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**Humanities Teaching and Learning Support Services**

**Process for approval of New Programme Approval (NPP1)**

**Documentation and support**

Following discussion of the concept at Programme/Subject Area committee or Stakeholder Meeting – if colleagues are on board, the proposer should complete the NPP1 documentation, as outlined below:

* [NPP1 proforma](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10042)
	+ In liaison with your School’s Teaching and Learning Officer;
* [IS/ eLearning resources form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10045), in liaison with:
	+ Your School’s [Learning Technologist(s)](http://www.humanities.manchester.ac.uk/tandl/elearning/contact.html), and to discuss the availability of HeLD (Humanities eLearning Design) workshops during NPP2 stage; AND
	+ The Faculty IS Partner, who must approve any additional IS resources required.
* [Financial Model](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10046)
	+ In liaison with your Head of School Finance, for agreeing costs/income and producing a as well as the Tuition Fee Proforma and [General Resources Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10043).
* [Library Resource Form](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10044),
	+ This must be signed by your School’s [Academic Engagement Librarian](http://www.library.manchester.ac.uk/using-the-library/staff/academic-engagement-librarians/humanities/), to agree whether or not library resources are adequate and whether any more can be supplied as required.
* 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)
	+ Your School Admissions Manager and Faculty Marketing Officer can assist with a) investigating market demand for the proposal and b) drafting the relevant marketing form.

The Faculty has developed a Market Research Toolkit to assist the academic case for the development of the programme which includes providing evidence that there is demand for the programme.

* [Humanities Market Research Toolkit](http://www.humanities.manchester.ac.uk/humnet/our-services/communications-and-marketing/marketing-support/market-research/)
* University Market Research Guidance

If the proposal involves collaboration with an external partner you should also complete the

* [Approval to Proceed to Next Steps form](http://www.tlso.manchester.ac.uk/quality-framework/collaborative/section4-usefulguidancedocumentsandappendices/), outlining the proposed collaborative activity.

All of the above documentation can be found on the University’s [Programme Development](http://www.tlso.manchester.ac.uk/map/approvalmonitoringandreviewofeducationalprovision/developmentofprogrammes/npp/npp1-documentation/) pages, within the Manual of Academic Procedure. Further support and information can be provided by your School’s [Faculty Teaching and Learning Officer](http://www.humanities.manchester.ac.uk/humnet/our-services/teaching-and-learning/about-us/contacts/).

***Approval***

NPP1 documentation must be approved as follows:

1. At School-level, by your School’s UG/PGT /Teaching and Learning Committee or by Chair’s action as appropriate. However the Head of School should sign the NPP1.
2. Faculty approval should then be sought. Full, signed 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 Manager.
3. PASC will consider the programme for ‘Approval in Principle’.

A decision of ‘Approved in Principle’ gives permission to advertise and recruit to the programme, so it is important that the rationale, business case (demonstrating the academic rationale and evidencing demand) and marketing information are strong.

It is also essential that the Committee is satisfied that participating Schools/subject areas have signed off approval of their involvement, and the Committee is assured that there is no conflict of interest with any other offering in the University.

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

***Post-approval***

Your [Faculty Teaching and Learning Officer](http://www.humanities.manchester.ac.uk/humnet/our-services/teaching-and-learning/about-us/contacts/) will create new Programme and Plan codes on Campus Solutions, the student record management system, and notify the relevant colleagues in the Marketing, Web and Recruitment and Admissions teams. A Plan code allows an online course (programme) listing to be created, and online applications to commence.

Work can then begin on drafting the NPP2 documentation.

**[OPTIONAL]**

**Humanities eLearning Development (HeLD) 2-hour start-up session, to discuss learning design and any eLearning elements of NPP2**