**EUCLID - Request for New Postgraduate Programme**

**PLEASE COMPLETE ALL RELEVANT FIELDS** (see the Guidance Notes at the end) and send to your College contact *(PG – HSS – Theresa McKinven, SCE - Lynda Henderson, MVM - Isabel Lavers. Visiting - CHSS –Rupert Lezemore.)*

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| *Requests* ***MUST*** *be verified and sent to*[***studentsystems@ed.ac.uk***](mailto:studentsystems@ed.ac.uk)  **Please note -** **only complete requests will be processed** |  |  |
| **College 1** | **School 2** |
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| **Exit Award Title 3** | |  |
| **Qualification 4** |  |
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| **Taught/ Research 5** | **PG Prospectus page 6** | **Apply Links required 7** | **Subject(s) of study for programme** | |
| T/R |  | Y/N | **Subject code 8** | **Percentage 9** |
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| **Other Admissions 10** | **Collaborative Programme 11** |
| Y/N | Y/N |

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| **Programme Director**  **(Required for Taught PG) 12** | **Major Source of Funding (excludes Tuition Fee element) 13** | **Cost Recovery Programme 14** | **Disclosure Check required 15** | **SCQF Level 16** |
|  |  | Y / N | Y / N |  |

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| --- | --- | --- | --- | --- |
| **Method of Study 17** | **Expected Length of Study 18** | **Online Distance Learning 19** | **Regulatory Body 20** | **Sandwich Programme 21** |
|  |  | Y / N |  | N / Thick / Thin |

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| --- | --- | --- | --- |
| **Start Dates 22** | | | **Length of Year in Weeks (for each year of study) 23** |
| **Month(s)** | **Academic Year** | **Additional Comments** |
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| **Fee Deposit 24** | **Additional Programme Costs 25** | **APC Number of Years 26**  (applies to Education ICL programmes only) | **Application Fee** 27 | **URL to allow Application Fee to be paid** 28 |  |
| £ | £ |  | £ |  |

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| **Teaching Load reporting - Subject code(s) and percentages 29** | | | | |
| Subject Area | \_ | Level 6 Unit | % | Note: A full list of subject codes can be found at: <http://www.euclid.ed.ac.uk/staff/FAQ/PG%20Programmes.xls> |
| e.g. N300 | \_ | SU780 | 50 |
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| **Teacher Training**  If this programme is for Teacher Training, then you MUST complete the 3 fields below | | |
| **Teacher Training Indicator 30** | **Teaching Qualification Sought Sector 31** | **Teaching Qualification Sought Subject(s) (up to 3)** 32 |
| 1 / 5 | 1 / 2 / 3 / 4 |  |

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| **Fees** | See <http://www.ed.ac.uk/schools-departments/student-funding/tuition-fees> | | |
| **For PGT – Spine Point**  **For PGR/UG – Fee Level** |
| **Fee Details 33** | | **Date of approval by**  **Fee Strategy Group/CMG 34** |
| Home/EU | £ |  |
| Overseas | £ |

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| **Further Information for Collaborative Programmes** | | | | |
| **Collaborative Type 35** | **Lead Institution 36** | | **Admitting Institution 37** | |
|  |  | |  | |
| **Details of Collaborative Partner(s) providing Teaching 38** | | | | |
| **Name** | | **Country** | | **%age Taught by Collaborative Partner** |
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| **Supporting Documents required (specify 1-11) 39** | **Requested by: 40** | |
|  | **Name** | **Telephone** |
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| **Additional Comments** |
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| **College Authorisation: 41** | |
| **Name** | **Date** |
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***For help in completing this form –***

please see the ***Guidance Notes*** on the following pages. If you require further assistance, please contact EUCLID Staff Support.

**Guidance Notes for completion of the EUCLID Postgraduate Programme Request Form**

Creation of new programmes **must only be requested** where the following condition is met:

"The corporate student record only processes applicants and students who apply for/undertake studies that lead to the award of an academic qualification awarded by the University of Edinburgh (sometimes jointly with another institution), or institutional credit awarded by the University of Edinburgh - at SCQF level 7 or above".

