



DEVELOPING AND APPROVING A BUSINESS CASE

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Outline of the procedure

1. This procedure has been developed to meet the expectations set out within the [UK Quality Code](#).
2. Business case approval to support the delivery of all taught award or credit-bearing provision is devolved to Deans of School and undertaken in accordance with local practice which meets University business and strategic planning requirements.
3. The Dean of School is authorised to approve the development of new taught credit-bearing provision. New programmes should be developed with an underpinning business case informed by robust market intelligence and other resource information to ensure strategic fit and financial sustainability. All taught award or credit-bearing programmes must be underpinned by a viable business case which must be formally recorded and signed-off by the Dean of School, or an appropriate individual acting on their behalf.
4. Business case approval must be complete before a taught award or credit-bearing programme can be considered for approval by the Programmes Approvals Board.

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Taught award or credit-bearing provision delivered in partnership

5. [Quality Framework Section 4d: Developing the business case](#) sets out the process for developing and approving the business case for all taught award or credit-bearing provision delivered in partnership.

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Responsibilities

6. The Dean of School, or an appropriate individual acting on their behalf, is responsible for developing and implementing a mechanism for ensuring that all taught award or credit-bearing provision is underpinned by a viable business case which takes account of University business and strategic planning requirements, in accordance with discussions held with University Leadership Team members during the School Board.
7. The Head of Planning & Business Intelligence is responsible for coordinating work to gather market intelligence to inform the development of the business case.
8. Advice and guidance on preparing the business case should be obtained from an appropriate individual within the School Support Service (typically the relevant Head of School Support).



Factors considered when developing and approving a business case

9. The following factors will inform the development of a business case and the decision-making process relating to each proposal:
 - a) Strategic fit and the extent of the match between the proposal and University and School strategic and operational plans
 - b) Alignment with the principles set out in the University's Academic Portfolio Review
 - c) Confirmation of numbers of students that will be recruited and the breakdown between SFC-funded, RUK and International students.
 - d) the market and level of demand for the proposed provision
 - e) potential funding opportunities, including links to commercial opportunities and growth
 - f) resource implications, including staffing and infrastructure costs
 - g) implications for University professional service areas (including Information Services (library), and student support)
 - h) the academic, financial and reputational risk factors associated with approving the proposal
 - i) confirmation that the School will provide sufficient resource to support the development and delivery of the proposed taught award or credit-bearing provision.

Staff responsible for preparing the business case should contact Planning & Business Intelligence at the early stages of development to seek support in gathering market intelligence to inform the development of the business case (planning@napier.ac.uk). Planning and Business Intelligence will prepare a recommendation to the Dean of School for consideration.

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Recording the outcome of the business case approval process

10. The market intelligence report produced by Planning & Business Intelligence to underpin the viability of the proposal, and written confirmation of an approved business case, should be made available for school scrutiny in accordance with [Quality Framework Section 1c: Academic approval of taught award or credit bearing provision](#) to contextualise the proposal.
11. Confirmation of approval of the business case should be presented as part of the documentation required for the Programme Approval Board.



Systematic review of an approved business case

12. The process for monitoring and reviewing the effectiveness of all taught award or credit-bearing provision is set out in [Quality Framework Section 2: Internal monitoring and review activities](#) and [Quality Framework Section 2b: Institution-led Review](#) provides an opportunity for the systematic review of the business case to support an approved taught award or credit-bearing programme.

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