University of Glasgow

Course/Programme Approval Process

Student Consultation Proforma

Proposal for a NEW programme
or CHANGES to a programme
or WITHDRAWAL of a programme

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| Programme Name(s): |  |
| School: |  |
| College: |  |

# Instructions for completion

This proforma should be completed for **new** programme proposals, **change** programme proposals and programme **withdrawals**. If the proposal concerns more than one programme, the student consultation can be presented together or separately, as most appropriate.

Evidence of the student consultation should be submitted to the Board of Studies with the proposal documentation; therefore, **this proforma must be completed *BEFORE* final documentation is due for submission to the Board of Studies for scrutiny**.

### New programme proposals or change programme proposals:

Consult students currently registered on the programme or a cognate programme.

Students should be asked specifically about:

* whether the programme(s) would be challenging
* whether the programme(s) would be stimulating
* whether the programme(s) would meet their expectations
* the proposed workload
* methods of teaching, learning and assessment
* whether the programme(s) would develop their graduate attributes and employability skills

### Withdraw programme proposals:

Consult students currently registered on the programme, and any current applicants.

##  Please describe which students/applicants were consulted.

* list the classes consulted (including the class size);
* if the consultation did not take place in a meeting, indicate the number of responses received.

## When did the consultation(s) take place?

## How was the information presented to the students/applicants?

## Summary of student/applicant feedback.

## Response to any issues raised.

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| --- | --- | --- | --- |
| Name of Proposer  |  | Date  |  |

|  |  |
| --- | --- |
| Signature  |  |