Business Case for a New Programme of Study (UNM)

Note: Before completing this form, School and Faculty Dean endorsement is requirement to confirm that there is support for the new programme of study to be developed

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| School endorsement | [Please state the name of the school contact(s) or committee who endorse the development of this programme of study] |
| Date of sign off |  |
| Faculty endorsement | [Please state the name of the faculty contact(s) or committee who endorse the development of this programme of study] |
| Date of sign off |  |

**Section 1: Programme Outline**

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| a. Provisional Programme Title |  |
| b. Programme Type | Choose an item. |
| c. Award (MSc, BSc etc) | [Include all that apply] |
| d. Administering School | [Include details of any contributing schools and percentage contributions if applicable] |
| e. Mode of study | [Confirm whether full or part-time or both and include expected length of programme] |
| f. Date of first intake | [Include all that apply if multiple start dates in the same academic year are intended] |
| g. Campus | Choose an item. |
| h. Mode of delivery | Choose an item. |
| i. Is there a placement or work-based element? | [If yes, provide details, if not leave blank] |
| j. Is the programme an Apprenticeship? UK only | [If yes, provide details, if not leave blank] |
| k. Is this a partnership? | [If yes, provide details, including partnership type, whether an agreement is needed, whether Partnership Operational Meeting (POD) approval has been obtained etc. Please also include evidence of agreements and POD approval when you submit the business case for approval. If not leave blank]  <https://www.nottingham.ac.uk/qualitymanual/studies-away-from-university/partnerships-and-placements.aspx> |
| l. Are there any exit awards? | [If yes, provide details, if not leave blank] |
| m. Is the programme intended to replace an existing programme? | [If yes, provide details including whether the existing provision needs to be closed, if not leave blank] |
| n. Will professional accreditation be sought? | [If yes, provide details, if not leave blank] |
| o. Is Disclosure and Barring Service (DBS) required for students entering this programme? UK only | Choose an item. |
| p. Entry Requirements |  |
| q. Is there any additional resource needed to deliver the proposed new programme? | [If yes, provide details, including staff, equipment, and space as appropriate. Additionally include any impact to existing resource if applicable. If not leave blank. 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. Use of human resources (in particular academic staff) and plan for contingency.] |
| r. Is there any external funding? | [If yes, provide details, if not leave blank] |
| s. Fee Band (Home and Overseas) |  |
| t. Is the Programme Eligible for a student loan / sponsorship? | Choose an item. |
| u. National Education Code (NEC) | [Please refer to the National Education Code (NEC) 2020 [here](https://www.mohe.gov.my/muat-turun/penerbitan-jurnal-dan-laporan/nec-2020/583-national-education-code-2020-nec-2020/file).] |

**Section 2: Strategic Development**

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| a. Why should the new programme be introduced and what objectives will it help your School, Department, Faculty, Campus or the university achieve? |
| [[contribution to strategic goals](https://www.nottingham.ac.uk/strategy/goals.aspx)– UK strategy. UNM to also refer to local strategic goals. Confirm that new programme meets UNM School/Faculty/University mission and vision.] |
| b. What are the expected benefits of the new programme? |
| [Include what a student would gain from studying on the new programme as well as any Equality, Diversity and Inclusion ([EDI](https://www.nottingham.ac.uk/hr/guidesandsupport/equalityanddiversitypolicies/index.aspx)) and/or Widening Participation ([WP](https://www.nottingham.ac.uk/externalrelations/student-recruitment/widening-participation-and-outreach.aspx)) considerations] |
| c. Provide a summary of how current students and/or student representatives have been engaged in the development of the proposal |
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**Section 3: Programme Delivery and Content**

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| Is there any relationship with an existing provision i.e., will the program use existing modules? |
| [If yes, provide details. This should include: module codes; titles; and further detail about any implications for existing programmes that utilise these modules. Please also confirm you have spoken to other school if utilising modules in other schools.]  [If the new programme has modules that are ledged on existing programmes, a mapping of new against existing programmes must show the distribution of modules across existing programmes and modules that are entirely new for the new programme.] |
| Please include a summary of programme content |
| [This should include: details of the proportion of learning hours in scheduled learning and teaching sessions; range of teaching types employed; any special features such as joint provision with another school/department; length of modules including if modules are proposed to span more than one academic year; number of credits each year; any other campus specific delivery requirements. Please note, a programme specification document will also be required as part of the approval process] |

**Section 4: Market Analysis**

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| Please provide a market analysis including evidence based for the proposed new programme |
| [This should include applicant pool, competitor recruitment, competition, target student population, target student numbers, and where necessary employer market. The demand for the new programme in the market (will be good to include source of intelligence). Will current programmes at UNM be able to meet this demand? Other HEI(s) that is (are) running the same programme (or similar programme) and number of students in class (if available) or a close estimate of the numbers with sound assumption. The year the programme was offered by HEI(s) will give a good indication about the latest trend in programme demand.] |
| Please provide a financial summary which sets out projected income and costs for the first five years of delivery |
| [A Financial Plan for 5 years showing financial performance over the period. The usual University top slice should apply and reflected in the Financial Plan. The financial plan must show revenue and expense, top slice for the university, and other direct costs.] |
| Please provide information about your recruitment strategy |
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**Section 5: Reviewers**

In developing the business case you are strongly encouraged to consult with colleagues in the following departments: this is especially important where a non-standard approach is being suggested. Please identify which departments you have consulted with when constructing the business case:

Admissions

Teaching and Learning

Library

Student Registry

Careers Advisory Service

Student Recruitment and Marketing

Sponsorship

☐ IT Services

Sponsorship

☐ Centre for Academic Partnership and Engagement (*if partnership is involved*)

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| Please provide further comment on your consultation with the above departments, and list any other departments you have consulted with |
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**Section 6: Recommendations and comments**

The following internal departments are required to provide a recommendation on the business case before submitting for Faculty Dean approval. Please ensure completion of these sections before submission:

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| Department: **UNM curriculum representative** | Name: | Date: |
| Comments: | | |
| Recommendation:  1 – Support  2 – Support with amendments  3 – Do not support | | |

**Complete if it is a** [**Mirror programme**](https://www.nottingham.ac.uk/qualitymanual/prog-and-mod-design-and-approval/prog-design-development-approval-unnc-unm.aspx)**\* (based on existing provision):**

*\*where a programme is very similar to an existing programme already delivered on another campus*

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| Department: Offering campus of the existing programme (e.g. the home school or department) | Name: | Date: |
| Comments: | | |
| Recommendation:  1 – Support  2 – Support with amendments  3 – Do not support | | |

**Section 7: Faculty Dean Approval**

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| Name: | Date: |
| Comments: | |
| Recommendation:  1 – Support  2 – Support with amendments  3 – Do not support | |

Please send completed business cases, along with the completed external advice form and any partnership documentation (if applicable) to: [ss-curriculumadvice@nottingham.ac.uk](mailto:ss-curriculumadvice@nottingham.ac.uk)