

Programme approval: Business Case approval procedure

A Business Case is required for *all* proposed programmes of study. For each proposal, the Strategic Portfolio Committee (SPC) and relevant Directors consider:

- marketing, recruitment and admission;
- support for students during their studies;
- progression outcomes for students;
- the viability of the programme (financial, strategic and commercial);
- the design and delivery of the programme

Consultation with the following will ensure the Business Case contains all the relevant information necessary to make decisions regarding validation and next steps. Directors will involve members of their teams accordingly:

- Director of Estates and Head of Specialist Technical Services, Space and Timetabling
- Director of Finance
- Director of ITS
- Director of Marketing, Student Recruitment, Admissions and Communications
- Academic Registrar/Deputy Academic Registrar
- Director of Strategy and Projects
- Director of Student Life

The Business Case is submitted to SPC via approvals@yorksj.ac.uk using the standard *pro forma*, completed by the proposing School in collaboration with the relevant central University services as appropriate. This allows resource implications to be considered and beneficial developmental engagement to be initiated and undertaken. A single Business Case may cover two or more programmes if they are in a cognate discipline.

Proposals should normally have been signalled in the School Portfolio Plan. If a proposal is being developed without being signalled in the School Portfolio Plan in response to an unanticipated opportunity, the Head of School is advised to seek approval for initial development from the Pro Vice Chancellor.

The School Portfolio Plan must be approved by SPC **before** a proposal progresses to the Business Case. The decision on whether to offer a programme rests with SPC and the decision to endorse or not to endorse a programme by any University officer informs SPC's decision. Any issues raised in the endorsements are discussed by SPC and the relevant Head of School.

SPC, in endorsing a proposal and accepting the Financial Analysis, expects the budget available to the School to reflect the income related to the student numbers as shown in the Financial Analysis. SPC's approval, made on behalf of the Executive Board, allows the proposed programme to proceed to the next stage of development.

Proposers are reminded of the 2-3 year timescale ideally necessary to progress a proposal for an undergraduate programme recruiting through UCAS to validation and approval, including:

- compilation of publicity material 26 months in advance of intended first enrolment;
- first publicity distribution 19 months in advance of intended first enrolment;

The timescale for offering other programmes would be significantly shorter but nevertheless should be such to permit full approval if possible prior to advertising the programme.