**BUSINESS CASE FOR A NEW PROGRAMME**

New programmes should be proposed using the form below, which is to be submitted to the Portfolio Development Committee (PDC) for initial consideration. Please consult with relevant teams including recruitment, marketing, library, School of Continuing Education (SoCE), Student Futures Team and complete all sections highlighted in orange and the costings form (see below) ahead of submission to PDC via Peter Flew, Associate PVC, Academic Portfolio Development.

Following approval by PDC, the business case form can be completed in full and submitted to the Curriculum Strategy Committee (CSC) for consideration via the Academic Office.

Following approval, the programme will progress to validation stage, in which the programme documentation (programme and module specifications) will be prepared and scrutinised by a panel. Until approved by the validation programme, a new programme must be advertised as ‘subject to validation’.

Drop-down boxes can be deleted if ‘other’ is selected and replaced with text, and additional lines can be added to the form if required. Please contact the Academic Office for guidance on using the form if required.

|  |  |
| --- | --- |
| **Programme title** |  |
| **School/Faculty** | *Select from drop-down* |
| Secondary School/Faculty (if appliable): *Select from drop-down* |
| **Proposed Start Date**  | *Month and year* |
| **Projected Student Numbers**  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|  |  |  |  |  |
| **Fee source**  |  |
| **Recommended fee (Full-time programme)**Obtain from Recruitment | FT UG home fee  | FT UG international fee  | FT PG home fee  | FT PG international fee  |
| *Select from drop-down* | *Select from drop-down* | *Select from drop-down* | *Select from drop-down* |
| **Additional costs for student** | *e.g. field trips, lab fees, work placements* |
| **Expected Entry Requirements** |  |
| **Additional Entry Requirements** | *e.g., Disclosure & Barring Service report, face-to-face interview* |
| **Placement requirements**  | UK or abroad? | Number of hours (inc level): |
| *Select from drop-down* |  |
| **Professional Accreditation** |  |
| **Subject HECoS Code** |  |
| **Proposed validation date** |  |
| **Proposer(s)** |  |
| **School/Faculty support** |
| **Dean of Sponsoring School** | **Dean of Additional School, as applicable\*** |
| Signature: | Signature: |
| Date: | Date: |
| 1. **Programme Overview**
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| 1. Please provide a more detailed section on the content of each year of the programme.
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| 1. How will the students be taught and assessed?

This should provide a brief explanation of the learning and teaching approaches and how the programme will be assessed, e.g., combination of exams, portfolios, practical. |
| .  |
| 1. How will B3 conditions be addressed? Include reference to academic support and employability skills be embedded in the programme to promote continuation, completion graduate employment and outcomes.
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| 1. What are the career options for students taking this programme and how will the programme prepare them for these specific industries/roles?
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| 1. **Marketing and Programme Title Analysis**
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| 1. Provide the elevator pitch for this programme. The pitch should be 2-3 lines maximum and give a brief overview of the key selling points of the programme.
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| 1. Provide an overall summary of the proposed programme and why a student would choose to study it – include key features, who it is aimed at, and most relevant characteristics and the unique selling points.
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| 1. How has the programme title been tested against the sector?
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| 1. Are any specific measures required for marketing the programme? If so, provide detail.
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| 1. **Recruitment**

Explain what specific measures will be taken to recruit to the new programme. |
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| 1. **Finance**
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| Programmes with standard delivery use the [simplified programme costing summary](https://roehamptonprod.sharepoint.com/%3Ax%3A/r/sites/portal/information/academic/academic-office/_layouts/15/Doc.aspx?sourcedoc=%7B378C0ECF-C96C-438F-BBC8-8B36EE3CAE72%7D&file=PDC%20Simplified%20Costing%20Sheet.xlsx&action=default&mobileredirect=true). Programmes with complex costing request a quote from the [Management Accountant Academic Department](https://portal.roehampton.ac.uk/information/finance/Pages/contact-details.aspx).Provide an overview of fees, any start-up or ongoing costs and income.  |
|  |
| 1. **Additional Resources**
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| 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?
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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?
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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.
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**APPENDIX**

The appendix must be completed fully and accurately to allow for recruitment and marketing to set up the programme following CSC approval.

