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**Humanities Teaching and Learning Support Services**

**Process for Stakeholder meetings to consider new programme developments**

An informal, pre-NPP1 **Stakeholder Meeting** will be held where appropriate to discuss an idea for a new programme proposal and / or collaborative activity with an external partner. The meeting will usually be organised by the Faculty [Teaching and Learning Officer](http://www.humanities.manchester.ac.uk/humnet/our-services/teaching-and-learning/about-us/contacts/) for the School.

**Aims of the Stakeholder Meeting**

The aims are to:

* Strengthen proposals by ensuring quality assurance input and guidance from the start;
* Improve efficiency by ensuring face to face communication with all stakeholders at an earlier stage;
* Reduce the time involved in getting assent from all stakeholders in getting a new programme off the ground;
* Enable proposers to access support for market research/demand, admissions and marketing plans, eLearning, quality assurance requirements etc.;
* Make programme approval stages processes as explicit, streamlined and efficient as possible;
* Reduce the number of document iterations required;
* Give proposers an early indication at as to whether a programme is likely to be supported, and so whether further time and resource should be put into development of a full NPP1.

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.

Once you have obtained agreement to proceed with the proposal, please contact your Faculty [Teaching and Learning Officer](http://www.humanities.manchester.ac.uk/humnet/our-services/teaching-and-learning/about-us/contacts/) who will set up a Stakeholder Meeting.

NB: In advance of the Stakeholder Meeting, you may wish to have a look at the required NPP1 documentation which can be found via the link below:

<http://www.tlso.manchester.ac.uk/map/approvalmonitoringandreviewofeducationalprovision/developmentofprogrammes/npp/npp1-documentation/>

**Attendees**

In addition to the Programme Proposer, the following parties will usually be invited to attend the **Stakeholder Meeting**. Theywill be able to provide feedback on your proposal, and with production of the required aspects of the NPP1 documentation:

* Faculty [Teaching and Learning Officer](http://www.humanities.manchester.ac.uk/humnet/our-services/teaching-and-learning/about-us/contacts/)
  + Sets up the meeting, provides general guidance on the required paperwork and timescales for production of documentation at NPP1 and NPP2 stage.
* Head of School Finance
  + For agreeing costs/income and producing a [Financial Model](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10046) as well as the Tuition Fee Proforma and [General Resources Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10043).
* Faculty [eLearning Technologist](http://www.humanities.manchester.ac.uk/humnet/our-services/teaching-and-learning/about-us/contacts/) assigned to the School
  + For completion of the eLearning aspect of the [IS/ eLearning resources form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045).
* School Admissions Manager and [Faculty Marketing Officer](http://www.humanities.manchester.ac.uk/humnet/our-services/communications-and-marketing/marketing-support/contacts/) for your School, who can assist with:
  + Investigating market demand for the proposal
  + Drafting the UG - [Marketing and Admissions Information Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10047) OR PGT - [Postgraduate Marketing Template](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10048)
  + Advising on advertising lead times
* School Teaching and Learning Manager (or nominee);
* [Academic Engagement Librarian](http://www.library.manchester.ac.uk/services-and-support/staff/academic-engagement-librarians/humanities/), to agree whether or not library resources are adequate before signing the [Library Resource Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10044);
* School Director of UG / PGT / T&L (for strategic guidance and rationale).

*plus, for Collaborative proposals (as appropriate)*

* TLSO Approval and Review Adviser
* Manager, International Programmes Office (for Study Abroad)
* Head of International Office (for other overseas collaborations)

*plus if necessary, depending on the proposal*

* Head of Faculty IS Services, who will complete the IS section of the [IS/ eLearning resources form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045).

**The remit of the Stakeholder Meeting is to:**

* Determine whether proposal fits in with the School and Faculty’s strategy for Teaching & Learning;
* Access advice from Marketing, eLearning, International Office, etc. (as appropriate);
* Make arrangements for a separate (dedicated) meeting with School Learning Technologist;
* Plan and agree the approval process, stages, timescales and deadlines.

If the Stakeholder Meeting agrees that the concept should go ahead, the Proposer should complete the NPP1 documentation, available via the link below.

<http://www.tlso.manchester.ac.uk/map/approvalmonitoringandreviewofeducationalprovision/developmentofprogrammes/npp/npp1-documentation/>