This template is to be completed once the UK Collaborations Business Evaluation Group (UK BEG) has approved a partnership proposal to go forward for business evaluation.

This template should be completed for distance delivery arrangements only

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| **SECTION A About the proposal**  |
| A1 | **Partner name** |
|  |
| A2 | **Location of delivery**  |
|  |
| A3 | **Type of proposal** |
| [ ]  Partner Involvement (partner may be involved in marketing and/or recruiting)[ ]  Provision of delivery premises only  |
| A4 | **Proposed start date** (date of first student intake for the new /changed course) |
|  |
| A5 | **School** |
|  |
| A6 | **Name of the proposer** (School contact) |
|  |
| A7 | **Course** |
| *Please state whether this is an existing course, or whether a new course is proposed for this partnership* |
| A8 | **Delivery model** |
| *Please state how the course will be delivered, for example block delivery, blended learning*If the delivery model is blended learning, what development will need to be undertaken to ensure the course is suitable for online learning?  |
| A9 | **Does this proposal include any type of work placement or work like experience?** |
| [ ]  Yes [ ]  NoIf yes, please provide details, including details of any consultation undertaken with the employability team:  |
| A10 | **Does the proposal involve a Professional, Statutory or Regulatory Body (PSRB) or any other form of accreditation?** |
| [ ]  Yes [ ]  NoIf yes, please state: |
| A11 | **Does this proposal impact upon any other course or School within the University?** |
| [ ]  Yes [ ]  NoIf yes, please state:  |
| A12 | **Student numbers forecast for the first 3 cohorts** |
| Cohort 1: | Cohort 2: | Cohort 3: |
| Is there a minimum number of students needed to make the proposal viable?[ ]  Yes [ ]  NoIf yes, please state: |
| A13 | **Please outline the rationale for the proposal** (including need and likely market for the course) |
|  |
| A14 | **Please outline how the proposal fits with School and University strategy** |
|  |
| **SECTION B Market appraisal** |
| B1 | **Has a marketing assessment been carried out?** |
| [ ]  Yes (please attach a summary of the market research findings) [ ]  No (please provide brief details of why this is not needed) |
| B2 | **When do you intend to market the course?** |
|  |
| B3 | **Are there any specific marketing requirements?** |
| *For example, is the partner involved in marketing in anyway?* |
| B4 | **Additional comments:** |
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**Action**: having completed the template, please forward to School Executive, along with market and financial evaluations, for approval.

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| **SECTION C Financial appraisal** |
| C1 | **Has financial evaluation and due diligence been undertaken?** |
|  [ ]  Yes (please attach financial evaluation and due diligence reports) [ ]  No (please state why these are not required) |
| C2 | **Summary of financial implications of the proposal** |
|  |
| C3 | **What fees would be applicable to this course?** |
|  |
| C4 | **Have financial negotiations with the partner been completed?** |
| [ ]  Yes [ ]  No |
| C5 | **University income and costs** |
|  | **Year 1** **201\_/\_\_** | **Year 1** **201\_/\_\_** | **Year 1** **201\_/\_\_** |
| **Income** |  |  |  |
| **Costs** |  |  |  |
| **Surplus/loss** |  |  |  |
| C6 | **What assumptions are these figures based on?** |
|  |
| C7 | **Is there a full costing model attached?**  |
|  |
| **SECTION D Staffing and resource assessment** |
| D1 | **Can the proposal be developed and delivered by existing staff resource?** |
| [ ]  Yes [ ]  NoIf no, please state additional staffing required: |
| D2 | **Can academic administration be provided within existing resource?** |
| [ ]  Yes [ ]  NoIf no, please state additional administrative resource required: |
| D3 | **Is there an initial cost to professional services for the development of the proposal?** |
| [ ]  Yes [ ]  NoIf yes, please provide details:Can this be managed within existing resource?[ ]  Yes [ ]  NoIf no, please state additional resource required: |
| D4 | **Are there any ongoing costs to professional services for the delivery of the proposal?** |
| [ ]  Yes [ ]  NoIf yes, please provide details:Can this be managed within existing resource?[ ]  Yes [ ]  NoIf no, please state additional resource required: |
| D5 | **Will students require access to NOW and/or library resources?** |
| [ ]  Yes [ ]  NoIf yes, please provide details: |
| D6 | **Are there any other resource implications?** |
| [ ]  Yes [ ]  NoIf yes, please state:  |

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| **SECTION E: Approval outcomes**  |
| E1 | **School Executive appraisal** |
| [ ]  Approve to go forward to UK BEG [ ]  Reject**Comments:****Date of Meeting:** **Chair:**  |
| E2 | **UK BEG appraisal** |
| [ ]  Approve to go forward to academic approval [ ]  Reject**Comments:****Date of Meeting:** **Chair:**  |