**Faculty of Humanities**

**Guidance on the Completion of Sections A – F (NPP1)**

Section A

Section A of the new form is designed to allow set up of a provisional record in campus solutions and enable creation of web publishing record. All data required for CMA, UNISTATs and HESA reporting/compliance is captured here. There are links available on the form to the relevant policies where necessary.

Recruitment, Admissions and International Development information to be used for marketing the programme is also requested at this point including entry and exit points and awards, placement or study abroad opportunities, where the programme will run from (particularly important if the programme is being developed in conjunction with University of Manchester Worldwide) and the description and learning outcomes of the programme.

The programme description should include information of the programme content, including types of teaching involved, student contact time and suggested methods of assessment. You should also detail what a student should expect to achieve in terms of ILOs on completion of the programme.

As part of CMA requirements, you are also required to submit a list of [course](http://documents.manchester.ac.uk/display.aspx?DocID=38361) units for all mandatory course units and optional, or likely optional, for all years of study if possible.

Section B

Section B requires a detailed rationale for the development of the programme. This should

set the programme in its School, Faculty, University and wider context to enable the academic and strategic merit of the proposal to be considered. *This is an important section as the School/Faculty will consider this information when determining whether the programme proposer can proceed to Section G.*

Points to consider could include, but are not limited to

* Reputation and strength of the academic area at UoM
* Professional/statutory body requirements
* Reorganisation of previously offered programmes i
* Inter-disciplinary development or opportunities
* Widening student choice
* Employability enhancement
* Recruitment statistics of similar delivery elsewhere in the UK,

For Undergraduate programmes, you should also demonstrate how to support the development of graduate attributes, as well as demonstrating the academic case for the proposed programme.

This section will also expect you to demonstrate that you have considered the potential impact of the new programme on existing activities, including those of other schools and discipline areas. Programme proposers are required to consult with other affected parties and to obtain their comments on the proposal where necessary.

You should also provide evidence of demand for the programme. This can come from working with the Student Insight Team or the Schools dedicated marketing support to provide statistical evidence such as

* HESA or University data
* Feedback from the International Centres
* Evidence of gaps in the market
* National and international trends: in the subject area or other areas which may impact o
* The potential for growth and scalability
* What would make the proposed programme distinct f
* Feedback from students/alumni/employers/Professional Bodies

Section C and E

Section C refers to any additional resources required to support the proposed programme. Colleagues from each respective Division or Department will need to be consulted along with obtaining a signature by the relevant resource manager.

Paperwork without these signatures will not be accepted.

Section D

For both undergraduate and postgraduate proposals the financial case should be demonstrated for a minimum 3 year period or an estimated period before recruitment reaches a steady state.  This should include full estimates of costs, revenues and the impact of the proposed programme on the School using the Excel spreadsheet available. This should be developed in conjunction with the School Accountant and, if a UMW developed programme, the Financial Controller in UMW. Heads of School will be required to agree.

Only once sections A to F have been completed and fully signed off can the programme be advertised as ‘subject to approval’.