University of Glasgow

Programme Approval Process

Student Consultation Proforma

Proposal for a NEW programme
or AMENDMENT of a programme
or WITHDRAWAL of a programme

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| **Programme Name(s):** (please list all programmes as appropriate) |  |
| **School:** |  |
| **College:** |  |

# **Instructions to Proposers**

This proforma should be completed for **new** and **amend** 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**. If this proforma is being used for more than one programme across two or more PIP proposals, please ensure that a copy of this proforma is uploaded to each PIP proposal.

### **New programme proposals or amend 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.

**To be completed by the Proposer:**

##  Please describe which students 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.

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

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## How was the information presented to the students?

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## Summary of student feedback.

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## Response to any issues raised.

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| **Proposer:** |  |
| **Title:** |  |
| **Date:** |  |