SECTION A - Strategic Approval

This section should provide a concise summary of the main features of the proposed pathway to support a strategic decision as to further development.

The College Proposer (College Director/Principal or nominee) will complete Section A.1 while Section A.2 will be completed by the University Proposer (Academic Lead within the School). The College Proposer should also develop and complete a Discounted Cashflow (DCF) model for internal College and Navitas UPE review.

Once completed, this must be submitted to the relevant Navitas Executive General Manager and Head of Academic Quality for approval prior to seeking any approval from the University Partner. With this approval in Section A.3, the University Proposer should forward the Form to the relevant Faculty Quality Officer within the University Academic Affairs/Quality Department for University approval. The Faculty Quality Officer will then circulate the Form to the following for a University decision:

⇨ Head of School; or
⇨ Associate Dean of Faculty
⇨ Dean of Faculty

Section A.1

To be completed by the College Proposer:

College Proposer	Name	
	Position	
	Email	
University Proposer	Name	
	Position	
	Email	
Articulating Department/School		
Articulating Faculty (where required)		
Pathway		
[COLLEGE] Programme Title		

Information Classification: Public

Articulating Level (RQF or similar)	University Degree Title	Level
College Stage(s)		

Business Case inclusive of:
 	
• Executive Summary
• Synopsis of Proposal
• Rationale
• Context against Current Provision
• Competitor Analysis
• Market Analysis
• Financial Projections:
   ○ Numbers
   ○ Market Spend
   ○ Breakeven Point
• Curriculum Model
• Initial College Intake Date
• Initial FTEs of the Cohort
• Annual Maximum Quota of Student Numbers to University (where applicable)
• Projected Annual Progression Student Heads to University
• Progression Rate for College stages
• Initial Progression Date of Cohort to University
• Course Fees per Student
• Associated Costs to the Student
• Additional College Resource Commitment
• Additional University Resource Commitment, e.g., library textbooks, laboratory and technical support, etc.
• Cohort/s
• Major Cohorts by Nationality
• Proposed Working Party Members (inclusive of College Proposer and University Proposer)
• Associated Publications and Reports to Support		

the Course/Stage/Pathway for Public Domain, e.g., Brochure, Flyers, Dual Brochure, etc.	
Summary of Recommendations	

Section A.2

To be completed by University Proposer:

Please provide a strategic rationale for this pathway, inclusive of consideration of proposed annual transfer numbers to the University's pathways

[Programme Framework or draft Programme Specification to be added here, as well as high-level marketing materials]

Section A.3
For Internal Navitas Approval:

Strategic Approval Granted	**Name**	**Written Notification Attached**	**Date**
Navitas UPE EGM			
Navitas UPE Head of Academic Quality			

Section A.4

For University Partner Approval. To be completed by the relevant Faculty Quality Officer:

Strategic Approval Granted	Name	Written Notification Attached	Date
Head of School / Associate Dean of Faculty			
Dean of Faulty			
Convenor of University Academic Development Committee			

Section A.5

The relevant Faculty Quality Officer must refer the decision to the subsequent sessions of the following:

Academic Advisory Committee	Date		Session	
Joint Strategic Partnership Management Board	Date		Session	
University Academic Development Committee	Date		Session	

<u>SECTION B – Full Approval</u>

This Full Approval section may be completed where scrutiny and consensus on the fitness for purpose of the curriculum of new pathways, has been agreed by:

1. Academic Registry*
2. Scrutiny Panel**

*Academic Registry should have reviewed and approved the associated documentation inclusive of Programme Specification/s, required Definitive Module Documents, Pathway Operations Document and where applicable Student Handbook/Guide, CPRs, College Quality Manual.

**The University Scrutiny Panel should have reviewed and approved documentation inclusive of Programme Specification/s, required Definitive Module Documents and Student Handbook/Guide.

Completion of this Form indicates that 'full formal approval' has been granted to the pathway and programme curriculum.

College Director/Principal	
Name	
Signature	
Date	

Navitas UPE Head of Academic Quality	
Name	
Signature	
Date	

Head of University Learning and Teaching Committee	
Name	
Position (or nominee)	
Email	
Signature	
Date	