# New Course Business Case Form – Collaborative Provision

This form ***must*** be completed for all new course proposals with a prospective or existing Collaborative Academic Partner. Its purpose is to facilitate School and University decision-making processes in evaluating the appropriateness of such proposals at each stage, prior to the final approval to proceed to full development and validation.

The form will be used to determine both the strategic fit of such proposals and the resource implications. In essence what you need to convey is broadly what this course will look like, who will find it attractive, how it aligns with the University, School and Subject-area objectives and what resources it will need to be successful. You should look to provide evidence to support the proposal.

On completion of the form and receiving sign off from all relevant departments, please forward the form to the Quality Manager (Partnerships) r.kailla@londonmet.ac.uk/ aqdpartnerships@londonmet.ac.uk

***NB: Please delete any guidance text in blue before submitting the form for approval.***

## Section A: Course Overview

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| 1. **Prospective/ Existing Collaborative Partner Name**
 |  |
| 1. **Registered address**
 |  |
| 1. **Name of representive of Collaborative Partner**
 |  |
| 1. **Proposing School(s)**
 | [ ]  AAD [ ]  GSBL [ ]  SCDM [ ]  SHSC [ ]  SSSP |
| 1. **Head of School(s)**
 |   |
| 1. **Course Leader(s) based at the Collaborative Partner Institution**
 |  |
| 1. **Academic Liaison Tutor**
 |  |
| 1. **Proposed Award Title(s)**
 |  |
| 1. **Intermediate Award(s)**
 |   |
| 1. **Type of delivery**
 | [ ]  Franchise [ ]  Validated [ ]  Dual award [ ]  Concurrent[ ]  Joint[ ]  Double[ ]  Multiple |
| 1. **Subject Area**
 | *Please include the relevant subject area, this will align to the HECoS codes. Click* [*here*](https://www.hesa.ac.uk/innovation/hecos) *to find out HECoS code for specific subject area.* |
| 1. **Delivery site(s) for course**
 | 1. *Enter delivery site address*
2. *Enter delivery site address*
 |
| 1. **Mode(s) of study**
 | [ ] Full Time [ ] Part Time  |
| 1. **Delivery Method**
 | [ ]  Face to face teaching only [ ]  100% Distance Learning only [ ]  Blended teaching (face to face and online) |
| 1. **Proposed language of instruction/ assessment**
 | [ ]  English[ ]  Other (Please state language) -------------------------------------------------------- |
| 1. **Duration of course**
 | Full time: *Enter number of months/ years*Full time with placement/sandwich: *If applicable*Part time: *Enter number of months/ years*Part time with placement/sandwich: *If applicable* |
| 1. **Proposed Academic Year to start delivery**
 | *Month/Year* |
| 1. **Students intake dates within the academic year**
 | **Cohort 1:** *Start month in academic year***Cohort 2:** *Start month in academic year***Cohort 3:** *Start month in academic year***Cohort 4:** *Start month in academic year* |
| 1. **Projected student numbers**
 | **Academic Year 1:** **Academic Year 2:** **Academic Year 3:**  |

## Section B: Course Details and Market Demand

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| 1. **Alignment with London Met’s Strategies and Frameworks**
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| ***Please include a brief statement of the rationale for the development of the course(s), and details of how the proposal meets the requirements of*** [***London Metropolitan University’s Strategy.***](https://www.londonmet.ac.uk/about/our-university/university-publications/strategy-201920--202425/#d.en.184296) ***Please also consider other supporting strategies e.g. University Partnership Framework,*** [***Education for Social Justice Framework,***](https://www.londonmet.ac.uk/about/equity/centre-for-equity-and-inclusion/a-fair-outcomes-approach-to-teaching-and-learning/the-degree-awarding-gap/education-for-social-justice-framework/)[***Careers Education Framework***](https://www.londonmet.ac.uk/about/equity/centre-for-equity-and-inclusion/a-fair-outcomes-approach-to-teaching-and-learning/careers-education-framework/#d.en.211932)***,*** [***Transitions Framework***](https://www.londonmet.ac.uk/about/equity/centre-for-equity-and-inclusion/a-fair-outcomes-approach-to-teaching-and-learning/continuation/)* + 1. Vision and purpose of the course - how will the course be described to students as a unique proposition? What is unique or innovative about it in a local context?
		2. How the course will contribute to and partner students in meeting the present and future needs of the partner’s City, Region or Country ( for example its’ employers (labour market), political economic, social or technological challenges and wider cultural opportunities)
		3. How the course will flexibly meet the needs of the student demographic the partner serves, including enabling students to integrate studying with work and life commitments.
		4. How the course will enable development of the London Met Graduate attributes (inclusive, creative, confident, resilient, socially responsible, global citizens)
		5. How the course will prepare students to leave as distinctive graduates prepared for a named profession or area of practice, including the ways in which the course will be professionally facing.
		6. Evidence the course is part of a subject area and partnership provision with demonstrable positive and improving student outcomes .
		7. Evidence the course will be able to recruit sufficient students to be financially sustainable.
 |
| 1. **Multiple School Collaboration**
 |
| [ ]  Yes [ ]  No*Please detail any cross school collaboration for the courses.*  |
| 1. **Possible impact on other London Met/Partner Courses?**
 |
| *Where similar courses, including course titles, are offered in different schools or a London Met partner, please provide evidence of discussion of the proposal. This evidence can be provided as an attachment.*  |
| 1. **Does proposed course supersede an existing course?**
 |
| [ ]  Yes [ ]  No*If the proposed course is replacing an existing course, please detail the course and the proposed arrangements for teach out.*  |
| 1. **Market Research and Evidence of demand for course(s)**
 |
| *Please give details of market research completed for the proposal and provide* *data/evidence of the market research activity completed to show that there is a demand for the course within the region that your prospective/ existing collaborative partner is based and any other regions that you intend to target.*  |
| 1. **Competitor Details**
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| *Please list similar courses that are being delivered at competitor institutions within the region where the prospective/ existing collaborative partner is based.* |
| ***Enter Competitor Institution Name****Enter Course title being delivered at competitor institution* |
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| ***Enter Competitor Institution Name****Enter Course title being delivered at competitor institution* |
| *Please provide details of any additional competitors that should be considered.* |

