



RCSI

Awards & Qualifications Committee

Application Phase 1 – Business Case

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

FOR OFFICE USE ONLY

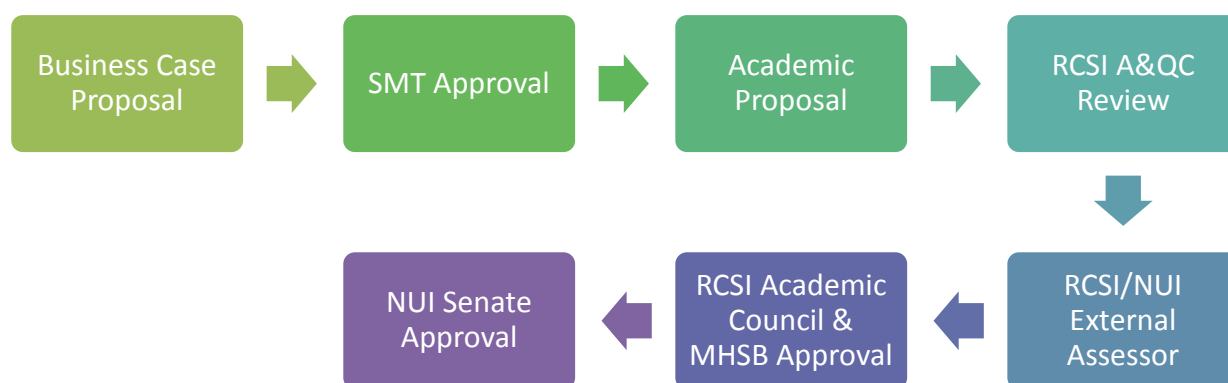
Date received	
Received by	
Application Reference	
Acknowledged	
Business Case Review Date	
Fast Track Status	YES / NO
Phase 1 Approval	

Introduction –

The Business Case Proposal forms part one of a two phased process for the approval of new programmes and awards which fall under the National Framework of Qualifications. **No advertisements, marketing, or recruitment should be carried out until the full approval process is complete.**

Process –

Figure 1 – Summary of Process



1. Before proceeding with this part of the application, Programme Proposers are encouraged to read the Academic Proposal, awards criteria and guidelines available from the Awards & Qualifications Information page on the RCSI Staff Portal <http://staff.rcsi.ie> (Staff Centre) to self-assess the feasibility of the programme and the ability to meet educational standards such as learning outcomes, ECTS credits and assessments.
2. Courses should not be advertised until the full accreditation process is complete. In exceptional circumstances advertisements may be permitted by A&QC in advance of the full accreditation date. The term “accredited by RCSI/NUI” should not be used in any advertisements or course marketing material until the accreditation process is completed. The term “pending accreditation or approved in principal” may only be used for programmes given exceptional permission to advertise by the Chair of A&QC.
3. Programme Proposer(s) are required to complete all sections of the Business Proposal.
4. Mentorship and advice for completion of the Business Proposal is available, subject to appointment, as follows:
 - Student Support & Wellness – Dr. Orna Tighe otighe@rcsi.ie
 - Human Resources – Mr. Gary Brady garybrady@rcsi.ie
 - Information Technology – Mr. Enda Kyne endakyne@rcsi.ie
 - Library – Ms. Kate Kelly katekelly@rcsi.ie

- Finance – Mr. Ruairi O’Regan ruairioregan@rcsi.ie
 - General Queries – A&QC secretariat awardsqualifications@rcsi.ie
5. Programme Proposers(s) will be given an estimated timeline for approval based on the preferred projected start date for the new programme.
 6. The Business Proposal will be reviewed by the Business Case Review Panel (BCRP) of the Awards and Qualifications Committee (A&QC) within 10 working days of receipt of the completed form (subject to availability of members).
 7. If satisfactory, A&QC will send a recommendation to the RCSI Senior Management Team (SMT) for preliminary approval.
 8. If approved by SMT the Programme Proposer will be notified by A&QC to commence phase 2 of the application process and complete a detailed Academic Proposal.
 9. The Academic Proposal will be considered by the A&QC and if satisfactory, will progress through a detailed quality assurance process including an internal review by A&QC and its members and an external review by assessors appointed by RCSI and/or the National University of Ireland (NUI).
 10. Following internal/external review the final application will be sent to Academic Council, the RCSI Medicine and Health Sciences Board and NUI Senate for formal ratification.
 11. A detailed overview of this process is available from the Awards and Qualifications Information page on the Staff Portal <http://staff.rcsi.ie> (Staff Centre).
 12. The duration of the approval process will vary depending on the nature of the proposed award. Programme Proposers will be given an estimated timeline for completion of approval on receipt of the Academic Proposal. However, it is estimated that the approval process will take 9 – 12 months from the receipt of the initial Business Case Proposal Form. A deviation from the formal timeline may be agreed in exceptional commercial circumstances subject to instruction from the Senior Management Team.
- The A&QC secretariat will always aim to facilitate programme proposers in fulfilling accreditation requirements in a timely manner, however the quality of the process will not be compromised. Deadlines for Academic Council, Medicine & Health Sciences Board and NUI Senate approval must be adhered to.
13. Programme proposers will receive formal communication from the Chair of A&QC when a programme has received full accreditation status. On receipt of this letter formal advertising and recruitment may commence.