**Guidance Notes for completion of the EUCLID PG Programme Request Form**

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| **Ref** | **Title** | **Description** | **Applicable to** | **Guidance** |
| 1 | College | The college owning the programme | All programmes | HSS, CSE or MVM |
| 2 | School | The school name or code responsible for administering the programme for admissions purposes | All programmes | Enter the name of the school (e.g. School of Chemistry) |
| 3 | Exit Award Title | The name of the award on the degree certificate | All programmes | Enter the name of the award to be printed on the degree certificate. Note that a degree of MPhil or PhD needs to have a title however the transcript will show the dissertation title and not the Exit Award Title. |
| 4 | Qualification | The qualification obtained on successful completion of the programme (e.g. MSc by Research, MSc, BSc, MA (Hons), LLM) | All programmes | Enter the qualification |
| 5 | Taught/Research | Taught or Research programme | All Postgraduate programmes | If the programme is taught circle ‘T’.  If the programme is a research programme circle ‘R’. |
| 6 | PG Prospectus Page | The postgraduate prospectus page number.  **If a new prospectus page is required then you MUST request this from Communications and Marketing.** | All Postgraduate programmes and Postgraduate Diploma in Education (PGDE) Programmes | Use the following URL to navigate to the page for the new programme and copy and paste the address into the box (<http://www.ed.ac.uk/studying/postgraduate/degrees> ) |
| 7 | Apply Links Required | Applicants need to be able to apply directly to the University via links from the online PG prospectus | All postgraduate programmes | If applicants are allowed to apply directly from the online PG prospectus circle ‘Y’.  If applicants are not allowed to apply directly from the online PG prospectus circle ‘N’  Generally 2 years of Apply Links will be provided. In exceptional circumstances this may be reduced to 1 year where entry to the programme is highly competitive. |
| 8 | Subject(s) of study for programme – Subject Code | The subject(s) which most closely describe the academic content of the programme. Up to three subjects may be specified. This restriction is imposed by HESA rules. | All programmes | The HESA subject code(s) which most closely describes the academic content of the programme. The coding we choose here is important because the data we return to HESA are used (by government, funding councils, league tables etc.) to monitor subject provision and to draw comparisons with similarly coded provision at other institutions. Up to three codes may be selected. Many programmes can be defined by one code; others have two or three codes, to reflect a major/minor or equal subject split. If a subject does not constitute at least a quarter of the programme content, it does not justify selecting a second or third code. The codes available are hierarchical; e.g. "L213 Socialism" is available but "L210 Political theories" or "L200 Politics" might better define a broad based programme. It is desirable to be consistent when choosing which area (e.g. L2\*\*) of the hierarchy to use.  If none of these codes are appropriate please contact Jim Galbraith (Governance & Strategic Planning) for advice.  A list of Valid Subject codes can be found at <http://www.studentsystems.ed.ac.uk/staff/user_guides/Index.htm> Select ‘Reference Materials’ and within the ‘PG Programme Codes Spreadsheet’ there is a tab for Subject Codes. |
| 9 | Subject(s) of study for programme - Percentage | The percentage associated with the subject(s) specified in 8 above. | All programmes | Where only one subject is specified in 8 above, the percentage should be 100.  Where more than one subject is specified in 8 above, enter the percentage against each subject. The percentages must total 100. |
| 10 | Other Admissions | Applications for the programme are generally made on paper and pre-screened prior to making an offer. Once an offer has been made and accepted the details are entered via the Other Admissions process. Examples of programmes processed in this manner are Collaborative programmes where the University is not the admitting institution, external intercalated students, Medical and Veterinary Electives, EUSA sabbaticals, part-time undergraduates, visiting taught postgraduates, visiting research postgraduates, PhD by publication etc.) | All programmes | If applications for the programme are handled outside EUCLID circle ‘Y’.  If applications for the programme are handled via UCAS, PG Admissions or it is a Visiting Undergraduate programme circle ‘N’. |
| 11 | Collaborative Programme | The programme involves collaborative teaching or research activity between the University and one or more external institutions. **The collaboration MUST have been approved and listed on the Planning web pages prior to the programme being set up on EUCLID** (<http://www.ed.ac.uk/schools-departments/governance-strategic-planning/collaborative-activity/collaborative-agreements> or <http://www.ed.ac.uk/schools-departments/governance-strategic-planning/collaborative-activity/other-collaborative> ) | All programmes | If the programme is collaborative circle ‘Y’.  If the programme is not collaborative circle ‘N’. |
| 12 | Programme Director | Programme Director | All postgraduate taught programmes | Enter the name of the Programme Director |
| 13 | Major Source of Funding (excluding Tuition Fee element) | The major source of funding for the programme (e.g. Scottish Funding Council, Local Education Authority, Research Council, Employer, Student). | All programmes | If a programme is Distance Learning or if it is Continuing Professional Development or Post-graduate Professional Development then these will use the code 91.  If the Tuition Fee charged to Home students is the same as that charged to International students then this will use the code 91.  If the programme receives external funding from the Government department of Health, Social Care or from the NHS then the code used will be 33. For all other Government departments use code 34.  For programmes funded by Research Councils use the following codes  Biotechnology and Biological Sciences Research Council (BBSRC) – 21, Medical Research Council (MRC) – 22, Natural Environment Research Council (NERC) – 23, Engineering and Physics Sciences Research Council (EPSRC) – 24, Economic and Social Research Council (ESRC) – 25, Science and Technology Facilities Research Council (STFC) – 26, Arts and Humanities Research Council (AHRC) – 27.  All other programmes will be eligible for funding from the SFC so should use code 03. |
