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| Uni rebrand gains assent | Otago Daily Times Online News | **Indicative proposal for a new programme (new qualifications, major and minor subjects, endorsements)**  **To be completed prior to starting work on a new programme proposal and after consultation the Associate Dean (Academic) or Specialist Academic Committees and Services** |

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| **Name of Division/School/Department:** |  |
| **Proposer**  (name and position - usually the Head of Department or School) |  |
| **Type**  (new qualification, new subject, etc.) |  |
| **Name of new programme** | (*e.g. Master of Programming, Celtic Studies for BA*) |
| **Proposed year of introduction** |  |

*The purpose of this proposal is to elicit sufficient information for a subcommittee of the Senior Leadership Team to approve (or not) the preparation of a full proposal.* ***Restrict the completed document to four pages or less.***

*Proposers should then complete Section 1 and then submit to the PVC office. PVCs will determine whether indicative proposals can proceed to the next stage. Proposers will then notify their Academic Specialist and engage with SARO to complete the remainder of the form. Once completed, the PVC will assess the proposal and determine if it will be lodged with the DVC Academic Office for approval (or not) by the subcommittee of the Senior Leadership Team. Indicative proposals will be considered only once every year to align with the first CUAP round, marketing lead times and the new strategic finance timeline. (Exceptions will need to be approved by the DVC (Academic).)*

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| **INDICATORS** | |  | **Criteria for indicator** |
| **Financial**  *CFO assessment* |  | | *If NPV over 7 years <$0, then use red.*  *If NPV of PG programme over 7 years is >$300K, then use green.*  *If NPV of PG programme over 7 years is >$1,000K, then use green.* |
| **Strategic**  *PVC assessment* |  | | *If the proposal does not link to either Pae Tata or the Divisional Financial Plan, then use red.*  *If the proposal has strong links to both Pae Tata and the Divisional Financial Plan, then use green.* |
| **Academic**  *DVC(A) assessment* |  | | *If the programme substantially duplicates another programme offered at the University and fails to conform to the University’s curriculum framework, then use red.*  *If the programme does not substantially duplicate another programme offered at the University and conforms to the University’s curriculum framework, then use green.* |

**SECTION 1 – TO BE COMPLETED BY THE PROPOSER (TWO PAGES MAX)**

# Purpose of Proposal

(Provide a succinct summary of the purpose of the proposal, including the introduction of new programmes and any consequential or related amendments, such as new papers, deletions of existing papers or programmes (e.g. To introduce a new Master of X degree and a Postgraduate Diploma in X, including two new papers).)

# Description of the Proposed Programme

(Provide a brief description of the programme structure, levels, and papers. Include paper titles, points, NZQF Level, and whether each paper is a new or existing paper. Describe succinctly, but in sufficient detail so that the programme structure may be understood without reference to a programme schedule (such as those found in the Calendar or on the University website) and write for a non-specialist audience. The description should be no more than around 200 words. For new 180-point master’s programmes please refer to the [Guidelines for the Introduction of Coursework (180 point) Masters’ Degrees](http://www.otago.ac.nz/administration/policies/otago051887.html).)

# Justification

(Summarise the academic and pedagogical reasons why you are proposing this new programme. Indicate its relevance to your academic discipline or profession nationally and internationally, with reference to perceived demand (evidence of demand will be required with the full New Programme Proposal).)

Briefly discuss the proposal with your PVC and gain their approval to proceed before notifying your Academic Specialist and working with SARO to develop the next section.

# Relationship to Pae Tata Domains

(Where appropriate, briefly explain how the new programme aligns with Pae Tata implementation plans, identifying specific objectives and targets the programme will help achieve. Specifically, link to the following domains and priorities:

Other Related Domains:

1. Whakamana i Te Tiriti o Waitangi - Work with the DVC (Māori) as needed to help with this section. In addition to Pae Tata, consider aligning with the Māori Strategic Framework.
2. Global and Connected University - Work with the International Office as needed to help with this section. In addition to Pae Tata, consider aligning with Te Aka Whakaranea ā-Ao | Internationalisation Framework 2021–2025
3. Research - Work with the DVC (Research and Enterprise) as needed to help with this section.

Priorities within the Educational Domain:

1. Equity - Work with the DVC (Māori) Office, the Office of Māori Development, the Pacific Development Office and/or the Disability Information and Support Office as needed to help with this section. In addition to the Pae Tata Education Domain, consider aligning with the Māori Strategic Framework, the Pacific Strategic Framework, the Equity and Diversity Strategic Framework and/or the Disability Action Plan.)

**Strategic Assessment**

Where appropriate, provide an assessment of the strategic case for offering the new programme linking to other Divisional/University plans, goals and frameworks.

# Graduate Outcome Statement (pathways to higher qualifications and employment)

(Explain the skills and attributes that graduates will possess, their likely employment prospects and the further qualifications they may continue to, if any.)

# People and Resources

(Provide a high-level summary of the critical new resources that will be needed for the new programme, new and redeployed staff (e.g. how many and what kinds of expertise), development and marketing costs and additional facilities/equipment, including any specialised IT or Library resources.)

**SECTION 2 – TO BE COMPLETED BY SARO (IN COLLABORATION WITH THE PROPOSER, FINANCE, ETC.)**

# Existing or Similar Programmes

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| --- | --- | --- | --- |
| **Provider** | **Qualification/subject** | **Summary of admission criteria** | **Comment / description** |
|  |  |  |  |

# Risks

(Consider the reputational, financial, and other risks inherent in the proposed programme. Explain any risks identified and what further risk analysis will be conducted in the development of the full proposal. What risks, if any, are involved in not proceeding with the proposal? If the proposal involves other universities, explain the benefits and risks associated with collaboration.)

# Predicted Programme Enrolments

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| --- | --- | --- | --- | --- |
| **Year** | **DQ funded EFTS (Total)** | **Full-Fee EFTS (Total)** | **DQ funded EFTS (New)** | **Full-Fee EFTS (New)** |
| Year 1 |  |  |  |  |
| Year 2 |  |  |  |  |
| Year 3 |  |  |  |  |
| Year 4 |  |  |  |  |
| Year 5 |  |  |  |  |

# Predicted Programme Enrolments

Utilise the information gathered to develop a financial model for the proposed new programme. Convert commencing headcounts to EFTS, identify likely funding and fee levels, and estimate additional costs for the programme. **Calculate a Net Present Value of the proposal over a 7 year period**. Example template below.



Notes to provide more details of underlying assumption. EFTS to include only EFTS that are new and additional to the University.