**Annex C**

**Appendix J: Business Case Committee – Terms of Reference**

# The Business Case Committee will:

1. Consider submissions from Schools/Divisions setting out the business case for undertaking the development of a new course or courses of study.
2. Only consider submissions made via the Business Case Template.
3. Where it considers it has sufficient information on which to base a decision, it will determine whether or not a proposal should be allowed to proceed to the School/Divisional stage of the course approval procedure and be developed in full, or be rejected.
4. Where it considers it has insufficient information on which to base a decision, it will refer the proposal back to the School/Division for further development in specific areas.
5. Where it considers that the proposal should be considered first by the Executive Group (EG), for example, in such cases where the proposal would require the provision of unallocated significant new resource, it will refer the proposal to EG for its prior consideration.
6. It will take into account the following principles in making its decisions:

That the resulting courses of study should normally:

1. be consonant with University policy as set out in the Mission Statement, the University Plan, the Education and Student Experience Strategy, the Internationalisation Strategy, School and Divisional Plans and, where relevant, the Graduate and Researcher College Strategy;
2. deliver planned targets and be financially sustainable;
3. have available human and physical resources such as will ensure achievement of aims and learning outcomes;
4. reflect Kent’s research expertise (where proposed by University Schools/ Divisions), are inclusive, be responsive and attractive to the core student population that Kent wishes to attract to fulfil the University’s strategic plan (including any new and alternative markets);
5. avoid the over-exploitation of core markets and reduce internal competition for the same students;
6. be launched in an effective and timely fashion.