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Please return completed applications to –

RCSI Awards and Qualifications Committee
Student, Academic and Regulatory Affairs (SARA)
123 St. Stephen's Green
Dublin 2
Phone – 01 402 2761
Email – awardsqualifications@rcsi.ie



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1. LEAD PROGRAMME PROPOSER

Please provide the name and contact details of the lead liaison person for communication with the Awards and Qualifications Committee.

Name	
Title	
Department	
Address	
Landline	
Mobile Number	
Email	
Declaration of Conflict of Interest	Do you wish to declare any conflict of interest: YES / NO If YES, Please provide details: How will this conflict be managed:
Signature	
Date	

2. BUSINESS SPONSOR

The Business Sponsor must be a member of the RCSI Senior Management Team or Head of School or Academic Department. Exceptions may be granted following consultation with the Chairman of the RCSI Awards and Qualifications Committee.

Name	
Title	
Department	
Address	



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Landline	
Mobile Number	
Email	
Signature	
Date	

3. PROPOSED PROGRAMME OVERVIEW

Title	
School/Department	
External Collaborative Institution(s)	YES / NO
If Yes, please provide name of collaborating institution(s) and co-ordinator(s)	
If yes, please outline any operational or financial considerations	
Proposed Award*	
Award Type (Major, Minor, Supplemental, Special Purpose)*	
Undergraduate, Postgraduate or other?	
National Framework Qualifications (NFQ) (IRL) Level*	
European Qualifications Framework (EQF) Level*	
Bologna Framework Cycle*	
Overall Programme Volume (ECTS credits)*	
Projected Advertising Date	
Projected Start Date	
Entry requirements	



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Student Progression and Transfer	
Professional/Regulatory Considerations**	YES / NO If YES, Name of Regulatory Body: Please append verification of status of accreditation with relevant external regulatory bodies (i.e. communication, supporting documentation etc.)
Course Outline	Please append an indicative outline of the proposed course modules and contact hours to enable the business panel to assess the adequacy of proposed resources.

***see A&QC page on staff portal**

****Please note that whilst Professional/Regulatory requirements will be considered by A&QC the mapping of awards (type and level) to the NFQ will be decided by RCSI, the degree awarding body, in consultation with NUI during the A&QC accreditation process.**



4. STRATEGIC RELEVANCE (max. 250 words)

Please describe the strategic relevance of this award for RCSI.

Outline how the proposed award relates to the RCSI Strategy. Key areas to consider include alignment to RCSI Strategic Objectives, Mission, Vision and Values:



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5. RISK ANALYSIS

Please complete the following sections to enable the panel to consider risks

Please outline the benefits of running this programme.	
Please outline the risks of running this programme (e.g. low intake, competition etc).	
Please outline the risks of not running this programme (e.g. market competition, opportunity costs).	
Are there any similar programmes already delivered by RCSI – is there any risk of internal conflict/competition?	
Please outline standard or special indemnity requirements.	
Please outline any legal considerations.	
How will the success/failure of your course be measured?	
What contingencies are in place if numbers fall below the threshold?	
Can the course be scaled back if planned numbers do not materialise?	



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6. ACADEMIC RELEVANCE & CONTEXT (max. 250 words)

Please describe the academic rationale for this award. Are there any overlaps (e.g. modules, lectures, assessments) with any existing RCSI programmes? What is the contribution to health services, research and/or patient care?

7. MARKET RESEARCH (max. 500 words)

Please describe the target market for this course and outline the market research carried out to date.

Target Market:

Competitors:



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8. PROGRAMME FORMAT

Please provide quantitative information regarding the scale of the programme.

Full/Part Time					
Academic Year (i.e. October – September or other)					
Duration (Years)					
Estimated Contact Hours on RCSI campus per annum					
Number of Participants per Annum (please append rows/columns as appropriate)		Year 1	Year 2	Year 3	Year 4
	Intake 1				
	Intake 2				
	Intake 3				
Delivery Mode(s) (i.e. Classroom, Online, Blended Learning)					



9. STUDENT SUPPORT & WELLNESS

Please provide an overview of any student support & wellness needs proposed for your programme.

Student Career Guidance	
Academic Support/ Personal Tutors	
Please describe the Student Demographic for your course	
Language Support needs	
IELTS requirement for entry to the programme (for students for whom English is not their first language)	
Medical Support	Vaccinations GP Services

10. HUMAN RESOURCES

What are the staffing implications for the new programme? Please indicate if the course will be resourced by new or existing staff/FTE. Please indicate qualifications and competencies. Please note that staff costs are reflected in section 14 Financial Model and should align with this section.