## Section C: Marketing Information

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| 1. **Course Overview and Structure**
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| *Please write summary of the course including the aims and content area. (approx. 250 words). You will also need to include a course structure diagram (in the form of a table) including modules, module status (core/alternate core/optional), credit rating and where modules are multivalent.*  |
| 1. **Additional Course Information**
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| *This is not about the course content or module list, it is your opportunity to really sell the course. If possible, include information about:* *Graduate outcomes, careers, achievements**Specialist resources, materials, facilities, software**Professional accreditation, professional body links* *Guest lecturers or teaching staff renowned within the industry (published works etc)** *Student membership of professional groups*
* *Study abroad trips or work experience*
* *Help with careers and connections to the industry*

*For partnership provision, make specific reference to the above in relation to the partnership or the location of delivery.**This section should be a minimum of three paragraphs, maximum five and between 1000 and 1500 characters.* |
| 1. **Proposed entry requirements**
 |
| *Please give details of the proposed entry requirements for the programme, including UCAS tariff (if applicable), IELTs requirements, and any specific requirements such as subject specific knowledge or a portfolio etc.* *Undergraduate course pages should begin with the words: “In addition to the University's standard entry requirements, you should have:” and postgraduate course pages should begin with the wording “You will be required to have:”.**The majority of both undergraduate and postgraduate course pages should include the wording: “All applicants must be able to demonstrate proficiency in the English language. Applicants who require a Tier 4 student visa may need to provide a Secure English Language Test (SELT) such as Academic IELTS. For more information about English qualifications please see our English language requirements.”* |
| Assessment |
| *Please specify how students will be assessed – exams, dissertation, portfolio etc. One to two paragraphs, around 600 characters.* |
| Career opportunities |
| *Types of roles and companies students can work at (specific names of companies are always best) as well as further study options and eligibility for training. One to two paragraphs, around 700 characters.* |
| Professional accreditation details  |
| *One paragraph, around 500 characters. Essential if the course offers professional accreditation*. |
| Course application process |
| *How will the applicant apply to do the course? Will there be a deadline date for applications to be submitted?* |

## Section D: Professional, Statutory and Regulatory Bodies

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| 1. **Will course(s) be accredited?**
 |
| [ ]  Yes [ ]  No*If applicable, please give details of the PSRB. This should include the details of the accrediting body, when accreditation will be sought and whether a joint validation event is needed.*  |
| 1. **Is accreditation needed for course to run?**
 |
| [ ]  Yes [ ]  No*If applicable, please give details of where awards/title require PSRB accreditation in order to run.* |

## Section E: Resources

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| 1. **Resource requirements for the course(s)**

