University of Manchester New Programme Proposal Form
(All Taught Provision)

Please refer to the [New Programme Proposal Guidance Document](#) and the information provided on the Teaching and Learning Delivery [Programme Development webpages](#) when completing this pro-forma and use as much space as necessary.

For any fields marked 'CMA' please consult University guidance for ensuring [compliance with regulations published by the Competition and Markets Authority (CMA)](#).

Section A: Programme Outline

Confirmation of Stakeholder Meeting	*Attach written record of stakeholder meeting. A stakeholder meeting should occur before proceeding with completion of this template.*
Formal Title of programme (CMA)	*(Max 150) Presented on transcripts and certificates and should include any pathways, shown in brackets, if they are intended to appear on the qualification certificate.*
Title Description	*(Max 30) Main display name on Campus Solutions.*
Short Title Description	*(Max 10) Displayed in Campus Solutions for internal use e.g. link to previous Oracle/SITS codes.*
Award(Entry) (CMA)	*This refers to the qualification students register onto and is their intended final qualification if they successfully complete the programme. Please also indicate the awarding body if different from UOM.*
Exit Award(s) (if applicable) (CMA)	*List any exit awards and titles for the programme*
Proposed entry term	*Stipulate the first term valid for all proposed delivery.*
Student intake points	*Stipulate all points within the session when students will be able to commence the programme.*
Home School, subject area and Faculty	*For collaborative programmes include the name of the partner institution.*
Mode of Attendance *(Tick all applicable)*	☐ Full-time *(Equates to at least 24 weeks within a session and where activity (placement that does not meet the criteria to be sandwich year out) amounts to an average of 21 hours per week. Full-time programme fees will be chargeable per year)* ☐ Part-time
Type of delivery *(Tick all applicable)*	☐ On-Campus only* ☐ Collaborative (Please complete [Collaborative Approval to Proceed Form)](#) ☐ Online/Blended ** To consider delivering your programme in an online/blended learning format please [contact Flexible Learning and Transnational Education (formerly UMW)](#) to discuss initial feasibility.*
Number of credits per year of study	*Specify for full-time and part-time modes of study. For flexible programmes where number of credits does not follow a minimum pattern per year please stipulate: Flexible N/A*
Duration (CMA)	
Placement/Work Year of study and Duration (CMA)	*Stipulate N/A where the programme does not include a placement. Please also indicate possible or likely location where known.*

Name of Campus and/or geographic regions that the programme will run (CMA)	*For on-campus only please just stipulate Manchester.* *For Flexible Learning and Transnational Education (formerly UMW) or collaborative provision please stipulate all proposed geographic regions/centres/partners where the programme will be delivered.*
Academic entry requirements (CMA)	*Please indicate entry requirements including any additional professional or alternative entry requirements where appropriate. Your Faculty Admissions Officer can provide assistance if required. This information is also published via Discover Uni.*
English language entry requirements (CMA)	*Your Faculty Admissions Officer can provide assistance if required. This information is also published via Discover Uni.*
Programme Description (CMA)	*This should be a description of the programme content i.e. what the applicant will study and what they should expect from the programme. Please make reference to the overall composition in relation to teaching and learning types, contact time and overall methods of assessment. This information is also published via Discover Uni.*
Programme Aims and outcomes	*List the aims, and the intended learning outcomes that a successful graduate should achieve as a result of completing the programme.*
Course Unit Summary (CMA)	*Please use UOM Course Unit Summary Publication (STA) to list all mandatory course units for each year of study, along with an indication of optional course units. Where optional course units are not known please provide a likely indication based upon historic data.*
Fee Information (CMA)	*Brief indication of programme fees for **Home/EU and International** applicants.*
Funding Source (Scholarships and Bursaries)	*Provide details of any opportunities for funding that may be of interest to applicants. This information is also published via Discover Uni.*
Professional Body accreditation (CMA)	*List any external organisations that recognise the programme (or elements of it) for full or partial accreditation. This information is also published via Discover Uni.*
Additional Costs (CMA)	*Please stipulate costs above £100 as per policy on additional costs. Examples may include field trips, equipment, materials, bench fees or studio hire. You should indicate how much these extra costs are likely to be. Where they are unknown, you should set out how they will be calculated and whether they are optional or mandatory for passing the programme. It is important that you highlight those likely to have a direct impact on the outcome of students' academic success.*
Student intake number	*Specify for all proposed programme delivery types including projected numbers for the first three intakes.*
Student Engagement*	**For undergraduate provision only. Please confirm that the Peer Support Programme Team in TLD have been contacted to discuss arrangements for peer support provision.*
Name and summary of proposed cross-School or Faculty delivery and/or any external partners	*Please refer to the guidance on cross School/cross Faculty programmes*
Nomination of External Adviser	*Provide the name, position, address and email of your nominated external adviser using this guidance to assist you*
HECOS Code(s) and %	*Up to 5 HECOS codes are permitted. Please see HESA HECOS guidance for more information.*
UCAS Search Terms	*Refer to the list of UCAS key words to indicate those to be used in the search facility for both UG and PGT programmes.*
ATAS Requirements:	*Refer to ATAS guidance for assistance, and mark N/A where ATAS is not required*
Regulation:	☐　　OfS ☐　　NHS ☐　　Other (Please specify below)

