****

**Humanities Teaching and Learning Support Services**

**Process for approval of a new programme (Stage Two, ‘NPP2 – Approval in Full’)**

Stage Two of the programme approval process involves developing the details of the proposal and requires the completion and submission of a NPP2 proforma and related documentation.

The programme proposer will continue to be supported by the Faculty Teaching & Learning Officer.

**Documentation**

The NPP2 documentation comprises the following:

* [NPP2 proforma](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10049) , outlining information on the programme structure, content, design and delivery, including details of any [specialisations or pathways](http://www.tlso.manchester.ac.uk/map/approvalmonitoringandreviewofeducationalprovision/developmentofprogrammes/npp/npp2-documentation/pathwayswithinaprogramme/) that will be available.
* A [programme specification](http://www.tlso.manchester.ac.uk/quality-framework/programme-specs/);
* [Unit specifications](http://www.tlso.manchester.ac.uk/quality-framework/unitspecifications/) for all core units and any new option units should be provided.

The NPP2 proforma and further information can be found on the University’s [Manual of Academic Procedure (MAP)](http://www.tlso.manchester.ac.uk/map/approvalmonitoringandreviewofeducationalprovision/developmentofprogrammes/npp/npp2-documentation/).

The NPP2 will ask you to provide information on the programme’s [teaching, learning and assessment methods](http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/), so you may want to refer to that section of the MAP for guidance when completing the NPP2. The NPP2 will also ask for a statement of how these methods can be adapted to meet the needs of students with additional support needs and details of placement learning and field trips (where applicable). Also required is an overview of how the programme will be managed within the School and, for collaborative provision, within the partner institution(s).

You may also wish to access the [Humanities eLearning Design (HeLD)](http://www.humanities.manchester.ac.uk/tandl/elearning/training/held.html) workshops where appropriate and agreed, or access School-based support for the development of the programme from Learning Technologists.

In addition to the completed NPP2 proforma and programme and unit specifications, this stage of the process also requires:

* A revised NPP1 pro-forma, if anything has changed from the original approval in principle. This is essential to ensure that the information on Campus Solutions is accurate and the relevant resources are still available to run the programme.
* Comments from the External Adviser (this person will have been nominated by the programme proposer at NPP1 Stage). Evidence of feedback from the External Adviser, plus the response from the School where appropriate, must be included with the submission to demonstrate that the feedback has been considered as part of this process.

*Your Faculty T&L Officer will arrange for the draft documentation to be sent to the external adviser. Faculty will pay a fee of £100 for review of the materials.*

* Comments and recommendations from the [Internal Advisers](http://www.tlso.manchester.ac.uk/map/approvalmonitoringandreviewofeducationalprovision/developmentofprogrammes/npp/npp1-submisssionandapproval/internaladvisers/). The comments are usually gained at the Programme Approval Panel (see below).

*Your Faculty T&L Officer will appoint these advisers, who will be members of the Faculty Programme Approval Sub-Committee. Normally, they will be sent the documentation once the external adviser has returned comment.*

* A review of the marketing information provided for NPP1 to ensure it continues to reflect the development of the new programme.
* A programme statement to be included in the Higher Education Achievement Report (HEAR) (Undergraduate programmes only).
* If the programme does not comply with the [University's Undergraduate or Taught Postgraduate Degree Regulations](http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/teaching/degreeregulations/) , this should be highlighted and dispensation should be requested. Your Faculty Teaching and Learning Officer will be able to supply you with the relevant form to complete.

**Approval of the documentation**

After the External Adviser has provided comment, the School’s UG / PGT / T&L Committee (as appropriate) should be asked to consider and approve the NPP2 documentation.

Proposals at NPP2 stage (and some Major Programme Amendments) are approved by specifically-constituted Faculty Programme Approval panels, as and when necessary. At an appropriate stage, the Panel meeting will be organised by the Faculty T&L Officer for the School.

In attendance at such meetings should be:

* + - * Chair (Associate Dean or Assistant Associate Dean)
			* Faculty Teaching and Learning Officer
			* 2 x Internal Academic Advisers (academic members of Faculty Programme Approval Sub-Committee)
			* Learning technologist \*
			* External Adviser if considered appropriate by the Chair, or a report on the proposal from the External Adviser will be provided in advance of the meeting
			* Student representative from Faculty Programme Approval Sub-Committee
			* Programme proposer and member(s) of the programme team

\* an eLearning technologist will join the approval panel if the degree to which delivery and assessment of the programme relies on the virtual learning environment requires it. This will be agreed on a case by case basis with the eLearning Manager.

The decision of the Panel will either be **approved** or **not approved**.

If the submission is approved, it is forwarded to the Vice-President (Teaching, Learning and Students) via the Head of the Teaching and Learning Support Office (TLSO), for ratification on behalf of Senate. The Vice-President will not expect to consider the submission in detail, but will wish to see whether it raises policy issues or may impact on other Faculties. Staff in the TLSO will prepare a summary of all programme proposals ratified by the Vice-President for receipt by Senate.

If the submission is not approved by the Faculty Panel, then the proposal may be amended and resubmitted to the committee. Clear feedback will be provided to the School on the actions necessary and the timeframe for resubmission. The Faculty Panel has the right, if these actions are not implemented, to withdraw approval in principle for the programme proposal.

**Campus Solutions**

Once a proposal has received full approval from the Faculty, an [approved School administrator](http://www.tlso.manchester.ac.uk/map/approvalmonitoringandreviewofeducationalprovision/developmentofprogrammes/npp/npp1-submisssionandapproval/approvedadminstrators/) can set up the programme structure on campus solutions and upload the undergraduate programmes statement to be included in the HEAR.