**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.

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| **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)** | |
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| **%** | **%** | **%** | |
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| **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: | | | | |

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| **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>

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| **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** |
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