**Distance Learning Team - Expression of Interest**

**Support for Development of a new Distance Learning Course**

This form should be used to express interest in receiving support from the central Distance Learning (DL) Team for the design, development and marketing of a new DL course. All expressions of interest must be approved by both the Programme Director and Head of School. Once submitted, your proposal will be investigated by the Market Insights Unit and the decision on whether support/investment is provided will rest with the Distance Learning Steering Group (DLSG).

This form assumes that you are proposing a full Master’s-level PGT programme to be offered entirely online, though the inclusion of a residential/blended component can be discussed during programme design. If you wish for any other models to be considered, please contact Pamela Vallely and/or Ian Hutt (contact details at end).

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| Name: |  |
| Role: |  |
| Email: |  |
| Phone: |  |

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| Course Title: |  |
| School: |  |
| Level… UG: |  | PGCert: |  | PGDip: |  | Masters: |  | CPD: |  | Other: |  |
| Is this course currently being offered… on campus? |  | via DL? |  |

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| **If the course is currently being offered…** |
| For how long has it been running? |  |
| Student numbers… Home: |  | International: |  |
| Full course fees… Home: |  | International: |  |

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| **If this is a completely new course…** |
| Will it also be offered on campus? |  |
| Why is this course being created? |
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| Is the course accredited by any professional bodies? (or, for new courses - will this be sought?) |  |
| Anticipated launch date for DL course: |  |
| How many intakes are planned per year? |  |

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| Describe the expected target audience for this course. (Any supporting evidence or market research should be attached to this submission). |
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| Provide your reasons for proposing this course as part of the DL initiative. |
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| Brief description of course structure, including assessment methods (current or planned). |
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| Are there any components that require attendance on campus? - provide details |
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| Does the course include specialist software only available in campus clusters? - provide details |
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| Does the course include groupwork, and is this assessed? - provide details |
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| Support for course development will include marketing, eLearning, student support and administrative support, but costs associated with teaching will be borne by the School. Please provide details of any anticipated costs in offering the DL course. |
| Teaching staff |  |
| Admin/support staff |  |
| Equipment/software  |  |
| Residential element |  |

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| **Approval by Programme Director** |
| Name: |  |
| Signature: |  |
| Date: |  |
| Any Additional Comments: |
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| **Approval by Head of School** |
| Name: |  |
| Signature: |  |
| Date: |  |
| Any Additional Comments: |
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**Please send the completed form to:**

Prof Pam Vallely, Academic Director for Distance Learning, pamela.j.vallely@manchester.ac.uk

Dr Ian Hutt, Head of Distance learning Operations, ian.hutt@manchester.ac.uk