**BUSINESS CASE FOR A NEW PROGRAMME**

To be accepted for consideration by the Portfolio Development Committee (PDC) and Curriculum Strategy Committee (CSC), the relevant sections of this form must be completed in full. It is expected that you will have consulted with the relevant departments as part of your business planning preparations.

For submission to PDC, please complete the sections highlighted in orange. Following green light approval by PDC, please complete the remaining sections highlighted in grey for submission to CSC.

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| 1. **Awarding Institution** | University of Roehampton | | | |
| 1. **Programme Title/ Final Award Title**   This must be as it will appear on the certificate; consult with registry if unsure. | Award | Programme Title | Level | Credits |
| *E.g., BSc* | *E.g., Business Management* | *E.g., 6* | *E.g., 360* |
| 1. **If this is a two-subject single honours programme, will it replace an existing combined honours programme?** |  | | | |
| 1. **Academic School/Faculty** |  | | | |
| 1. **Proposer(s)** |  | | | |
| 1. **Proposed Start Date**   Month and year |  | | | |
| 1. **Proposed Programme Convener** |  | | | |
| 1. **Projected Student Numbers for years 1 to 5** | *To be provided by* [*Planning*](mailto:Planning@roehampton.ac.uk) | | | |
| 1. **Location of programme delivery** |  | | | |
| 1. **Expected Entry Requirements**   ***(Refer to*** [*UG*](https://www.roehampton.ac.uk/Applying/Undergraduate-general-entrance-requirements/) ***or*** [*PG*](https://www.roehampton.ac.uk/applying/postgraduate-entry-requirements/) ***general entry requirements)*** |  | | | |
| 1. **Additional Requirements** | *e.g., Disclosure & Barring Service report, face-to-face interview* | | | |
| 1. **Exit award(s)**   For Dip HE, specify the title: this is usually the same as the main title | Award(s) | Programme title | Level | Credits |
| *E.g., Cert HE/PG Cert/HTQ* |  |  |  |
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| 1. **Awards students can apply to** | Award(s) | Programme title | Level | Credits |
| *E.g., Cert HE/PG Cert/HTQ* |  |  |  |
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| 1. **Will there be a Foundation Year?** |  | | | |
| 1. **Entry point**   Month (September, January, April) |  | | | |
| 1. **Professional Accreditation** |  | | | |
| 1. **Subject HECoS Code**   Obtain from Planning |  | | | |
| 1. **Mode of study**   FT/PT: refer to visa information on page 10 |  | | | |
| 1. **Planned duration of programme**   Include FT,PT, and placements where applicable |  | | | |
| 1. **Pattern of delivery**   Daytime/evening/weekend |  | | | |
| 1. **Mode of delivery**   On campus/blended/online distance learning |  | | | |
| 1. **Placement requirements, as applicable**     Specify if they are UK or overseas |  | | | |
| 1. **Fee source** |  | | | |
| 1. **Recommended fee**   Obtain from Recruitment |  | | | |
| 1. **Additional costs for student** | *E.g., field trips, lab fees, work placements* | | | |
| 1. **Planned market launch date** | *This must be on or after the expected approval date at CSC* | | | |
| 1. **Date of initial completion of form** |  | | | |

