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| **Proposed new programme/collaboration** *Final award(s) & draft course title(s)* |  |
| **Proposer**  *Normally the intending Course Director* |  |
| **Sponsor** *Sponsor may be either an Associate Dean or  a member of College Executive Committee* |  |

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| **1. Rationale for proposed development of a new programme/collaboration (key points)** *(preferably bullet points for clarity)* |
| *For example:*   * Identified gap in the market; Identified and quantified market interest in the proposed course * Identified strategic benefit to specified collaborative relationship; Reputational benefit * Accreditation requirements; Income generation; Staff retention   NB: Please also consider the proposal’s alignment with the RVC’s [Strategic Plan](https://www.rvc.ac.uk/about/the-rvc/mission-and-strategy) |
| **2. Initial business case** *Please include brief financial detail, student number planning and/or evidence/indicators of demand as applicable to support initial consideration of the business case.*  *Please also note any identified risks associated with the proposal, and any suggested mitigations.*  *(NB identified risks may be operational, financial, reputational)* |
| *NB this should reflect your current understanding, detail will change as development progresses.*  For example:   * Potential recruitment target; Indicative tuition fee income (if known); Indicative OfS (or other) funding income; Any requirement for further market research; Marketing and recruitment costs; Course design and development resource; Identified risks and proposed mitigations |
| **3. Proposed mode(s) and location of delivery**  *This should reflect your current understanding, and it is recognised that detail will change as design and development of the programme progresses and course specification documents (Programme Specifications,  Module Outlines, Assessment and Award Regulations) are developed.* |
| * Mode(s) of Delivery e.g. Full-time / part-time / digital learning / work-based learning * Location of Delivery e.g. Hawkshead / Camden (or other non-RVC location) |
| **4. Will the proposal result in a new requirement for regulation or accreditation by a Professional, Statutory or Regulatory Body (PSRB), or may it affect the** **regulation or accreditation of one or more existing RVC courses?**  *If so, please provide brief detail.* |
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| **5. Does the proposal involve any external/collaborative partners?**  *If so, please provide brief detail of collaborative activities.* |
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| **6. Does the proposal have an impact on the RVC’s commitment and duties with regard to Equality, Diversity and Inclusion?**  *If so, please provide brief detail.* |
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| **7. Confidentiality: does the proposal have a financial, reputational or operational impact such that internal and/or external publication of information on the proposal should be embargoed?**  *If so, please provide brief detail.* |
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| **8. Initial review**  *Please seek initial review of the viability of this proposal by the relevant Head(s) of Department.  Share initial comments provided by these colleagues below.* |
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