**Faculty of Humanities**

**Guidance on the Completion of Sections G-I (NPP2)**

The second phase, or NPP2 is the full development and approval of the detailed structure and content of the programme. Proposers will be required to complete sections G to I, of the same form for submission for approval.

Section G will require proposers to provide information on the programme structure, content, design and delivery, including details of any specialisations or pathways that will be available. A programme specification and unit specifications for all core units and any new optional units should be provided.

Information on teaching, learning and assessment methods, including a statement of how these methods can be adapted to meet the needs of students with additional support needs, details of placement learning and field trips (where applicable) should also be included. You should explain the choice of the teaching methods that will be employed on the programme, how the variety and balance of methods has been chosen and how they will relate to each other, ensuring that they will measure the Intended Learning Outcomes of the programme.

Details on how feedback will be given on formative and summative assessment and how formative feedback is given should also be included.

Information on student support mechanisms will also be required. This should cover any peer support, embedding of employability within the programme, details of Personal Development Planning, support for online learning and dissertation/project supervision as appropriate.

For Undergraduate programmes, a statement on how student learning will be personalised in accordance with the Policy on Personalised Learning is required.

Also to be considered, are details of how eLearning will be utilised in the programme design, in accordance with the eLearning Strategy’s minimum standards. Work should have been carried out at an earlier stage with the eLearning Team around curriculum design to inform this.

If the programme does not comply with the University's Undergraduate/Taught Postgraduate Degree Regulations, this should be highlighted and dispensation requested.

In addition to the completed pro forma and programme and unit specifications, this stage of the process also requires a summary of any changes from the original approval in principle to ensure that the information on Campus Solutions is accurate.

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 the process.

Complete submissions must be agreed at School level (either through committee or by Chair's action) and signed by the Head of School before it can be considered at Faculty level.  If the proposal involves contributions from other Schools, a note of their approval of the full documentation must also be included with the submission