

Business Case for New Programme Proposal

All new programme proposals, including short courses, must be submitted to the Academic Strategy and Planning Committee (ASPC) for approval. Please complete this form and attach it to a Committee Cover sheet for consideration at ASPC.

The form must be submitted to the ASPC Secretary by the paper deadline and must include:

- Financial Planning Document (please obtain from Finance Department)
- Provision of information for prospective students (not applicable for partner colleges)

For any queries concerning the completion of this form or Committee dates please contact quality@rau.ac.uk

The business case and programme proposal will be presented to ASPC by Subject area representatives as invited members of the committee.

| Section A: Programme Proposal | | | |
|--|---|----------------------------------|---|
| Subject area proposing this new programme: | Choose an item. | | |
| Cluster to which this programme belongs: | Choose an item. | | |
| Proposed by: | Enter name of Dean of Subject/Programme Leader | | |
| Proposed programme name and award: | Enter full name of programme students enrol on to | | |
| RAU Campus: | <input type="checkbox"/> Cirencester | <input type="checkbox"/> Swindon | |
| International Programme: | <input type="checkbox"/> QAU | <input type="checkbox"/> SDAU | |
| | <input type="checkbox"/> IAU | <input type="checkbox"/> SUMY | |
| Proposed start date: | Enter date | | |
| Mode of attendance: | <input type="checkbox"/> Full time | | <input type="checkbox"/> Part time |
| Mode of delivery: | <input type="checkbox"/> On campus | <input type="checkbox"/> Online | <input type="checkbox"/> Blended learning |
| Programme duration: | Choose an item. | | |

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|--|--|---|--|
| Number of credits studied per year: | Choose an item. | | |
| Will the programme mainly recruit: | <input type="checkbox"/> Home students | <input type="checkbox"/> International students | |
| For the recruitment of international students, will any particular countries /regions be targeted? | List countries / regions targeted | | |
| Target intake: | Please provide a short statement (200 words) on which basis you have arrived at the intake figures and projections set out below | | |

| | 20xx/20xx | | | 20xx/20xx | | | 20xx/20xx | | |
|-----------------|-----------|---------|--------------|-----------|---------|--------------|-----------|---------|--------------|
| | Home FT | Home PT | Internat. FT | Home FT | Home PT | Internat. FT | Home FT | Home PT | Internat. FT |
| Level 3* | | | | | | | | | |
| Level 4 | | | | | | | | | |
| Level 5 | | | | | | | | | |
| Level 6 | | | | | | | | | |
| Level 7 | | | | | | | | | |

*where applicable

Section B: Rationale for the proposal, Market research, Employer engagement and Recruitment strategy

Rationale for the proposal: provide brief details of how the programme fits with the University vision and goals/ subject area strategy, the rationale for the development, and whether the programme is new or replacement provision. Explain what relevance the programme has to the graduate employment market and how it will meet current and future skills needs.

Click here to enter text

Market research: liaise with Marketing and Student Recruitment to provide evidence showing evidence of employer/student led demand for the programme; detail who the

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| target market will be; competitors already in the market; and evidence of feeder courses. |
| Click here to enter text |
| Employer engagement: please detail how employers have/will be involved in the design, delivery and ongoing review of the programme. Where relevant, provide details of placement provision and/or work-based learning. |
| Click here to enter text |
| Recruitment strategy: please provide details of your strategic approach to recruitment; planned activities to attract home/international students; involvement of cross-University departments where relevant. |
| Click here to enter text |

| Section C: Proposed modular programme structure | | | | |
|--|--------------|---------|-----------------|-----------------|
| Please provide an outline of the proposed modular programme structure for each year of study, identifying core and elective modules, credits at each level of study, new and existing modules. | | | | |
| Level 4 | | | | |
| Module code | Module title | Credits | Core / Elective | Existing module |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| Level 5 | | | | |
| Module code | Module title | Credits | Core / Elective | Existing module |

| | | | | |
|--------------------|---------------------|----------------|------------------------|------------------------|
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| Level 6 | | | | |
| Module code | Module title | Credits | Core / Elective | Existing module |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| Level 7 | | | | |
| Module code | Module title | Credits | Core / Elective | Existing module |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |
| | | | Choose an item. | Choose an item. |

Section D: Resources

Staffing implications including Academic, Technical and Professional

Services: please provide details of existing staffing provision to support the delivery of the programmes; outline the requirement for new staff FTEs who will be involved in

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| collaborative provision). | |
| Existing staff members (include workload and capacity) | Click here to enter text |
| New staff members | Please provide a rationale for additional staffing requirements. |
| Resource implications – Library: please provide details and costs of library resources required to support the delivery of the new programme. Please detail new and additional resources required, e.g. online database, textbooks, et. Where existing Library resources are to be utilised, please confirm that existing resources are sufficient to meet the needs of the additional provision (please consult with the | |
| Click here to enter text | |
| Resource implications – Teaching and IT equipment: please provide details of requirements for teaching accommodation (e.g. anticipated size, nature of rooms, any specific timetabling requirements, specialist IT equipment). Please consult with IT | |
| Click here to enter text | |
| Resource implications – Specialist resources: please provide details of specialist resources required to support the programme delivery including travel and | |
| Click here to enter text | |

Section E: Financial Planning and Viability

Please consult with the Finance Department for detailed costing of the proposal and submit a copy of the financial planning with the Business Case.

| | | |
|---|------------------------------|-----------------------------|
| Financial Planning Document received: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| What are the minimum student numbers required to run the programme? | | |
| What will happen if the programme does not recruit those minimum student numbers? | | |

Section D: Potential Issues and Risks

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| Please comment on any potential issues or risks involved in establishing the course which may arise from the timescales and resources. What (if any) information is missing from the proposal at this point? What would be the indicators that the programme can no longer run? Has the resourcing been fully considered in the financial viability? Will sufficient space and equipment be available? |
| Click here to enter text |

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|---|------------------------------------|
| Signed by Dean of Subject: | Enter name or electronic signature |
| Date: | Enter date |
| Date received by Academic Quality: | Enter date |
| Next date of ASPC: | Enter date |