# College of Science and Engineering

## Taught Programme Proposal Form Cover Sheet

| 1 Summary information | |
|---|---|
| Programme title | Postgraduate Certificate in Informatics by Distance Learning |
| Programme qualification | Postgraduate Certificate / PPD |
| Host School | Informatics |
| Name(s) of proposer(s) | Robert Fisher |
| Name of intended Programme Organiser/ Director | Robert Fisher |
| Duration of study<br><br>(tick as applicable, and give months for FT) | Full time □ months ..... <br><br>Part time X |
| Mode of study/delivery<br>(tick as many as applicable) | Resident at Edinburgh University □<br><br>Resident at another HE institution □<br><br>Collaborative □<br><br>Distance learning X<br><br>Intermittent/CPD □ |
| Date of intended first intake | 1/9/2017 or 1/1/2018 |
| Date approved by School Board of Studies | |
| Approval of Head of School (signature and date)<br>This is taken to indicate that all issue of resource have been addressed within the School | |
| Date submitted to College Learning and Teaching Committee (CL&TC) | |

**2 Documents required:**
- Programme Specification
  A template and guidance notes can be obtained via the University web page:
  http://www.ed.ac.uk/schools-departments/academic-services/staff/curriculum/degree-prog-specific

- Notification of new course/programme approval form
  https://www.wiki.ed.ac.uk/display/csetpaw/New+Course+and+Programme+Proposals

- Degree Programme Table

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| | •       Additional programme information (See section 4) |

**3     Advice on proposal**
**Regulations and programme structure**
Ms Lynda Henderson; Administrative Officer, Academic Affairs Section, College Office; 505765; lynda.m.henderson@ed.ac.uk

**Business Plans**
Mr Andy Davis, College Accountant; 505991; andy.davis@ed.ac.uk

The University has developed an excel spread sheet to assist Schools in the financial modelling of the development of new programmes. The template and guidance notes for completing the spread sheet is on:
https://www.wiki.ed.ac.uk/display/csetpaw/New+Course+and+Programme+Proposals

**Resource Information**
Dr Susan Cooper, Planning Officer; 507323; susan.cooper@ed.ac.uk

**Strategy**
Professor Graeme Reid, (Dean of Learning and Teaching); graeme.reid@ed.ac.uk

**Marketing information**
Communications and Marketing website: http://www.ed.ac.uk/schools-departments/communications-marketing/home

Admissions Officers, Recruitment and Admissions, College Office; 50 5755; sciengra@ed.ac.uk

International Office: enquiries.international@ed.ac.uk

Careers Service (King's Buildings); 50 5773; careers@ed.ac.uk

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**4     Additional programme information required:**
Note: If the documentation submitted to the Board of Studies contains all the information requested below, then attach that documentation.

**4.1   Strategy and planning**
Indicate the relevance of the programme to the School plan; how it fits within any School suite of taught courses. In addition, for postgraduate programmes indicate how it relates to active areas of research work.

To assist with College planning, indicate how many students to you expect to admit each year (in steady state), and the recruitment profile expected whilst building up to this steady state.

**4.2   Fees and costs**
4.2.1 Tuition fees
- Undergraduate taught students:
  - International students
  - English students

- Postgraduate taught students:
  Indicate the level of tuition fee proposed - for both home and overseas students.

Applicants are encouraged to consider premium fees based on market rates. Please justify the level of fee proposed; either the level of the premium fee, or why a Standard Laboratory-Based Fee (i.e. in accordance with the existing Fees Schedule) is appropriate.
http://www.registry.ed.ac.uk/Fees/PGFees.htm

4.2.2 Other programme costs
Specify any additional charges to the students for research costs or field trips etc.

**4.3 Programme Structure**
If the structure of the programme differs from the curriculum framework, indicate how and give a rationale. A College opt-out from the framework may be required. Note:

- The Curriculum Framework web page:
  http://www.ed.ac.uk/schools-departments/academic-services/staff/curriculum/curriculum-framework

- Degree specification web page:
  http://www.ed.ac.uk/schools-departments/academic-services/staff/curriculum/degree-prog-specific

**4.4 Collaboration**
If the programme involves collaborative teaching or joint awards with any other Institution please give full details.

- The University's Collaborative Activity web page:
  http://www.ed.ac.uk/schools-departments/governance-strategic-planning/collaborative-activity

**5 Submission of proposal**
The completed proposal, containing all the additional information should be sent by email to: lynda.m.henderson@ed.ac.uk,
CL&TC meeting dates are on the College web site:
http://www.cltc.scieng.ed.ac.uk/dates.cfm

**6 Further information**
Lynda Henderson, Academic Affairs Officer
College of Science and Engineering, Weir Building,
The King's Buildings, West Mains Road
Edinburgh EH9 3JY

Tel: +44 (0)131 650 5765; Email: lynda.m.henderson@ed.ac.uk

**For College Office use**

| | |
|---|---|
| Date request received | |
| Name of person processing form | |
| Request approved | |
| Notified to Registry | |

| DOCUMENT CONTROL | |
|---|---|
| **Date approved** | |
| **Approving authority** | College Teaching and Learning Committee |
| **Consultation undertaken** | |
| **Date of commencement** | |
| **Amendment dates** | 01 September 2013 |
| **Date for next review** | |
| **Section responsible for policy maintenance & review** | Academic Affairs, College Office, College of Science and Engineering |
| **Related Policies, Procedures Guidelines & Regulations** | • |
| **Policies superseded by this Policy** | Guidance: Procedures for authorising a change of taught degree programme (for a current student) |