

**Programme Approval**

**Business Case Approval Form**

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| **Document Control Box** | |
| **Document title** (include version number if amended within same year as approved) | Programme Approval  Business Case Approval Form |
| **Reference Number** | 044/21 |
| **Approval category (Please indicate)** | |
| Governance/Governor | X |
| MPRIG Executive/Other Committee (insert name) |  |
| Senior Staff (insert name) |  |
| **Date document approved** | 18/11/21 |
| **Supersedes** (insert previous title and/or version date) | Approval Form for New Programmes (July 2019) |
| **Date document last reviewed and/or updated** |  |
| **Date next due for review** | February 2025 |
| **Related statutes or regulations** |  |
| **Related policies/procedures/guidance/forms** | Programme Approval Procedure |
| **Staff member responsible for update** | Academic Director |

**Amendment History**

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| **Version** | **Revision Summary** | **Date Approved** | **Author** |
| 044/21 | Old form split into three new forms. Business case simplified and adapted. | 18/11/21 | JB |
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Programme Approval

Business Case Approval Form

This form should be read in conjunction with the Programme Approval Procedure.

The term ‘Programme’ refers to programme or course as relevant to the proposal.

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| **Key Contact** | *Provide the name and email of the key contact in relation to the proposed programme* |
| **Title of Programme** |  |
| **Short Programme Description** | *This can be summarised from the Strategic Approval Form* |

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| **SECTION A: BUSINESS CASE**  *Refer to the Programme Approval Procedure – Appendix 2 for help to complete this section.* |
| **Strategic rationale for the development of this programme** |
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| **Statement to support the academic case for this programme** |
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| **Demonstrate the demand for the programme** |
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| **SECTION B: RESOURCE REQUIREMENTS**  *Provide evidence that these requirements have been discussed and agreed by the Chief Operating Officer.* |
| **Library Services** (what additional services/ books are required? if none where are learning resources coming from?) |
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| **Information Systems / IT** (What additional IT resources or systems are required e.g. hardware, Panopto/Moodle/Quercus? How will these be used to support teaching/learning/assessment? What additional training for staff/students is required?) |
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| **Consumables and Equipment** (What is needed? How will the needs be met? Any cost associated with placements, and how will these costs be met? Other consumables and equipment issues?) |
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| **Space Requirements** (Additional teaching/social space needed? How will timetabling requirements be met?) |
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| **Learning Support** (How will additional learning support needs be met?) |
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| **Other Resources Requirements** (e.g., Catering, housekeeping, accommodation. How will these be met?) |
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| **Personnel Resource** (include Academic and Professional staff; Consider the number and level of new units versus those that will no longer be needed) |
| *What will the demands be on current academic staff in terms of teaching, assessment and management of the proposed programme (over the first 5 years)? How will these impact on existing duties?* |
| *If staff are* ***not*** *already in post to develop and deliver these units, what new personnel are required and how do you plan to resource this requirement? (Please insert N/A to indicate staff are already in post)* |
| *What level of experience will new or external staff be expected to possess; how will they be selected; what training will they undergo; how will the quality of these colleagues be monitored?* |
| *Are there sufficient professional staff to support the proposed programme (over the first 5 years)? How will the additional workload be managed and/or additional staff posts be resourced?* |
| *Specify any personnel risks which may affect the ability to run the programme. This could include the ease of recruitment, threat of staff redundancies, or the impact of potential future staff losses.* |

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| **SECTION C: FINANCIAL CASE AND PROPOSED FEE STRUCTURE** |
| **Please submit a separate financial case to include a full estimate of costs, revenues and the impact of the proposed programme on the College. This should be for a minimum of five years. This must be written by or have the written approval of the Head of Finance or the COO. Please confirm that the fees payable by students have been agreed by the Finance Committee.** |

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| **SECTION D: SENIOR MANAGEMENT TEAM AGREEMENT** *for the proposal to proceed to the Finance Committee* |
| **Signed by Chair of the Senior Management Team:**  **Name:**  **Date:** |

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| **SECTION E: BUSINESS CASE - APPROVAL DECISION**  *By signing [A] below, the Finance Committee is confirming that they believe that the business case is sound and merits investing staff time and resource to develop a full academic proposal (or in the case of a programme where the College has no jurisdiction over academic content, that they believe the business case is sound and recommend to the Governors that the programme should be approved for delivery) Attach any evidence of the decision making process as necessary e.g. Reports or minutes* |
| **[A] The business case is recommended for consideration and approval by Governors** |
| **Signed by Chair of the Finance Committee:**  **Name:**  **Date:** |
| **[B] Development of a full academic proposal for the Programme(s) is rejected on the basis of the Business case** |
| **Signed by Chair of the Finance Committee:**  **Name:**  **Date:** |
| **[C] The business case is referred back to the Programme Development Working Group for revision** |
| **Signed by Chair of the Finance Committee:**  **Name:**  **Date:** |
| **Any other comments for the Programme Approval Revalidation and Review Committee** |
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| **If permission is granted to proceed, please provide confirmation that the proposal has been seen by the Academic Board prior to being approved by the Governors** (Include evidence of the decision-making process e.g. Minutes of meetings) |
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| **SECTION F: GOVERNORS APPROVAL** | | | |
| This section gives approval for the programme development working group to develop a full academic proposal for the Programme(s).  In the case of programmes/courses that are validated or accredited by another institution, and the College has no jurisdiction over the academic content (i.e., an external programme is being delivered by Spurgeon’s College), this section gives approval for the course to be fully marketed and for admissions to begin.  Governors should be provided with a copy of the Strategic Approval Form in addition to the Business Case | | | |
| **APPROVED** |  | **NOT APPROVED** |  |
| **Date of approval:**  (Please attach minutes or other evidence of the decision-making process) | | | |
| **If permission to proceed is not granted, please provide details, and attach any evidence of the decision-making process:** | | | |