***(evidence of discussion/comments from impacted departments within the Collaborative Academic Partner Institution and the University’s Professional Services Department’s (PSD) should be provided)******NB: If PSD departments have been contacted and no response has been received, please attach evidence of contact)*** |
| **Staff***Please detail the staffing requirements for the Collaborative Academic Partner and the School(s) within the University (if applicable). This should include the use of existing staff, new staff required, specifically where additional resources would be needed and whether this has be factored into the costs of delivering the course.* |
| **Library***Please detail the library resources needed for the course, specify where additional resources would be required and whether this has be factored into the costs of delivering the course.*  |
| **WebLearn***Please confirm if this course will require access to WebLearn and if so, what level of access will be required to support the delivery of the course. Access to WebLearn has be factored into the costs of delivering the course.*  |
| **ICT***Please detail the ICT resources needed for the course, where additional resources would be required such as computer software or hardware and whether this has be factored into the costs of delivering the course.*  |
| **Student Services***Please detail the services/ resources from this department that may need to be provded to students enrolled on this course. Access to Student Services has be factored into the costs of delivering the course.*  |
| **Space and Facilities** *Please detail resources available for students in terms of space for teaching and whether any additional requirements would be need for timetabling etc. and whether this has been factored into the course proposal.*  |
| **Specific Course Resources***Please detail the specific resources needed for the course, where additional resources would be required i.e. lab space or equipment and whether this has be factored into the costs of delivering the course.*  |
| **Major Capital Expenditures***Please provide details on any major expenditures needed for the course, i.e. new lab built or equipment costs, and detail how these costs have been factored in to the proposal.*  |
| **Administration***Please provide details on any administration support that will need to be provided by London Met’s professional services departments e.g. Admissions, Academic Quality and Student Administration* |
| **Other:***Please provide details of any other resource implications and how they have been considered.*  |

## Section F: Course Costs, Fees and projected income for the next three years

|  |  |
| --- | --- |
| 1. **Estimated course costings**
 | *Please supply costings for the following;*- Course development: *where additional direct cost incurred (Associate Lecturer per hour by module)* - Course delivery: *where additional direct cost incurred (Associate Lecturer per hour by module)** Academic Liaison Tutor *where additional direct cost incurred (Associate Lecturer per hour by module)*

- External Advisor (validation) fees: *£300 per advisor plus expenses – to be confirmed with AQD*- External Examiner fees: *£425 per annum plus expenses*- PSRB accreditation fees (where additional to current): *To be confirmed with the relevant PSRB* - Additional specialist facilities:- Additional specialist equipment/software: - Any other direct expenditure:  |
| 1. **Proposed per capita fee (Full Time students)**
 | FT = £ |
| 1. **Proposed per module (Part Time students)**
 | PT = £  |
| 1. **Minimum annual fee irrespective of the number of students**
 | £  |
| 1. **Estimated amount of students required to break even**
 | *Please provide details on the number of students required for the course to break even*, *and any mitigation if this is not achieved.*  |

1. **Estimated income, costs and profit from the course based on anticipated student numbers (Year One)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Number of full time students* | *Per capita fee* | *Income generated per year*  | *Costs to the School per year* | *Profit generated per year* |
| *Number of part- time students* | *Per capita fee* | *Income generated per year*  | *Costs to the School per year* | *Profit generated per year* |
|  |  | ***Enter total income*** | ***Enter total costs*** | ***Enter total profit***  |

1. **Estimated income, costs and profit from the course based on anticipated student numbers (Year Two)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Number of full time students* | *Per capita fee* | *Income generated per year*  | *Costs to the School per year* | *Profit generated per year* |
| *Number of part- time students* | *Per capita fee* | *Income generated per year*  | *Costs to the School per year* | *Profit generated per year* |
|  |  | ***Enter total income*** | ***Enter total costs*** | ***Enter total profit***  |

1. **Estimated income, costs and profit from the course based on anticipated student numbers (Year Three)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Number of full time students* | *Per capita fee* | *Income generated per year*  | *Costs to the School per year* | *Profit generated per year* |
| *Number of part- time students* | *Per capita fee* | *Income generated per year*  | *Costs to the School per year* | *Profit generated per year* |
|  |  | ***Enter total income*** | ***Enter total costs*** | ***Enter total profit***  |

## Section G: Sign Off

By signing the document Head of Partnerships, Head(s) of School and course proposers are confirming that the all sections have been fully completed, resources fully considered, that relevant evidence has been attached and impacted departments have been consulted.

|  |  |
| --- | --- |
| School APC/ LTQC or SMT approval | Name:Role:Date of meeting: |
| Head of School/Dean of School | Name:Signature and date: |
| Academic Quality and Student Administration (Deputy PVC, Student Services) | Name:Signature and date: |
| Academic Quality and Student Administration (Academic Registrar) | Name:Signature and date: |
| Academic Quality and Student Administration (Student Services) | Name:Signature and date: |
| WebLearn Team (if applicable)  | Name:Signature and date: |
| Library Services and E-Strategy: | Name:Signature and date: |
| Finance Department: | Name:Signature and date: |
| Student Records and Business Development (Director of Admissions) | Name:Signature and date: |
| Head of Partnerships  | Name:Signature and date: |