Contact Details	*Name*	*Email*	*Telephone*
Programme Proposer			
Programme Director			
Programme Administrator			
Programme Admissions Tutor(s)			

Programme Admissions Admin			
Programme Marketing Contact			

Section B: Market Demand and Academic Rationale

Please refer to the [market demand and academic rationale prompts](#) on the Teaching and Learning Delivery webpages where you will find some prompts and considerations to guide you through this section.

Rationale for the development of this programme other than for reasons of market demand

Statement to support the academic case for this programme

Demonstrate the demand for the programme based on the analysis of market research

Section C: Resources required to deliver the programme

Library services

Please stipulate the resources that are required by the University Library. In the circumstances that the programme does NOT require resources to be provided by the University Library please describe where those resources will be sourced

We confirm that discussion has occurred between the Programme Director/Proposer and the appropriate Academic Engagement Librarian with regard to the necessary Library Resources for the above mentioned new programme/pathway for which it is expected that the University Library will ensure provision.

	Name & Signature		*Email*	*Telephone*
Academic Engagement Librarian				

Information Systems

1. How will the computing needs of the programme be used to support teaching and learning, assessment, communications and student support, and how will these needs be met?

2. What additional training or support requirements are there for staff and students in relation to the computing elements of the programme?

	Name & Signature		*Email*	*Telephone*
IS Manager				

eLearning

1. How will eLearning be used to support and enhance the programme?

2. What educational technologies will be used to support teaching and learning, assessment, communications and student support, and how will these needs be met?

3. What additional training or support requirements are there for staff and students in relation to the delivery of the eLearning elements of the programme?

	Name & Signature		*Email*	*Telephone*
eLearning Manager				
Teaching and Learning Manager (DL)				

Personnel Resource *(include academic, technical, support and contributions from other schools)*

How many new or significantly modified course units (and credit value) are needed?	
How many existing course units (and credit value) will no longer be needed?	

*If colleagues are **not** already in post to deliver these units, how do you plan to resource the staff requirement? (Please insert N/A to indicate staff are already in post)*

For external colleagues, what level of experience will they be expected to possess; how will they be selected; what training will they undergo; how will the quality of these colleagues be monitored?

Explain, if necessary, how your strategy for staff appointments, especially in terms of investment in research strengths is consistent with the needs of this programme. Include consideration of any potential future staff losses which may affect the ability to run this programme.

Consumables and Equipment

If the School strategy for equipment and/or consumables allocation does not already take into account the needs of this programme please indicate how these costs will be met, and/or any other consumables and equipment issues to be considered.

How will the costs associated with study abroad, field courses and/or placements be met? (Please insert N/A to indicate there are no such associated costs)

Space Requirements

Please indicate below any space requirements additional to current programme demands, including confirmation that these needs have been discussed with Estates and Facilities (Central Teaching Spaces and Timetabling) and Accommodation Office where the programme has residence implications and/or access to facilities outside of the normal semester periods.