| 14 | Cost Recovery Programme | The University does not receive any funding towards cost recovery programmes. The income to pay for running the programme is generated solely from fees paid by the student or from another source (eg employers). These programmes generally lead to professional or vocational qualifications. | All programmes | If the programme is cost recovery circle ‘Y’  If the programme is not cost recovery circle ‘N’  A programme will be Cost Recovery if it is Distance Learning or if it is Continuing Professional Development or Post-graduate Professional Development.  Programmes will be Cost Recovery if they are funded by a Government Department or by one of the Research Councils.  Programmes will be Cost Recovery if the Tuition Fee charged to home and international students is the same.  Programmes that have been provided for private companies or other organisations which are not available to the general public will be Cost Recovery.  All other programmes will not be Cost Recovery. |
| 15 | Disclosure Check required | Programmes requiring a Basic or Enhanced Disclosure Check | All programmes | If a programme requires either a Basic or Enhanced Disclosure Check circle ‘Y’.  If a programme does not require either a Basic or Enhanced Disclosure Check circle ‘N’ |
| 16 | SCQF level | The SCQF level indicates the level of difficulty of the qualification and is used amongst others by UKVISA. | All programmes | Enter the appropriate code from the list of valid values below:  Valid values are SCQF6, SCQF7 (e.g. Cert HE), SCQF8 (e.g. Dip HE), SCQF9 (e.g. Ordinary Degree), SCQF10 (e.g. Honours Degree), SCQF11 (e.g. Masters, PGDip, PGCert), SCQF12 (e.g. Doctorate) and B2 for Common European Framework of Reference (CEFR) level B2. |
| 17 | Method of Study | Defines how the student is taught on their programme or the pattern of their attendance e.g. full-time, full year or full-time, part year | All programmes | Enter the appropriate code from the list of valid values below:  Valid values are:  FTFY (Full-time, full year)  FTPY (Full-time, part year)  PTFY (Part-time, full year)  PTPY (Part-time, part year)  PTUS (Part-time, unstructured) i.e. intermittent study |
| 18 | Expected Length of Study | The normal time the student takes to complete the programme from first teaching week to completion. The time should be stated in years, months or weeks as appropriate. | All programmes | Enter the length of time e.g. 9 months for a PG Cert etc. |
| 19 | Online Distance Learning | Programme delivered wholly through online distance learning | All programmes | If the programme is delivered wholly via Online Distance Learning circle ‘Y’  If the programme is not delivered via Online Distance Learning circle ‘N’ |
| 20 | Regulatory Body | Programme where requirements, restrictions, conditions and standards are imposed legally a regulatory body (eg General Medical Council, General Social Care Council) | All programmes | Enter the name of the Regulatory Body.  A list of valid regulatory bodies can be found at:  [https://www.hesa.ac.uk/index.php?option=com\_studrec&task=show\_file&mnl=14051&href=S^\_^REGBODY.html](https://www.hesa.ac.uk/index.php?option=com_studrec&task=show_file&mnl=14051&href=S%5e_%5eREGBODY.html) |
| 21 | Sandwich Programme | Sandwich programmes provide for mandatory placements working in industry. Thick sandwich programmes are those where the placement spans the whole academic year. Thin sandwich programmes intersperse periods of placement and periods of study within the academic year. | All programmes | If the programme is a sandwich programme the circle ‘Thick’ or ‘Thin’ as appropriate.  If the programme is not a sandwich programme circle ‘N’ |
| 22 | Start Dates – Month(s), Academic Year and Additional Comments | This information is used to set up the apply links for programmes that do not admit via UCAS. Where a programme admits via UCAS the information is used to ensure it is advertised for entry in the correct academic year on the online prospectus and in determining when a Key Information Set is required. | All programmes | Enter the start month, academic year and additional comments.  Note   1. For taught postgraduate programmes the default is to create 2 apply links i.e. September of the specified academic year and the following academic year. If the programme being requested does not follow this pattern, then you **MUST** be specific about the months e.g. January and April. 2. For research programmes the default is to create 24 apply links (i.e. 1st of the month for the following 2 academic years). |
| 23 | Length of Year in Weeks (for each year of study) | The normal length of each year of programme in weeks (excluding holidays and placements) e.g. a normal 4 year undergraduate programme would comprise 30 weeks in year 1, 30 weeks in year 2, 30 weeks in year 3 and 30 weeks in year 4. | All programmes | Enter the normal number of weeks in each year of programme eg 30, 30, 30, 30. Please specify the details if the programme differs from the norm. For Postgraduate programmes (both Taught and Research) the normal value will be 48 weeks. |
| 24 | Fee Deposit | The amount of any fee deposit paid by an applicant which is required to secure a place on a programme. | All programmes | Enter the amount in pounds |
| 25 | Additional Programme Costs | The amount of any additional programme costs that apply to the programme (e.g. study tour costs, dissertation costs, research skills training costs) | All programmes | Enter the amount in pounds |
| 26 | APC Number of Years | Number of years that additional programme costs require to be paid. Value of additional programme costs to be charged in each year of a programme. | Education ICL Programmes only | Enter the number of years that the student is required to pay additional programme costs. If the APC value charged to students is not the same for each year of a programme then the values to be charged each year need to be specified here. |
| 27 | Application Fee | The amount of any Application Fee that is payable by applicants. | All programmes | Enter the amount in pounds. |
| 28 | Application Fee Payment URL | The URL link to the web page where applicants can pay the application fee. | All Programmes | Enter the full URL link that will be passed to the Applicant to allow them to pay the Application Fee. |
| 29 | Teaching Load Reporting | This allows a more granular description of the subjects taught and the schools doing the teaching than the subjects entered in 12 above and is used for Teaching Load purposes. It is critical that the codes are correct to ensure the correct allocation of funding across schools. | All programmes | This coding is required for programmes which don't have courses, but is also completed for programmes which do, as a back-stop. The purpose is to attribute the teaching performed by Subject Units. This "Teaching Load" is used internally to ensure the correct allocation of funding across schools. It is also used externally, aggregated into HESA 'cost centres'. The codes entered here are a concatenation of a HESA code and the Subject Unit delivering; the latter is by far the most important element. Note that the subject coding entered in 8 above serves a different purpose.  If there is more than one subject the percentages must total to 100.  If none of these codes are appropriate please contact Jim Galbraith (Governance & Strategic Planning) for advice.  A list of Valid Subject codes can be found at <http://www.studentsystems.ed.ac.uk/staff/user_guides/Index.htm> Select ‘Reference Materials’ and within the ‘PG Programme Codes Spreadsheet’ there is a tab for Subject Codes. |
| 30 | Teacher Training Indicator | The type of teacher training programme. | All Teacher Training programmes | Circle the correct type of Teacher Training Programme.  Valid values are:  1 (On initial or pre-service teacher training course leading to Qualified Teacher Status or to registration as a school teacher with the General Teaching Council for Scotland)  5 INSET/In-Service course |
| 31 | Teaching Qualification Sought Sector | The education sector in which the teacher training student is pursuing their teaching qualification. | All Teacher Training programmes | If the ‘Teacher Training Indicator’ (34 above) is ‘1’ (i.e. on initial or pre-service teacher training course leading to QTS or to registration as a school teacher with the GTCS) circle the appropriate value.  Valid values are:  1 (Primary)  2 (Secondary) |
| 32 | Teaching Qualification Sought Subjects | The subject(s) that the student is studying to teach at secondary level | All Teacher Training programmes | If the ‘Teacher Qualification Sought Sector’ (35 above) is ‘2’ (i.e. Secondary) provide the subject code(s) in which the teacher training student is pursuing their teaching qualification. For example if the qualification is to teach in French and German the codes would be 070 and 080.  Valid values are given at:  [https://www.hesa.ac.uk/index.php?option=com\_studrec&task=show\_file&mnl=14051&href=S^\_^TQSSUB.html](https://www.hesa.ac.uk/index.php?option=com_studrec&task=show_file&mnl=14051&href=S%5e_%5eTQSSUB.html) |
| 33 | Fee Details | The fees charged for the programme to Home/EU students and overseas students | All programmes | Enter the following information for both the Home/EU and Overseas fees in pounds where appropriate. Where the programme is PGT enter the Fee Spine Point to be charged. If the programme is PGR or UG then enter the Fee Level. |
| 34 | Date of approval by Fee Strategy Group/CMG | The date the fees were approved by FSG/CMG | All programmes | Enter the date the fees were approved by the Fee Strategy Group/CMG |
| 35 | Collaborative Type | Type of collaborative arrangement | All collaborative programmes | If the programme is collaborative enter one of the following codes:  **1** (Joint, UoE does not award the degree i.e. The University of Edinburgh and a partner institution jointly develop and deliver a taught or research programme leading to a joint award which is awarded by the partner institution)  **2** (Joint , UoE awards the degree i.e. The University of Edinburgh and a partner institution jointly develop and deliver a taught or research programme leading to a joint award which is awarded by the University of Edinburgh)  **3** (Not Joint, UoE awards the degree i.e. A collaborative programme where the University of Edinburgh sends students to another institution to study for credit. This credit is then transferred back to the University of Edinburgh who awards the degree (single award))  **4** (Not joint, UoE does not award the degree i.e. A collaborative programme where the University of Edinburgh has no role in the award. It is awarded by the home institution (e.g. students studying at UoE on leave of absence from their home institution, take credit from UoE back to their home institution who awards the degree, no award from UoE))  **5** (2+2 arrangement i.e. programme with an agreement whereby students study for 2 years at the University of Edinburgh and 2 years at another institution)  **6** (Articulation arrangement i.e. programme with a formal articulation agreement with a Further Education College which grants admission a programme with advanced standing) |
| 36 | Lead Institution | The institution which is involved in the overall administration of the student, the exam process and the awarding of the degree. | All collaborative programmes | Enter the name of the institution. |
| 37 | Admitting Institution | The Institution which manages enquiries and admissions for the programme. This institution will collect the tuition fees, manage student debt and enrol the students. | All collaborative programmes | Enter the name of the institution. |
| 38 | Details of Collaborative Partner(s) providing teaching | The split of teaching between the collaborative partners for the programme | All collaborative programmes | Enter the name, country and percentage teaching provided by each collaborative partner providing teaching on the programme. |
| 39 | Supporting Documents | Documents the student is required to submit with the application to the programme | All postgraduate programmes | Enter 1 (Standard PGT), 2 (PGT with work sample), 3 (Professional PGT), 4 (Standard PGR), 5 (PGR with work sample), 6 (Professional PGR) or 7 (No supporting documentation) or 8 (Visiting) or 9 (Visiting Research) or 10 (PGT with CV) or 11 (PGR no Proposal) to indicate the documents that the applicant is required to submit.  See table at end of document |
| 40 | Requested by – Name and Telephone | School Contact responsible for raising the new programme | All programmes | Enter the name of the school contact and their contact telephone number |
| 41 | College Authorisation | College Contact responsible for authorising the new programme | All programmes | Enter the name of the college staff member authorising the request. This should be the person who send the email requesting that the programme be created to [studentsystems@ed.ac.uk](mailto:studentsystems@ed.ac.uk) |

**Supporting Documentation**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Document** | **Type 1**  **Standard PGT** | **Type 2**  **PGT with work sample** | **Type 3**  **Professional PGT** | **Type 4**  **Standard PGR** | **Type 5**  **PGR with work sample** | **Type 6**  **Professional PGR** | **Type 7**  **No supporting documentation** | **Type 8**  **Visiting** | **Type 9**  **Visiting Research** | **Type 10**  **PGT with CV** | **Type 11**  **PGR no Proposal** |
| Academic transcript | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] |  | MC900432530[1] |  | MC900432530[1] | MC900432530[1] |
| Transcript translation (if transcript not in English) | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] |  | MC900432530[1] |  | MC900432530[1] | MC900432530[1] |
| Degree certificate | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] |  |  |  | MC900432530[1] | MC900432530[1] |
| Degree translation (if degree certificate not in English) | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] |  |  |  | MC900432530[1] | MC900432530[1] |
| GTC Registration |  |  |  |  |  | MC900432530[1] |  |  |  |  |  |
| Professional certification |  |  | MC900432530[1] |  |  | MC900432530[1] |  |  |  |  |  |
| Professional certification translation (if professional certificate not in English) |  |  | MC900432530[1] |  |  | MC900432530[1] |  |  |  |  |  |
| English Language certificate | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] | MC900432530[1] |  | MC900432530[1] |  | MC900432530[1] | MC900432530[1] |
| Research Proposal |  |  |  | MC900432530[1] | MC900432530[1] |  |  |  |  |  |  |
| Academic Reference |  |  |  |  |  |  |  | MC900432530[1] |  |  |  |
| Academic Reference Translation (if Academic Reference not in English) |  |  |  |  |  |  |  | MC900432530[1] |  |  |  |
| Samples of work |  | MC900432530[1] |  |  | MC900432530[1] |  |  |  |  |  | MC900432530[1] |
| CV |  |  |  |  |  |  |  |  |  | MC900432530[1] |  |
| Motivational Letter |  |  |  |  |  |  |  |  |  | MC900432530[1] |  |