**Programme Approval Flowchart: Stakeholder and New Programme Proposal Stage 1 (NPP1)**

The first stage of the programme approval process is to gain ‘approval in principle’ for the development of the programme from the School and Faculty. If the proposal is a [cross-school or cross-faculty programme](http://www.staffnet.manchester.ac.uk/tlso/quality/development-programmes/new-programme-approval/npp1-documentation/cross-school-or-cross-faculty-programmes/) then evidence of the approval of collaborating schools must be provided. Approval in principle requires a commitment from the School to develop the proposed programme, therefore applications should be submitted as early as possible in order to allow sufficient lead-in time for the full development, approval and marketing of the programme.

The programme’s feasibility should be discussed with School colleagues in the first instance. This should include your UG / PGT / T&L Director, and Head of School if necessary.

**New Programme Proposal Stage 2 (NPP2 Stage)**

The programme proposer can then begin drafting the [NPP2 documentation](http://www.staffnet.manchester.ac.uk/tlso/quality/development-programmes/new-programme-approval/npp2-documentation/)

The T&L Officer creates a Campus Solutions code, which enables applications to be submitted.

The School Admissions Team, and Faculty and Web Marketing Teams, populate the online course profile, along with prospectuses and publicity brochures based upon the marketing material submitted with the NPP1.

**If the programme is approved in principle, it can be advertised externally to applicants with the caveat “Subject to Approval”, and recruitment and admissions activities can begin.**

Faculty approval should then be sought. Full, signed NPP1 documentation should be submitted to the Faculty [Programme Approval Sub-Committee](http://www.humanities.manchester.ac.uk/humnet/committees/humanities-teaching-and-learning-committee/pasc/) (PASC) via your School’s Teaching and Learning Officer.

PASC will consider the programme for ‘approval in principle’.

NPP1 Documentation should be approved by:

School: Your School’s UG / PGT / T&L Committee, or by Chair’s action as appropriate. The Head of School should sign the NPP1 form.

If the proposal includes collaboration with an external partner, you should also complete the ‘Approval to Proceed to Next Steps’ form, outlining the proposed collaborative activity.

If the Stakeholder Meeting agrees that the concept should go ahead, the programme proposer should complete the [NPP1 documentation](http://www.tlso.manchester.ac.uk/map/approvalmonitoringandreviewofeducationalprovision/developmentofprogrammes/npp/npp1-documentation/)

Contact your Faculty T&L Officer who will set up a Stakeholder Meeting, so that support can be sought from the relevant colleagues.

Stage Two of the process involves developing the details of the proposal and required the completion and submission of a NPP2 pro forma and related documentation. The programme proposer will continue to be supported by the Faculty T&L Officer (and for collaborative programmes, the Academic Advisor).

Proposer completes the NPP2 documentation, which comprises:

* [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 optional units.

Send the draft to your T&L Officer, who will send it to the External Adviser, who will provide feedback.

*The Adviser is nominated at NPP1 stage, and asked to provide feedback on the academic coherence of the new programme.*

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The decision of the Panel will be APPROVED or NOT APPROVED (further amendments may be required).

The Panel will be held before 31 March of the year in which the programme is to commence.

Your Faculty T&L Officer will arrange for a Programme Approval Panel to be held.

Two Internal Advisers (members of Faculty Programme Approval Sub-Committee) will be appointed to review the NPP2 and sit on the Panel.

The School’s UG / PGT / T&L Committee should be asked to consider and approve the documentation

Amend NPP2 paperwork in response to feedback from the External Adviser, and provide a response