

# New Programme Details Set up for OSS

OSS Programme Code [SIS only ]									
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Any queries relating to the completion of this form please email [sdma@admin.ox.ac.uk](mailto:sdma@admin.ox.ac.uk)

1.	Title				Max of 100 characters (including spaces)
2.	Programme type	UG	PGT	PGR	(Circle as applicable)

3.	Programme length	Undergraduate	(Years)	Indicate the duration of programme in YEARS for UG and MONTHS for PG <b>PLEASE ATTACH COPY OF REGULATIONS</b>
		Postgraduate taught	(Months)	
		Postgraduate research	(Months)	

PRAS ONLY TO COMPLETE: (PGT ONLY)	<u>PROG YEAR</u>	<u>HEFCE LENGTH</u>	<u>TYPE OF YEAR OF PROG</u>		(Circle as applicable)
	YEAR 1	Standard/Long	1	2	
	YEAR 2	Standard/Long	1	2	
	Subsequent years if applicable				
	FTE INTENSITY	FTE CALC TYPE	I	U	(Circle as applicable)

4.	Responsible organisational unit				Name and code of the organisational unit responsible for the programme
5.	Start date				The earliest date teaching will begin e.g. October 2007
6.	Valid entry points	Year one only	Year one and two only		(Circle as applicable)
7.	Standard Matriculation	YES	NO		(Circle as applicable)

8.	Academic calendar	Michaelmas	Hilary	Trinity	Circle appropriate term(s) in which students may be admitted: for a D.Phil. this might be MT, HT and/or TT, but for a PGT or UG programme other than Continuing Education it is likely to only be MT
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9a.	Location of study	Oxford based study	Distance learning		(Circle as applicable)
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9b.	Year abroad	YEAR2	YEAR3	YEAR4	Circle appropriate year if a year abroad is offered on this programme
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10.	Attendance type	Full-time	Part-time	Both FT & PT	(Circle as applicable)
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11.	Main award				Award name e.g. D.Phil.
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12.	Alternative award				Alternative exit award(s) available for students who do not complete the programme successfully, e.g., M.Litt.
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		Code and description	%	
13.	Fields of study	Subject		Provide up to three JACS codes based on main subjects of study and provide relative proportions  (See notes of guidance on JACS codes)
		JACS		
		Subject		
		JACS		
		Subject		
		JACS		

14.	Online Applications? (University system - Embark)	Yes	No	N/A	For Postgraduate programmes only. Will the programme be available to Embark for online application? (Circle as applicable)
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15.	Replaces existing Programme	Code:	No	If this new programme replaces an existing one, please indicate the programme code of the programme to replace.
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16. Which Colleges/Halls have indicated that they may accept students on this programme?

*The Faculty/Department must have obtained the agreement of colleges indicated below. (Tick as applicable)*

ALL-S		KEBLE		QUEENS		SOMER	
BALL		KELL		REGENT		S-PET	
BLACKF		LINA		RIPON		S-STE	
BNC		LINC		S-ANNE		TRIN	
CAMP		LMH		S-ANT		UNIV	
CCC		MAGD		S-BEN		WADH	
CH-CH		MANS		S-CATS		WOLF	
EXETER		MERT		S-CR		WORC	
GREEN TEMP		NEW		SEH		WYCL	
HERT		NUFF		S-HIL		OPEN (all colleges)	
H-MAN		ORIEL		S-HUGH			
JESUS		PEMB		S-JOHN			

17. What are the minimum supporting material requirements for this programme? *(Postgraduate programmes only)*

*Please indicate only supporting materials that form the minimum required set. If you wish to advertise that additional items are required, but not compulsory, please contact Graduate Admissions.*

Type of material	Required?
Reference Letter	
Reference Letter 2	
Reference Letter 3	
Transcript	
Written work 1	
Written work 2	
Portfolio of work	
Curriculum vitae	
GRE Test	
GMAT Test	

18. Which application deadlines will be used for this programme? *(Postgraduate programmes only)*

*Please note that this information will also be used to update the Graduate Studies Prospectus.*

Application Deadlines	Tick as applicable	Information
November application deadline [NOV-GF]		
January Early application deadline [JAN-GF]		Philosophy Faculty and Medical Sciences Division
January Late application deadline [JAN2-GF]		All other programmes
March application deadline [MAR-GF]		
Open application deadline [JUL-GF]		

## 19. Fees (11/12)

Please tick appropriate

### Undergraduate

Please select one option from each of the three tables below:

Home/EU (Standard) – The fee will be: Set by government  
 YA (Year Abroad) - If applicable the fee will be: ½ Home/EU fee  
 ½ Overseas fee

#### Home/EU (ELQ)

No higher ELQ fee	-	
Band D	£6,837 c.	
Band C	£8,599 c.	
Band B	£10,950 c.	
Band A	£24,464 c.	

#### Overseas

UG4 (Standard category B)	£12,700	
UG5 (Standard category C)	£14,550	
UG6 (Standard category D)	£26,500	

#### Islands (UG and PGCE)

Band D	£6,837 c.	
Band C	£8,599 c.	
Band B	£10,950 c.	
Band A	£24,464 c.	

### Postgraduate

Please select one Home/EU fee and one Overseas fee from the table below:

		H/EU	OS
PG1 (Standard Home/EU PG)	£3,600 c.		
PG2	£4,900		
PG3	£5,450		
PG4	£5,900		
PG5	£7,000		
PG6	£9,900		
PG7	£10,900		
PG8 (Standard category B)	£12,700		
PG9	£13,500		
PG10 (Standard category C)	£14,550		
PG11	£15,600		
PG12	£17,850		
PG13	£19,250		
PG14	£24,000		
PG15 (Standard category D)	£26,500		
PG16	£27,050		
PG17	£28,250		
PG18	£29,500		
PG19	£36,300		
PG20	£52,000		

ADDITIONAL COMMENTS FOR THE ATTENTION OF THE FEES TEAM


## 20. Projected intake

<b>Full-time</b>		<b>Provide projected number of students for the first year of operation as applicable</b>
<b>Part-time</b>		




*Insert additional rows into this table (or photocopy this page) if the space provided is not sufficient.*

**22. Milestone types (for PG research programmes of study ONLY)**

*Circle appropriate*

Transfer		Enter maximum time allowed in Exam Regulations for achieving milestone
Confirm		Enter maximum time allowed in Exam Regulations for achieving milestone

**23. AUTHORISATION (please note that this form must be fully completed, checked and signed by all parties in order for set up of the programme of study. This form will be returned to parties, if not fully completed)**

Form completed by (on behalf of the Department/Faculty)

(Signed)	(Name, position)	(Date)

Form completed by (on behalf of the Division)

(Signed)	(Name, position)	(Date)

Programme details authorised by (on behalf of EPSC)

(Signed)	(Name, position)	(Date)

HEFCE/HESA/Fees/JACS details completed/reviewed (on behalf of PRAS)

(Signed)	(Name, position)	(Date)

FOR SDMA USE ONLY													
If form not correctly completed indicate who form returned to, giving reason, and date				(reason/s)									
SMSET TYPE	SMSET												
ADMIN UNIT CODES	F1	F2	F3	F4	P1	P2	P3	P4					
ADMIN UNIT CODES	F5	F6	F7	F8	P5	P6	P7	P8					
ATTACH TO TERM	MT				HT					TT			
	MT				HT					TT			
Date entered into OSS				Initials									
Date fees check				Initials									