	Name & Signature		*Email*	*Telephone*
Head of School				

Section D: Financial Model and Tuition Fee Approval

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 [University of Manchester Financial Model](#)
Please confirm that the fees payable by students for the programme have been agreed by the School Finance Team and Head of Faculty Finance.

	Name & Signature		*Email*	*Telephone*
Head of Faculty Finance				
Head of School Accountant				

Section E. Ready to Publish and Recruit

This confirms that the programme is ready to be marketed with a subject to approval tag and arrangements are in place to prepare a full marketing plan, including the preparation of additional materials such as brochures and multimedia. Programmes should only be published 'STA' once fully endorsed with School and Faculty signatures in Section F below.

	Name & Signature		*Email*	*Telephone*
Faculty Marketing				
Student Admissions				

Section F. Faculty and School Endorsement

This confirms that the academic input of staff to the programme is appropriate, that the resource implications of the programme are acceptable and that an appropriate programme management structure has been agreed.

	Name & Signature		*Email*	*Telephone*
School T&L Committee				
Faculty T&L Committee				
Flexible Learning and Transnational Education Board (formerly UMW) for flexible/transnational programmes only				

Ready for External Review

Section G: Full Programme design

Have there been any changes to Sections A-F since publishing STA?	☐ No
	☐ Yes (Please specify below)

Please provide a summary of, and reasons for any changes. A tracked copy of the revisions should be submitted, including signatures/dates for those impacting upon library, eLearning and marketing &recruitment.

SECTION G Continued: Programme content, design and delivery:

Please include a Programme Specification that will need to be checked annually, via the annual monitoring process, to ensure that it remains current. Consideration must also be given to the level descriptors of the QAA Framework for Higher Education Qualifications and any other appropriate external reference points.

Course Units: *Please attach complete unit specifications for **all** mandatory course units and any **new** option course units that contribute to the programme. A guidance document for completing Course Unit Specifications is available.*

Use of existing course units: *Please confirm that you have scrutinised existing units that contribute to the programme to ensure that they remain current and fit for purpose.* ☐ Yes

Teaching and Learning

Please refer to the Prompts for Teaching and Learning to assist you with the content of this section.

Placement Learning/Study Abroad

For programmes that include any period of study outside of the University, please explain how this aspect of the student experience will be safeguarded by the programme team/School.

Summary of actions taken in response to the Internal and External Advisers In addition to your summary please also attach comments from the internal and external adviser.

Exam Board/Committee Management

Explain how the programme committee or equivalent fits into the School structure, and, if appropriate, into the structures of any partners (where possible this should be provided in diagrammatic form).

Stipulate the name of Examination Board with responsibility for this Programme.

Name of Subject and/or Programme External Examiner(s) responsible for this Programme (*Please attach nomination forms for any new appointments required*).

HEAR programme statement for undergraduate programmes

Add a HEAR statement of no more than 3000 characters (400 words) without formatting i.e. bold, italic, underlining, and accessible to non-specialists. Please also add to Campus Solutions when the programme is first set up.

Is dispensation required from University regulations?	☐ No
	☐ Yes (Please submit a Degree Regulations Variations Form UG/PGT)

Section H. School Endorsement

This confirms that the programme meets all quality assurance standards, is a sound strategic and market fit for the University of Manchester and is fully compliant with Competition and Markets Authority regulations (including the content of the programme itself and also all information published at the time of providing the endorsement).

	Name & Signature		*Email*	*Telephone*
School T&L Committee				
Head of School				

Section I. Faculty Decision/Flexible Learning and Transnational Education Academic Director for Approval

Decision	Approved ☐
	Not Approved ☐ (Further explanation below where appropriate)

	Name & Signature		Email	Telephone
Faculty Programme Approval Committee				
Faculty Programme Approval Committee Chair				
Please liaise with your Faculty Quality Administrator to forward approved copies to the [Approved New Programme Circulation List](#)				

December 2022