	Existing FTE (y/n) add name	New FTE (y/n)	Qualifications/Competencies
Total number of resources required			
Breakdown of Resources required			
Programme Director(s)			
Professor(s)/Associate Professors			
Lecturers/Senior Lecturers			
Administrator(s)			
Examiner(s)			
Invigilators			
External Examiners			
Other			

Please outline any staff training requirements / skills gaps in order to deliver the programme e.g. Information Systems, Specialist Equipment etc.

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Additional FTE(s) required	
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11. LOCATION & SPATIAL NEEDS

Where will teaching, learning, and assessment take place? Where will administration take place? Please indicate the physical facilities you envisage using, including frequency, capacity and a description of the space e.g. lecture theatres, tutorial rooms, laboratories, specialist space etc. Please note that spatial costs are reflected in section 14 Financial Model and should align with this section.

	Teaching & Learning (include room types)	Assessment (include room types)	Administration
RCSI Main College, 123 St. Stephens Green			
RCSI House, 121 St. Stephens Green			
RCSI Reservoir House, Sandyford			
RCSI Education & Research Centre Beaumont Hospital			
RCSI Education Centre, Connolly Hospital			
York House, York Street, Dublin 2			
Other			



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12. TEACHING – Equipment

What resources and equipment will you use? Are these new or existing and are there any resource implications e.g. storage space? Please note that equipment costs are reflected in section 14 Financial Model and should align with this section.

Equipment	New	Existing	Other notes

13. LIBRARY (Select students/trainees as appropriate and cross out the term which doesn't apply)

13.1. What current library provided resources support this course? Please list.		
13.2. What additional library resources are required to support this course? Please provide a list. NB default purchase is electronic where available.		
13.3. Will information skills training or orientation to library resources be required?	Yes/No	
13.4 Which physical libraries will students/trainees require access to? Check all that apply.	13.4.1 Mercer Library	
	13.4.2 Beaumont Hospital Library	
	13.4.3 Bahrain LRC	
	13.4.4 Other (please specify)	
13.5. Which institution will your students/trainees be registered with? (<i>This information is needed to determine access to e-resources & to comply with copyright law and contract law provisions in licenses for e-resources</i>).	13.5.1. RCSI Ireland only	
	13.5.2. Joint registration with another Irish institution. Please specify which one	
	13.5.3. RCSI overseas location, please specify which campus	
	13.5.4. Other, please specify	
13.6. Where will your students/trainees be based? (<i>This information is needed to determine access to e-resources & to comply with copyright law and contract law provisions in licenses for e-resources</i>).	13.6.1. Ireland	
	13.6.2. Bahrain	
	13.6.3. Dubai	
	13.6.4. Jordan	
	13.6.5. Malaysia (which campus)	
	13.6.6. Other (please specify)	



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14. INFORMATION TECHNOLOGY/ INFORMATION SYSTEMS

Please describe IT/IS needs. Please note that IT costs are reflected in section 14 Financial Model and should align with this section.

Will learners require an RCSI email address?	YES / NO
Will learners require access to course space on Moodle? If yes, please confirm which version you plan to use and why (i.e. the Main VLE or other)	YES / NO
Will learners require access to e-portfolio?	
Will learners require RCSI ID cards?	YES / NO
Will learners require storage space on the RCSI network? If so, please specify requirements	
Quercus must be used to manage registration and records – please describe any other methods/systems for management of student records that you currently use for students on existing programmes.	
Other IT/IS requirements	
Please outline IT/IS training requirements	Staff Students
How will the course be delivered? Classroom, Distance, Blended?	
Will e-learning development be required? If so please specify what resources (staff, tools, external providers, IT staff etc.) will be required.	
Are any new IT resources	



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(hardware, software etc.) required to deliver the course? If so, please specify.	
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14. FINANCIAL & BUDGETARY INFORMATION

Please complete and append all sections of the A&QC financial model (appendix 1, 1b, 1c, 1d). Please follow instructions contained in the Financial Model.

Which Department will this budget fall under – please provide relevant code	
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15. GOVERNANCE

All educational awards governed by the Medicine & Health Sciences Board and Academic Council, accredited by RCSI and NUI must be governed through one of the Schools of the Faculty of Medicine & Health Sciences. Please indicate which School your programme will be governed through:

School of Medicine	School of Physiotherapy	School of Pharmacy	School of Nursing	School of Postgraduate Studies	Institute of Leadership

Please provide an overview of how the programme will be governed.

<p>Examination Board</p> <p>External Examiners</p> <p>Reporting</p>
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PLEASE COMPLETE AND APPEND A&QC FINANCIAL MODEL SECTIONS

1. Finance Summary
 - 1a. Pay Summary
 - 1b. Consumables Breakdown
 - 1c. Central Shared Services
 - 1d. Depreciation of Capital

CHECKLIST –

Completed Business Proposal	
Regulatory Body Supporting Documentation	
A&QC Financial Model Appendix 1, 1a, 1b, 1c, 1d	
Course Outline (as per section 3)	

SIGNATURES –

Programme Proposer Name	
Signature	
Date	
Business Sponsor Name	
Signature	
Date	

Please direct any queries to –

RCSI Awards and Qualifications Committee
 Student, Academic and Regulatory Affairs (SARA)
 123 St. Stephen's Green
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