

Colleges may wish to add additional degree options to existing, approved pathways. The process for achieving approval for this expansion/extension is noted below.

- The College’s Senior Management Team (SMT) to discuss proposal and maintain minutes of meeting and decision
- The Director of Marketing and Admissions (or equivalent) to provide market research data supporting the expansion/extension; costs related to meeting the required student target to be evaluated; College Director/Principal to prepare rationale for expansion/extension of pathways; form and associated documents to be submitted to the relevant Executive General Manager and Head of Education for approval

This Portfolio Expansion/Extension Form should be completed in detail by the College Proposer and the University Partner Proposer and submitted to the relevant Executive General Manager and Head of Education for approval.

Portfolio Expansion/Extension may be granted by the relevant Executive General Manager and Head of Education via email, this notification of approval should be attached to this form and noted in Section C by the College Proposer.

### Section A

**To be completed by the College Proposer (College Director/Principal or nominee) and University Proposer (academic lead within the School).**

<b>College Proposer</b>	<b>Name</b>	
	<b>Position</b>	
	<b>Email</b>	
<b>University Partner Proposer (Academic Lead within the School)</b>	<b>Name</b>	
	<b>Position</b>	
	<b>Email</b>	

### Section B

<b>Documents Attached</b>	<b>Reference</b>
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<b>Programme Specification</b>	
<b>Variations to Module Content as Approved in writing by Head of Education</b>	
<b>Written Approval from EGM</b>	
<b>Minutes of Meetings Concerning this Amendment to Provision</b>	
<b>Supporting Data Such as Number Analysis Showing Size of Proposed/Potential Cohort</b>	
<b>Statement of Competitor Activity</b>	
<b>Market Research Statement</b>	
<b>Cost Associated with Development or Proposal or Delivery of Additional modules</b>	
<b>Statement of Expectations by the Partner School/Faculty</b>	

**[Programme Framework to be added here from the Programme Specification].**

## **Section C**

**To be completed by the College Proposer (College Director/Principal or Director of Academic and Support Services).**

<b>Portfolio Expansion / Extension</b>	<b>Name</b>	<b>Written Notification Attached</b>	<b>Date</b>
<b>Head of School/Associate Dean of Faculty</b>			
<b>Dean of Faculty</b>			
<b>Navitas UPE Head of Education</b>			

