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** | | | |
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| 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) | | | |
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| 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  No  If 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  No  If yes, please state: | | | |
| A11 | **Does this proposal impact upon any other course or School within the University?** | | | |
| Yes  No  If 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  No  If 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** | | | |
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| **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?** | | | |
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| **SECTION D Staffing and resource assessment** | | | | |
| D1 | **Can the proposal be developed and delivered by existing staff resource?** | | | |
| Yes  No  If no, please state additional staffing required: | | | |
| D2 | **Can academic administration be provided within existing resource?** | | | |
| Yes  No  If no, please state additional administrative resource required: | | | |
| D3 | **Is there an initial cost to professional services for the development of the proposal?** | | | |
| Yes  No  If yes, please provide details:  Can this be managed within existing resource?  Yes  No  If no, please state additional resource required: | | | |
| D4 | **Are there any ongoing costs to professional services for the delivery of the proposal?** | | | |
| Yes  No  If yes, please provide details:  Can this be managed within existing resource?  Yes  No  If no, please state additional resource required: | | | |
| D5 | **Will students require access to NOW and/or library resources?** | | | |
| Yes  No  If yes, please provide details: | | | |
| D6 | **Are there any other resource implications?** | | | |
| Yes  No  If 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:** |