# **AQDC001a Collaborative Partnerships Business Case Form**

This form ***must*** be completed for all new course proposals for new and existing collaborative partnerships. This form facilitates School and University decision-making processes when evaluating the appropriateness of such proposals at each stage including effective resourcing 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 you need to broadly convey what this course will look like, who will find it attractive, how it aligns with the University, School and Subject-area objectives and KPIs and what resources it will need to be successful. The Head of Academic Partnerships and Short Courses will facilitate the completion of the business case in conjunction with the relevant School(s).

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

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| **Section A:** |
| **Name of collaborative partner** |  |
| **Location of delivery** |  |
| **Language of Delivery and Assessment?** |  |
| **New or existing partner?** | [ ]  New [ ]  Existing |
| **If a new partner, confirmation that Institutional Approval (Full Due Diligence) has been undertaken and confirmed?** | **Yes** | **Date of CPC where IA/FDD approved:** |
| **No** | **Refer to AQD for IA/FDD to be completed** |
| **Category of Partnership, e.g. Franchised, Validated, Dual Award etc.**  | [ ]  Franchised[ ]  Validated[ ]  Dual Award[ ]  Other (please state the type of proposal):  |
| **Is this approval of an existing University course, a new University course or validation of the partner’s provision** | [ ]  Existing University Course [ ]  New University Course [ ]  Validation of the Partner’s provision |
| **Do the proposed cohort intakes align with London Met intakes and Boards?** | [ ]  Yes [ ]  No*London Met has Autumn and Spring starts and to align with London Met’s SSBs and Progression and Award Boards and to facilitate effective data comparisons between on-campus and partner provision, it is preferable that proposed partner cohort intakes align with intakes at London Met.**Please provide detail and rationale if the proposal does not align with London Met intakes.* |
| **Who will be teaching the course, partner staff or University staff (ie Flying Faculty)?** | [ ]  Partner staff[ ]  University staff (please detail the proposed arrangement eg flying faculty and details of number of modules to be taught by university staff) |
| **Who is providing Library resources, the partner or University?** | [ ]  University [ ]  Partner*If the University is providing Library resources, please confirm this has been agreed with the Head of Library Services* |
| **Who will return the student numbers – London Met or Partner? (UK partner only)** | [ ]  University [ ]  Partner |

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| Section B: Course Overview |
| **Proposing School(s)** | [ ]  AADS [ ]  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 at London Met:** | Name:Email: | **Course Leader at Partner:** | Name:Email: |
| **Proposed Award Title(s)** | *Please list all award titles, eg if the partner is seeking a standalone qualification such as a PG Cert or PG Dip as well as a full Master’s award.*  |
| **Intermediate Award(s)** | *Please list potential exit awards:* |
| **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.* |
| **Delivery site(s) for course(s)**  |  |

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| **Section C: Planned Course Delivery** |
| **Course titles**[[1]](#footnote-2) | **Pattern of delivery** **and Duration** | **Mode of attendance**  | **Month and Year of proposed first intake** | **Planned Intake(s)**[[2]](#footnote-3) | **Non-Standard Delivery Calendar?**[[3]](#footnote-4) |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | [ ] On Campus[ ] Distance Learning[ ] Hybrid |  | Month / year |  |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | [ ] On Campus[ ] Distance Learning[ ] Hybrid |  | Month / year |  |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | [ ] On Campus[ ]  Distance Learning[ ] Hybrid |  | Month / year |  |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | [ ] On Campus[ ] Distance Learning[ ] Hybrid |  | Month / year |  |
| **Is there a planned placement as part of the course? If so, please provide details.** |  |

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| **Section D: 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 – the partner to confirm the tuition fee amount it will charge students** | FT:PT:International: |
| **Will the tuition fee be paid directly to the partner?** | [ ]  Yes [ ]  No |
| **Amount London Met will charge partner (per capita fee and minimum charge)** |  |
| **Will students expect to apply for student loans through London Met (UK Partners only)?** | [ ]  Yes [ ]  No |
| **To be included in** [**HESA Aggregate Offshore Record**](https://www.hesa.ac.uk/collection/c23052/introduction)**?** | [ ]  Yes [ ]  No |

