**TECHNICAL PROFORMA (VALIDATION) FOR COURSE SET UP**

Circle answer or tick box where appropriate. If you have any questions, please contact the Quality and Partnership team.

|  |  |
| --- | --- |
| **1. Programme Code**(e.g. UTBMED4 for MBBS4)***To be completed by SST*** |  |
| **2. Programme Name (Qualification to be printed on Certificate)** |  |
| **3. Scheme**  |

|  |
| --- |
| AE (120 credits, Undergraduate)  |[ ]
| ME (180 credits, Medicine)  |[ ]
| PG (180 credits, Postgraduate) |[ ]
| Other, please specify: |[ ]

 |
| **4. Course Code**(e.g. UTBMED4 for MBBS4)***To be completed by SST*** |  |
| **5. Full Title** (complete this only if different to the programme name) |  |
| **6. Attendance** Full time must be a minimum of 24 weeks, minimum 21 hours per week. If mode of attendance changes from year to year, please identify it accordingly. | **Year 1**: Full Time [ ]  Part Time [ ]  **Year 4**: Full Time [ ]  Part Time [ ]  **Year 2**: Full Time [ ]  Part Time [ ]  **Year 5**: Full Time [ ]  Part Time [ ]  **Year 3**: Full Time [ ]  Part Time [ ]  **Year 6**: Full Time [ ]  Part Time [ ]   |
| **7. Faculty** | FHS (Centre for Allied Health) [ ]  MED (Faculty of Medicine and Biomedical Sciences) [ ]   |
| **8. Department** |  |
| **9. Subject area (HECoS subject code)**The subject or subjects appropriate to the current course. Choose from the list found here: <https://www.hesa.ac.uk/search/site/HECoS%20codes> <https://codingmanual.hesa.ac.uk/22056/QualificationSubject/field/QUALSUBJECT>  | **HECoS (1)** | **HECoS (2)** | **HECoS (3)** |
|  |  |  |
| **%** | **%** | **%** |
|  |  |  |
| **10. UCAS Code**For undergraduate programme only **(Provided by Admissions)** |  |
| **11. Course is run under NHS contract** | Yes [ ]  No [ ]  |
| **12. a) Length of course** (in months, if less than 1 year) **b) Maximum registration period** | a) b)  |
| **13. Major Fund Source (e.g., HEFCE fundable, FHD, NHS)**  |  |
| **14. Funding Level** For full-time courses, the year of instance will be classified as ‘long’ if students are normally required to attend for 45 weeks or more within that year of instance. For part-time courses, the distinction will depend on the length of each year for an equivalent full-time course. If the year of instance is 45 weeks or more in length because of a period of work-based study, then the year of instance is not counted as long. This applies to both learning in the workplace and work experience. | If any years of the programme are different (e.g., 1st year is standard and 2nd is long), please identify accordingly:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year 1** | UG [ ]  | PGT [ ]  | PGR [ ]  | **Year 4** | UG [ ]  | PGT [ ]  | PGR [ ]  |
| Long UG [ ]   | Long PGT [ ]   | Long PGR [ ]  | Long UG [ ]   | Long PGT [ ]   | Long PGR [ ]  |
| **Year 2** | UG [ ]  | PGT [ ]  | PGR [ ]  | **Year 5** | UG [ ]  | PGT [ ]  | PGR [ ]  |
| Long UG [ ]   | Long PGT [ ]   | Long PGR [ ]  | Long UG [ ]   | Long PGT [ ]   | Long PGR [ ]  |
| **Year 3** | UG [ ]  | PGT [ ]  | PGR [ ]  | **Year 6** | UG [ ]  | PGT [ ]  | PGR [ ]  |
| Long UG [ ]   | Long PGT [ ]   | Long PGR [ ]  | Long UG [ ]   | Long PGT [ ]   | Long PGR [ ]  |

 |
| **15. Closed course** Is the course restricted to certain groups of applicants, therefore not available to any suitably qualified applicant?<https://codingmanual.hesa.ac.uk/22056/Course/field/CLSDCRS> |

