Business Case for a New Programme of Study (UNNC)

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

|  |  |
| --- | --- |
| 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 element?  | [If yes, provide details, if not leave blank] |
| j. Is the programme an Apprenticeship?  | [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 relevant departments (e.g. Global Engagement Office, or career development team, etc.) Please also include evidence of agreements and their comments 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. Entry Requirements |  |
| p. 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] |
| q. Is there any external funding?  | [If yes, provide details, if not leave blank] |
| r. Fee Band (Mainland Chinese students, HMT students, International students) |  |

**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 or the university achieve? |
| [[contribution to strategic goals](https://www.nottingham.ac.uk/strategy/goals.aspx)] |
| 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 [EDI](https://www.nottingham.ac.uk/hr/guidesandsupport/equalityanddiversitypolicies/index.aspx) and/or [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 |
|  |

**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] |
| 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] |

**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] |
| Please provide a financial summary which sets out projected income and costs for the first five years of delivery |
|  |
| 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:

[ ]  Academic Services Office

[ ]  Student Recruitment and Admission Office (UG, PGT)

[ ]  Admissions and Career Development Office (Internship placement) (*if applicable*)

[ ]  Campus Teaching Committee (CTC)

[ ]  Communications and Marketing

[ ]  Estate Office (Room Resources) (*if applicable*)

[ ]  Finance Office

[ ]  Global Engagement Office (Collaborative provision, partnership, mobility)

[ ]  Global Engagement Office (International, HMT recruitment)

[ ]  Graduate School (PGR)

[ ]  IT Services (Software, IT facilities) (*if applicable*)

[ ]  Planning and Resources Committee (PRC)

[ ]  Strategy and Planning Team

[ ]  The Library (Books, Moodle) (*if applicable*)

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| Feel free to provide further comment on your consultation with the above departments, and list any other departments you have consulted with |
|  |

**Section 6: Recommendations and comments**

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

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

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

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

|  |  |  |
| --- | --- | --- |
| Department:  | 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 level committee Approval**

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| Faculty level committee Name: | Date: |
| Comments: |
| Recommendation:[ ]  1 – Support[ ]  2 – Support with amendments[ ]  3 – Do not support |

**Section 8 Campus Teaching Committee & Planning and Resources Committee approval**

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| --- | --- |
| Campus Teaching Committee | Date: |
| Comments: |
| Recommendation:[ ]  1 – Support[ ]  2 – Support with amendments[ ]  3 – Do not support |

|  |  |
| --- | --- |
| Planning and Resources Committee | Date: |
| Comments: |
| Recommendation:[ ]  1 – Support[ ]  2 – Support with amendments[ ]  3 – Do not support |

Please send approved business cases, along with the completed external advice form and any partnership documentation (if applicable) to: curriculum-management@nottingham.edu.cn