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| --- | --- | --- | --- | --- |
| 1. **Final Award Title**
 | Final Award Title | Award Title | Level | Credits |
| *Select from drop-down* | E.g., Business Management | *Select from drop down* | *Select from drop-down* |
| 1. **Responsible School/Faculty**
 | *Select from drop-down* |
| 1. **Relevant subject area**

The split by subject area aids data analysis. | *Select from drop-down* |
| 1. **Proposed Programme Leader**
 |  |
| 1. **Pattern of delivery**
 | *Select from drop-down* |
| 1. **Recommended fee**
 | FT UG Home | FT UG International | FT PG Home | FT PGInternational |
| *Select from drop-down* | *Select from drop-down* | *Select from drop-down* | *Select from drop-down* |
| 1. **Location**
 | E.g., Roehampton, Croydon, online |
| 1. **Will there be any additional associated entry points?**
 | ​[ ]  Integrated foundation 4-year degree ​ [ ]  International Foundation Pathway Integrated 4-year degree ​[ ]  Extended masters ​(Business or Computing only)[ ]  UG International Year One (Business only) |
| 1. **Which foundation year route will the programme follow (if applicable)?**

*To be discussed with SoCE prior to CSC consideration.* |  |
| 1. **Available for application with placement year?**

*To be discussed with Student Futures Team prior to CSC consideration.*  | [ ]  PG with Professional Experience Year[ ]  UG Professional Training Year |
| 1. **Entry Awards**
 |
| Award | Level | Credits | Award Title (if different) | Mode of study  | Mode of delivery | Approved entry points | Length of programme |
| *Select from drop-down* |  | *Select from drop-down* | *Select from drop-down* |  | *Select from drop-down* |
| *Select from drop-down* |  | *Select from drop-down* | *Select from drop-down* |  | *Select from drop-down* |
| *Select from drop-down* |  | *Select from drop-down* | *Select from drop-down* |  | *Select from drop-down* |
| *Select from drop-down* |  | *Select from drop-down* | *Select from drop-down* |  | *Select from drop-down* |
| *Other (provide detail):* |  | *Select from drop-down* | *Select from drop-down* |  | *Select from drop-down* |
| 1. **Exit Awards**

Include any additional awards that students can exit the degree with.  |
| Exit award | Level | Credits | Title (if different) |
| *Select from drop-down* |  |
| *Select from drop-down* |  |
| *Select from drop-down* |  |
| *Select from drop-down* |  |
| *Other (provide detail):* |  |
| 1. **Programme Structure and Delivery**

The curriculum map must be completed for all levels of study. Please identify with an asterisk (\*)those modules which are cross listed.  |
| Module Title | Level | Credits | Compulsory/ or optional (C or O) | Existing or New(E or N) |
|  | *Select from drop down* | *​​ ​​ ​Select from drop-down* |  |  |
|  | *Select from drop down* | *​​ Select from drop-down* |  |  |
|  | *Select from drop down* | *​​ Select from drop-down* |  |  |
|  | *Select from drop down* | *​​ Select from drop-down* |  |  |
|  | *Select from drop down* | *​​ Select from drop-down* |  |  |
|  | *Select from drop down* | *​​ Select from drop-down* |  |  |
|  | *Select from drop down* | *​​ Select from drop-down* |  |  |
|  | *Select from drop down* | *​​ Select from drop-down* |  |  |
|  | *Select from drop down* | *​​ Select from drop-down* |  |  |
|  | *Select from drop down* | *​​ Select from drop-down* |  |  |
|  | *Select from drop down* | *​​ Select from drop-down* |  |  |
|  | *Select from drop down* | *​​ Select from drop-down* |  |  |