# **AQD001a Business Case Form**

This form ***must*** be completed for all new on campus course proposals, but not apprenticeships provision, which has a different version of this form. 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.

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

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| Section A: Course Overview |
| **Proposing School(s)** | [ ]  AAD [ ]  GSBL [ ]  SCDM [ ]  SHSC [ ]  SSSP [ ]  SBEN |
| **Multiple School Collaboration** | [ ]  Yes [ ]  No*Please detail any cross-school collaboration for the courses.*  |
| **Dean of School(s)** |  |
| **Head of Subject** |  |
| **Course Leader** |  |
| **Proposed Award Title(s)** |   |
| **Intermediate Award(s)** |  |
| **Does the proposed course(s) replace existing provision?** | [ ]  Yes [ ]  No*If the proposed course is replacing an existing course, please detail the course and the proposed arrangements for teach out.* |
| **Will the proposed course impact on collaborative partners in any way?** | [ ]  Yes *(please add details and give an indication on how the impact will be mitigated)*[ ]  No |
| **Type of Validation** | [ ]  Standard Validation [ ]  Fast-track validation*To qualify for Fast-track, there should be no more than 3 new modules.* |
| **Delivery site(s) for course(s)**  | [ ]  Holloway [ ]  Aldgate[ ]  Other: please specify |

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| **Section B: Planned Course Delivery** |
| **Course titles**[[1]](#footnote-2) | **Pattern of delivery** **and Duration** | **Mode of attendance**  | **Planned Intake(s)** **(SEMESTER)** | **Planned Intake(s)** **(YEAR)** | **Non-Standard Delivery Calendar?**[[2]](#footnote-3) |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | [ ] On Campus[ ] Distance Learning[ ] Hybrid | [ ] Autumn [ ] Spring [ ] Both  |  |  |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | [ ] On Campus[ ] Distance Learning[ ] Hybrid | [ ]  Autumn [ ] Spring [ ] Both  |  |  |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | [ ] On Campus[ ]  Distance Learning[ ] Hybrid | [ ]  Autumn [ ] Spring [ ] Both  |  |  |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | [ ] On Campus[ ] Distance Learning[ ] Hybrid | [ ]  Autumn [ ] Spring [ ] Both  |  |  |
| **Is there a planned placement as part of the course? If so, please provide details.** |  |

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| **Section C: New Entrant Target Numbers** |
| **Course titles** | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
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| **If the target numbers above have previously been associated with existing provision, please provide the course code/s and title/s and the impact on target numbers** |  |
| **Tuition fee** | FT:PT:International: |
| **Type of tuition fee (eg UG / PG)** |  |
| **Funding source** |  |
| **HESA Aggregate Offshore Record** | [ ]  Yes [ ]  No |

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| **Section D: Rationale and Market Intelligence** |
| **Why is the provision being proposed?** |  |
| **Alignment with London Met’s Strategy** | *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. You should address the following areas:***1.    Vision and purpose of the course - how would you describe it to students as a unique proposition? What is unique or innovative about it?****2.    How the course will enable development of the London Met graduate attributes (inclusive, creative, confident, resilient, socially responsible, global citizens)****3.    How the course will flexibly meet the needs of the student demographic, including enabling students to integrate studying with work and life commitments** **4.    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.****5.    How the course will contribute to, and partner students in, meeting the present and future needs of employers (labour market), economy, social challenges and wider cultural opportunities.****6.    Evidence the course is part of a subject area with demonstrable positive and improving student outcomes eg. NSS, graduate employment, continuation and addressing BAME/ IMD awarding gap****7.     Evidence the course will be able to recruit sufficient students to be financially sustainable** |
| **Provide an overview of market intelligence that supports this proposal**  |  |
| **Identify the main target groups and from where they will be recruited** |  |
| **Possible impact on other London Met’s/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.*  |
| **Consider the entry requirements for the proposed provision, and how these relate to competitors** |  |
| **Please add any additional information that you feel would support this proposal** |  |

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| Section E: Resources |
| **Estimated annual income for the course and course costings** | Estimated income for the course based on anticipated student numbers: *Please specify the estimated course income based on anticipated student numbers Please supply costings for the following;*- Course development: *where additional direct cost incurred (AsL per hour by module)*- Course delivery: *where additional direct cost incurred (AsL 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: *to be confirmed with relevant PSD*- Additional specialist equipment/software: *to be confirmed with relevant PSD*- Any other direct expenditure:  |
| **Estimated number 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.*  |
| **Resource requirements for the course(s)***(evidence of discussion/comments from impacted PSD’s 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 school, including 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 the programme outlined above.*  |
| **Library***Please detail the library resources needed for the course and whether additional resources would be required in the library, specifically where additional resources would be needed and whether this has be factored into the costs of the programme outlined above.*  |
| **ICT***Please detail the ICT resources needed for the course and whether additional resources would be required such as computer software or hardware, specifically where additional resources would be needed and whether this has be factored into the costs of the programme outlined above.*  |
| **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 proposal.*  |
| **Specific Course Resources***Please detail the specific resources needed for the course and whether additional resources would be required i.e. lab space or equipment, specifically where additional resources would be needed and whether this has to be factored into the costs of the programme outlined above.*  |
| **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.*  |
| **Professional Service Areas***Please provide details of the professional services needed for the setting up and ongoing servicing of the course(s)*  |
| **Other***Please provide details of any other resource implications of the proposal and how they have been considered.*  |

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| **Section F: Outline how Professional, Statutory and Regulatory Bodies (PSRB) will be involved and at what stage of the course approval process – or state N/A** |
| *Please give details of the PSRB. This should include the details of the accrediting body, when accreditation will be sought, whether the accreditation is required for the course to run and whether a joint validation event is needed.*  |

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| **Section G: Outline any exemptions required to the** [**academic regulations**](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/academic-regulations/) **– or state N/A** |
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| **Section H: Proposed module diet/s** |
| **Module code (or note subject to approval for new modules)** | **Module title** | **Credit value** |
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| Section I: Pre-APC Sign Off |
| By signing the document, course proposers and Heads of School are confirming that the all sections have been fully completed, resources fully considered, that relevant evidence has been attached and impacted departments / partners have been consulted.  |
| Dean of School | Name:Signature and date: |
| Head of Subject  | Name:Signature and date: |
| Course Leader | Name:Signature and date: |
| Head of Marketing  | Name:Signature and date: |
| Head of Teaching and Learning Development | Name:Signature and date: |
| Library Services and E-Strategy: | Name:Signature and date: |
| Finance Department: | Name:Signature and date: |
| APC Date: | Minute Ref: |

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| Section J: Post-APC Sign Off |
| By signing the document, the Chair of APC (or nominee) is confirming that the all of the points for discussion arising from this business case have been fully considered and the business case was approved in principle by members of APC. |
| Chair of APC (or nominee) | Name:Signature and date: |

1. List each course within a cluster to be approved, for example, UG degree, UG degree with FY, UG degree with sandwich year, PG within same subject as UG being proposed etc. Separate business cases will be required for each ‘cluster’ of courses [↑](#footnote-ref-2)
2. Please state where an intake will follow a non-standard academic calendar and provide details of stages of study including number of credits to be taken at each stage in the non-standard academic year [↑](#footnote-ref-3)