Students have a legal right to teaching that does not discriminate against them on grounds of nine ‘protected characteristics’. These are age, disability, ethnicity, gender reassignment, pregnancy or maternity, religion or belief, sex, or sexual orientation. Disabled students also have a legal right to reasonable adjustments to ensure that their needs to access education are met. Moreover, the Equality Duty requires that universities pay ‘due regard’ to not only the prevention of discrimination on the grounds of a protected characteristics, but also to the promotion equality of opportunity for all students, and to fostering good relations between people. The development of new programmes can address these issues in key areas of learning and teaching through a focus on accessibility and inclusivity in all areas of programme design.

It is recognised that inclusive practice is not simply a legal requirement, but it enriches the environment for all staff and students. Inclusive practice in teaching recognises the diversity of students, enabling all students to access course content, fully participate in learning activities and demonstrate their knowledge and strengths at assessment.

The Equality Challenge Unit has a range of useful resources including several factsheets for academics including one on the legal framework, one on inclusive practice and one on promoting good relations.

<http://www.ecu.ac.uk/publications/e-and-d-for-academics-factsheets/>

<https://info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Courses-and-Programmes/Equity-Diversity-Inclusion-new-course-proposals.pdf>