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| **Section E: Rationale and Market Intelligence – to be completed by the partner** |
| **Why is the provision being proposed?** |  |
| **Where does this provision sit within the portfolio of existing courses?** |  |
| **Provide an overview of market intelligence that supports this proposal**  |  |
| **Identify the main target groups and from where they will be recruited** |  |
| **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** |  |
| **To be completed by London Met:** |
| **Alignment with London Met’s Strategy, the Student Success Strategy and its Collaborative Partnership Strategy** | *Please include a brief statement of the rationale for the development of the course(s) with the partner, and details of how the proposal meets the requirements of London Metropolitan University’s Strategy. As a guide, please consider 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 proposal aligns with London Met’s Student Success Strategy and contribute positively to its associated metrics**
3. **How the course will enable development of the London Met graduate attributes (inclusive, creative, confident, resilient, socially responsible, global citizens)**
4. **How the course will flexibly meet the needs of the student demographic, including enabling students to integrate studying with work and life commitments**
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. **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.**
7. **Evidence the course is linked to a subject area with demonstrable positive and improving student outcomes eg. NSS, graduate employment, continuation and addressing BAME/ IMD awarding gap**
8. **Evidence the course will be able to recruit sufficient students to be financially sustainable**
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| **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.*  |

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| Section F: Resources |
| **Estimated 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)****Please provide details of resources available at the partner premises and identify where the partner needs to provide resources to meet course requirements.***(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, whether a bi-lingual ALT is required, specifically where additional resources would be needed and whether this has been 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 been 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 been 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 and / or Specialised 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 proposal.*  |
| **Major Capital Expenditures***Please provide details on any major expenditures needed for the course, i.e. new lab built or equipment costs.*  |
| **Professional Service Departments (PSDs)***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 G: 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. Does the proposed franchised course have PSRB accreditation on campus? Does the franchise impact the on campus PSRB in any way? Are there specific considerations of franchising the course related to the PSRB eg course title?* |

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| **Section H: 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 I: Proposed module diet/s** |
| **Module code (or note subject to approval for new modules)** | **Module title** | **Credit value** |
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| Section J: Sign Off Part 1: |
| The proposal and relevant costings should be submitted to the relevant School(s) for discussion and approval. Schools are asked to table the proposal at the first available School SMT. By signing the document, the School Head(s) of Collaborative Partnerships and the Dean(s) of School(s) are confirming that all sections have been fully completed, resources fully considered including an appropriate ALT can support the proposal, that relevant evidence has been attached and impacted departments have been consulted.  |
|  | **Comments:** |  |
| **School Head of Collaborative Partnerships:** |  | Name:Signature and date: |
| **Head of Subject:**  |  | Name:Signature and date: |
| **Dean of School:** |  | Name:Signature and date: |
| **Head of Academic Partnerships and Short Courses:** |  | Name:Signature and date: |
| **School SMT Date:** |  | **Minute Ref:** |
| **Following sign-off Part 1, the form should be returned to AQD (Partnerships) and forwarded to the following:** |
| **Section J: Sign Off Part 2:** |
| By signing the document, the signatories are confirming that all sections have been fully completed, resources fully considered, that relevant evidence has been attached and impacted departments have been consulted. |
|  | **Comments:** |  |
| **Library:** |  | Name:Signature and date: |
| **Finance Department:** |  | Name:Signature and date: |
| **Academic Registrar:** |  | Name:Signature and date: |
| **Following sign-off Part 2, the form should be returned to AQD (Partnerships) for inclusion at the next available CPC meeting.** |
| **Section J: Sign Off Part 3:** |
| By signing the document, the Chair of CPC is confirming that all sections have been fully completed, resources fully considered and that the proposal has been discussed to a satisfactory conclusion and that the proposal has been agreed in principle to continue with an approval event by CPC members. |
|  | **Comments:** |  |
| **Chair of CPC:** |  | 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. List all proposed intakes for each course [↑](#footnote-ref-3)
3. 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-4)