Business Case for a New Programme - Template

This form is available to download in [Word](http://www.nottingham.ac.uk/academicservices/documents/qmdocuments/businesscaseforanewcourse.docx) format. Where external advice has been sought, this should be included in the Business Case.

Basic Details

**1. Qualification and Programme Title**

•  Administering School

•  Contributing School (if applicable) and percentage of contribution

**2. Details of Delivery**

* Will the programme be available full-time or part-time or both? If the programme is to be delivered by both modes please include a statement detailing how the part-time provision will be delivered and what other steps will be taken to meet the needs of part-time students.
* Please state on which campuses the programme will be delivered (Nottingham, Sutton Bonington, Malaysia, China).
* Please state whether the programme will be available by distance learning (exclusively or in addition to traditional means) and whether it involves compulsory periods away from the University or periods in work placements.
* Please state when you intend to introduce the new programme.

**3. Intake and Fees**

(a) Please indicate how many students the programme is expected to attract both initially and at steady state.

(b) Please give the proposed fee band (referring to the [Fee Schedule](https://workspace.nottingham.ac.uk/display/FeeB/Home) on the Fee Bands [Workspace](http://workspace.nottingham.ac.uk/display/FeeB/Home) (needs login) for a list of fee bands from which to choose). Please indicate separately the fee band for Home and International students.

Academic Issues

**4. Academic Rationale**

Please state the academic benefits and intended purpose of the programme These may include:

* To reflect advances in scholarship
* Widening student choice
* Utilising the specialist expertise of staff
* Addressing the needs of stakeholders in higher education
* Providing the basis for students to complete research degrees
* Exploiting new interdisciplinary opportunities
* Other as appropriate.

Please also state how this new programme reflects School and University strategy including the themes of internationalisation, employability, sustainability and diversity in Teaching.

**5. Relationship with Existing Provision**

Please indicate the extent to which existing modules will be used in the new programme. Please also state which Schools have been consulted in drawing up the proposal and provide evidence of this consultation submitting the comments from consulted Schools with the business case including a named contact in the consulted School/s.

Please also comment on available student performance measures and feedback from similar existing provision.

**6. Evidence of Demand**

Please list all the factors which lead the School to believe that sufficient demand exists, or can be created, for the new programme to meet the planned intake in 3(a) above. Marketing, Communications & Recruitment and the International Office may be able to advise on the assessment of the market for your proposed new programme.

**7. Recruitment Strategy**

Please state what steps will be taken to market the new programme and what measures are planned for attracting applications and converting offers of places into registered students.

**8. Viability/Exit Strategy**

As part of the review process it is expected that a School will annual make a judgement on the continued viability of any programme.  Similarly the viability of programmes will be considered at a University level during the five year [Teaching and Learning Review](http://www.nottingham.ac.uk/academicservices/qualitymanual/programme-monitoring-and-review/teaching-and-learning-review.aspx) process.  School should formally state in the business case the criteria by which they would judge viability (ie please state at what level of student recruitment over how many years the School would judge that the programme was not viable) and any other factors which might influence the viability of this programme in the future.  The School may wish to refer to University policy on the [suspension or withdrawal](http://www.nottingham.ac.uk/academicservices/qualitymanual/programmedesignandapproval/policy-for-closing-or-suspending-a-programme-of-study.aspx) of programmes for further information on what issues must be considered in relation to the closure of an existing programme.

Finance

**9. Income**

* The Strategy, Planning and Performance Division will be able to advise on a suitable fee band, as required in 3(b) above, for your proposed programme.
* With the help of Strategy, Planning and Performance and your Faculty Finance Advisor, please provide an estimate of extra income to be derived from student load as a result of the new programme.
* Please indicate any other extra income which will be derived as a result of delivering the new programme (e.g. positive impact on postgraduate recruitment, external sponsorship).

**10. Resources**

* Please state the cost of any additional resources (extra staff, equipment etc**1**) which the School will need to obtain in order to deliver the new programme.
* Please state the cost of any additional resources (books, IT facilities, premises etc) which the University will need to provide in order for the new programme to be delivered.
* Please estimate the quantity of existing resources (staff, equipment etc) which the School will be utilising to deliver the new programme.2
* Please estimate the quantity of existing University resources (teaching rooms, examination slots etc) which will be utilised in delivering the new programme.
* Please specify the technologies (Moodle, SPSS etc) which the School will be utilising to deliver the new programme.
* Please state the number and value of any scholarships the School intends to offer as part of its recruitment strategy.

**11. Approval**

Please state the committee name and date at which this business case received School level approval.

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A flowchart showing the business case approval process is available [here](http://www.nottingham.ac.uk/academicservices/documents/qmdocuments/businesscaseapprovalflowchart.pdf).

1 Schools should note that the approval of any additional resources necessary for the delivery of this programme (such as additional staff or additional estate requirements) must be sought and agreed through the appropriate mechanisms and that the approval of this case does not denote approval of that resource. Where the programme is dependent on securing this resource please make this clear such that the programme is not made live to recruitment until the necessary resources have been confirmed.

2 Schools, and those approving the business case, need to consider the increased complexity in scheduling teaching and examining arising from additional programmes, even where there is no accompanying increase in the number of modules. This increased complexity reduces scheduling flexibility, thus imposing costs on all Schools

*Revised 17 July 2017*