|  |
| --- |
| Yes  |[ ]
| No  |[ ]

 |
| **16. Qualification Aim**The general qualification aim of the course and the qualification that will be attained as a result of successful completion of studies. Choose from the list found here:<https://codingmanual.hesa.ac.uk/22056/Qualification/field/QUALCAT> |  |
| **17. Accreditation or Accrediting Org**The regulatory body for medical, dental, health and social care, and veterinary students. Choose from the list found here: HESA - <https://codingmanual.hesa.ac.uk/22056/CurriculumAccreditation/field/CURACCID>UNISTATS - <https://www.hesa.ac.uk/collection/c22061/accreditation_list> |  |
| **18. Are students registered with regulatory body?****If there is more than 1 regulatory body, will students be registered with both?** |

|  |  |
| --- | --- |
| Yes  |[ ]  If yes, when will this occur? ­­­­­­­­­­­­­­­­­­­ Is it compulsory / auto registration upon completion? Yes [ ]  No [ ]   |
| No  |[ ]   |  |

Yes [ ]  No [ ]   |
| **19. ELQ exempt****Exemption include:*** Course aim is a foundation degree.
* Undergraduate course (in any mode of study) which leads to a first registrable qualification with GMC, GDC, NMC, HCPC.
* Course aim is postgraduate research qualification.

<http://www.hefce.ac.uk/pubs/year/2016/201622/> Annex F para 20 |

|  |
| --- |
| Yes  |[ ]
| No  |[ ]

 |
| **20. Location of study** (Institution based – taught in the UK for more than 8 consecutive weeks per year; Distances learning – less than 8 consecutive weeks in the UK; Overseas based – can be in the UK, but less than 8 consecutive weeks per year) | Institution based [ ]  Work place [ ]  Distance learning [ ]  Overseas based ☐ If overseas based, please provide name of the country where course will be delivered:  |
| **21. Award code** Usually same as course code***To be completed by SST*** |  |
| **22. Start and end date of each year of course** | Year 1: | Year 4: |
| Year 2: | Year 5: |
| Year 3: | Year 6: |
| **23. Number of weeks studied per year** (direct teaching, including research, contact with supervisor(s)) | Year 1: | Year 4: |
| Year 2: | Year 5: |
| Year 3: | Year 6: |
| **24. Is there more than one planned start date each year? (If yes, please specify)** |  |
| **25. Validating Body (SGUL or other) (if other, please specify)** |  |
| **26. Recruitment (tick where applicable)**  | UCAS [ ]  DIRECT [ ]  Commission [ ]  Other: |
| **27. Is this course under apprenticeship scheme?** |

|  |  |
| --- | --- |
| Yes  |[ ]  If yes, please tick the appropriate scheme:Higher Apprenticeship [ ]  Degree Apprenticeships Development Fund [ ]  <https://codingmanual.hesa.ac.uk/22056/CourseInitiative/field/COURSEINITID>  |
| No  |[ ]   |  |

 |
| **28. Any Other Information (e.g., how many intakes per year, does the course offer sandwich placement, various possible awards for this programme, routes, etc.)** |  |
| **29. What clearance checks should a student pass to be accepted on this course:** | Occupational health [ ]  DBS [ ]  Other: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by Course Director (Printed name (and title, if not by course director):** | **Date:** | **Checked by Senior Systems and Data Officer (Printed name):** | **Date:** |
| **Confirmed by Quality and Partnerships Team (Printed name):** | **Date:** | **Checked by Assistant Registrar for Systems and Records (Printed name):** | **Date:** |

List ALL modules (Including core and optional) (New Modules require a different form): more information on how to assign HECoS codes to modules can be found on <https://codingmanual.hesa.ac.uk/22056/ModuleSubject/field/MODSBJ>

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module Name** | **SITS Code (if exists already)** | **C/O** | **Credit Value** | **HECoS** | **Module Name** | **SITS Code (if exists already)** | **C/O** | **Credit Value** | **HECoS** | **Module Name** | **SITS Code (if exists already)** | **C/O** | **Credit Value** | **HECoS** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |