A close-up of a logo

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**CAP FORM 3: Intent to Approve (ITA) form**

Please contact your AQU Officer to set up a preliminary meeting to discuss your proposal. Please complete the details required below as fully as possible and return the form to your College Director LTQE (or Head of Academic Quality) for approval of the external advisers. The form may be returned to you for further information to be provided before it is approved.

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| **1.1 Name of Proposer/Course Leader** |  |

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| **1.2 School and Department** |  |

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| **1.3 Course/Award Title**  As confirmed by APPG; any changes to the title must be reported to APPG. |  |

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| **1.4 Nature of Proposal**  e.g. New course or course re-approval |  |

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| **1.5 Date of approval by APPG** |  |

**2. Course Information**

Liaise with College Director to provide accurate course Information for Prospective Students on the University website. New courses should be \*subject to Approval. Courses undergoing re-approval wording should be stated as, “The modules for this course are currently being reviewed and updated for 202X entry. Full details will be available on this page soon.”

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| **2.1 Is a Professional Statutory and Regulatory Body involved** |  | Yes |  | No |

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| **2.2 Is there a mandatory placement or work based learning** |  | Yes |  | No |

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| **2.3 Are there any highly blended or wholly online modules** |  | Yes |  | No |

**3. External Adviser Nomination**

Please complete the section below with details of nominated External Advisers. Courses involving **substantial work-based or work-related learning elements** will also require a third external adviser from an employer/sector background to be involved in the development of the course (in similar role to EA1 with engagement in the early stages).

**External Adviser One (EA1)**

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| **EA1: Name (including title)** |  |

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| **EA1: Job Title/Role** |  |

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| **EA1: Name of Institution or Organisation** |  |

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| **EA1: Email address** |  |

|  |  |
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| **EA1: Hyperlink to Staff Profile on webpage**  or attach electronic CV |  |

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| **EA1: Any relationship with UW** (past or present) |  |

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| **EA1: Relevant/appropriate experience**  i.e. your reason for nominating this person |  |

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| **For completion by College Director (or Head of Academic Quality):**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **External Adviser One appropriately qualified and experienced** |  | Yes |  | No |  |  | | --- | | **Comments or additional requirements:** | |  | |

**External Adviser Two (EA2)**

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| **EA2: Name (including title)** |  |

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| **EA2: Job Title/Role** |  |

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| **EA2: Name of Institution or Organisation** |  |

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| **EA2: Email address** |  |

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| **EA2: Hyperlink to Staff Profile on webpage**  or attach electronic CV |  |

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| **EA2: Any relationship with UW** (past or present) |  |

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| **EA2: Relevant/appropriate experience**  i.e. your reason for nominating this person |  |

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| **For completion by College Director (or Head of Academic Quality:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **External Adviser Two appropriately qualified and experienced** |  | Yes |  | No |  |  | | --- | | **Comments or additional requirements:** | |  | |

**External Adviser Three (EA3)**

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| **EA3: Name (including title)** |  |

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| --- | --- |
| **EA3: Job Title/Role** |  |

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| **EA3: Name of Institution or Organisation** |  |

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| **EA3: Email address** |  |

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| **EA3: Hyperlink to Staff Profile on webpage**  or attach electronic CV |  |

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| **EA3: Any relationship with UW** (past or present) |  |

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| **EA3: Relevant/appropriate experience**  i.e. your reason for nominating this person |  |

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| **For completion by College Director (or Head of Academic Quality):**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **External Adviser Three appropriately qualified and experienced** |  | Yes |  | No |  |  | | --- | | **Comments or additional requirements:** | |  | |