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| 1. **Proposed Programme Information** |
| 1. Provide an overall summary of the proposed programme, key features, who it is aimed at, and most relevant characteristics. |
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| 1. What is the unique key selling points for this programme? This should include why students would want to study at Roehampton, e.g., accreditation, opportunities for placement, etc. |
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| 1. What are the career options for students taking this programme? |
| Example text  Graduates can go into any IT career, from government and public sector, to large IT organisations and media. Roles include software engineer, software developer, data scientist, cyber security analyst, DevOps engineer, and artificial intelligence and automated operations engineer. |
| 1. Please provide a more detailed section on the content of each year of the programme. |
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| 1. How will students be taught?   This should provide a brief explanation of how the course will be delivered, e.g., lectures, practical, seminars. |
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| 1. How will the students be assessed?   This should provide a brief explanation of how the course will be assessed, e.g., combination of exams, portfolios, practical. |
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| 1. How will employability skills be embedded in the programme? |
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| 1. **Planning Data** |
| Note: This section must be completed in consultation with the [Planning Department](mailto:Planning@roehampton.ac.uk).  Describe the proposed programme with respect to the following:   1. Current and projected target market 2. Market environment (government and funding context) 3. Target numbers over 3 years (Home/EU/OS) 4. Competitor analysis (with figures) and share of market |
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| 1. **Recruitment** |
| Note: This section must be completed in consultation with the [Recruitment and International Development](mailto:RID@roehampton.ac.uk) department.  Explain what specific measures will be taken to recruit to the new programme? |
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| 1. **Marketing and Programme Title Analysis** |
| Note: This section must be completed in consultation with the [Marketing and Communications](mailto:communications@roehampton.ac.uk) departments.  Explain what specific measures will be taken to market the new programme. Please ensure the programme title has been analysed and tested against the sector. |
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| 1. **Non-standard marketing campaign?**   Note: Indicate if extra marketing budget needs to be allocated to this launch or the programme should be advertised on certain channels or through direct mail. |
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| 1. **Finance** |
| Note: A recommended fee must be agreed with Recruitment before consulting Finance and should be included in the costings.   1. New or Existing Programme/Course Costing Request Form   Programmes with standard delivery use [the simplified programme costing summary](https://ursecure.roehampton.ac.uk/documents/simplified-programme-costing.xlsx). Programmes with complex costing request a quote from the [Management Accountant Academic Department](https://portal.roehampton.ac.uk/information/finance/Pages/contact-details.aspx).  The form should be appended to the Business Case and include information about the following:   * Fee banding * Start-up costs: which new resources are required? * Ongoing programme costs: staffing, administration, learning resources, accommodation, equipment, quality assurance, English language support for international students, other. * Income: student numbers, external funding streams, other. |
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| 1. **Additional Resources** | |
| 1. Will additional staff be required to deliver the programme? | |
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| 1. Will there need to be significant investment in resources: library or digital or other external costs such as paying for placements / field trips? If so, please contact the Head of Collections and Academic Engagement in the Library to discuss the need for any significant new spending, ensure relevant sums are added to the financial model.   Note: If the programme is collaborative or not based at UoR, access may not be available even with an additional charge. | |
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| 1. Will there be a need to invest in specialist teaching spaces: for example, teaching spaces and examination requirements, or resources to support placements? If so, please contact the Associate Vice-Provost (Academic Portfolio Development) to ensure relevant sums are added to the financial model. | |
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| 1. Identify any additional Digital Learning resources including eLearning, blended, online, specialist technical and technology resources that will be embedded in the curriculum delivery and the learning outcomes. (Digital Learning must be consulted.) | |
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| 1. **Apprenticeships** | |
| If applicable, please include information about the following:   * Whether the proposal is for a Higher or Degree Apprenticeship. * Includes a link to the relevant [apprenticeship standard](https://www.instituteforapprenticeships.org/). * Includes information about any initial engagement with employers. * Whether the apprenticeship is integrated. If not, who will act as the End Point Assessment Organisation (EPAO)? | |
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| 1. **Have discussions with Continuing Education taken place?**  * **Foundation Years** * **IfATE Occupational standards / HTQs** * **Stand alone L4/5** * **CPD/ Short Courses** | Yes/No  If Yes, please give details:  IfATE Occupational Standard being considered for KSB mapping: |

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| 1. **Programme Structure and Delivery** |
| The curriculum map must be completed for all levels of study. Identify which modules already exist and which are new. |
| Please identify with an asterisk (\*)those modules which are cross listed.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Module Code**  **(for existing modules only)** | **Module Title** | **Level** | **Credits** | **Compulsory/ or optional** | **Pre-requisites** | **Existing or New** | | [E.g.  BUS020X642S] |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

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| 1. **Evidence of consultation with Professional Services** | |
| Please confirm in the table below that consultation with the relevant Professional Services has occurred prior to the submission of the business case. | |
| Marketing and Communications | Please confirm that standard marketing activities, including the programme title have been discussed with Marketing and Communications.  Yes  No  Please add any additional comments as relevant: |
| Recruitment and International Development | Please confirm that the standard recruitment activities have been discussed with Recruitment and International Development.  Yes  No  Please add any additional comments as relevant: |
| Finance | Please confirm that the full financial costings have been discussed with Finance and are appended to the business case.  Yes  No  Please add any additional comments as relevant: |
| Library resources, including digital learning resources | Please confirm that any required library resources have been discussed with the Library and Digital Learning Resources.  Yes  No  Please add any additional comments as relevant: |
| Admissions | Please confirm that the standard admissions activities have been discussed with Admissions.  Yes  No  Please add any additional comments as relevant: |
| Placements (if applicable) | Please confirm that any placement resources have been discussed with Placements.  Yes  No  Please add any additional comments as relevant: |
| **To note for Tier 4 Visa Requirements:**  A Tier 4 (General) student must be studying a programme which is:   * A full-time programme of study leading to a qualification at undergraduate level 6 or above or * A full-time programme at a minimum of 15 hours per week that leads to a qualification below degree level but at a minimum of level 3 or * A part-time programme of study that leads to a qualification at postgraduate level (level 7) or above. Any part-time postgraduate programmes with a work placement are exempt from this, as part-time Tier 4 (General) students are not allowed to undertake any work in the UK. | |

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| 1. **School/Faculty support** |
| Please note, where the programme proposal involves more than one School, the Dean of each School must confirm their support for the proposed arrangements by signing below. |
| |  |  | | --- | --- | | Dean of Sponsoring School | Dean of Additional School, as applicable\* | | Signature: | Signature: | | Date: | Date: |   \*Required for two-subject single honours programmes, or other instances with significant involvement by a second School. |