

**University of Manchester New PGR Programme Proposal Form**

*This pro-forma is divided into 2 parts. Part 1 can be submitted to the MDC Strategy Group for approval prior to part 2 being completed or both can be submitted simultaneously*

*Please refer to the**Procedure for the Approval of New Postgraduate Research Degrees when completing this pro-forma and use as much space as necessary.*

*If you* wish *to propose a new Collaborative Programme e.g. a Joint/Dual/Split-Site award, then please refer to the* [*Collaborative Postgraduate Doctoral Research Programme Policy*](https://documents.manchester.ac.uk/display.aspx?DocID=68687) *the Procedure for the Approval of New Postgraduate Research Degrees and use the alternative forms.*

|  |
| --- |
| **Part 1****Section A: Programme Outline** |
|  |  |  |  |
|  | **Formal Title of Programme**  | *(Max 150) Presented on 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)**  | *This refers to the qualification PGRs 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)**  | *List any exit awards and titles for the programme*  |  |
|  |  |  |
|  | **Proposed start date** | *Stipulate the first term valid for all proposed delivery.* |  |
|  |  |  |  |
|  | **PGR intake points** | *Stipulate all points within the session when PGRs will be able to commence the programme.* |  |
|  |  |  |  |
|  | **Home School, subject area and Faculty** |  |  |
|  |  |   |  |
|  | **Mode of Attendance***(Tick all applicable)* | ☐ Full-time ☐ Part-time |   |
|  |  |  |  |
|  | **Type of delivery***(Tick all applicable)* | ☐ On-Campus only☐ Online/Blended/Distributed\**\* To consider delivering your programme in an online/blended/distributed learning format please contact* [*Transnational Education*](https://www.staffnet.manchester.ac.uk/transnational/) *to discuss feasibility.*  |  |
|  |  |  |  |
|  | **Level of Degree within the National Qualifications Framework** | *Please tick* ☐ 4 Masters – Masters Degrees, Postgraduate Certificates and Postgraduate Diplomas☐ 5 Doctoral - Doctorates |  |
|  |  |  |  |
|  | **Duration of Degree in Months** | *Please list duration of main award and any exit awards* |  |
|  |  |  |  |
|  | **Research Outside the University** | *Does the degree include study and research outside the University in addition to fieldwork or laboratory visits.* ☐ Yes☐ No*If Yes please specify the nature and duration of the study:* |  |
|  |  |  |  |
|  | **Name of Campus and/or geographic regions that the programme will run**  | *For on-campus only please just stipulate Manchester.* *For UMW or collaborative provision please stipulate all proposed geographic regions/centres/partners where the programme will be delivered.* |  |
|  |  |  |  |
|  |  |  |  |
|  | **Academic entry requirements** | *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* [*UNISTATS*](https://unistats.ac.uk/)*.* |  |
|  |  |  |  |
|  | **English language entry requirements**  | *Your Faculty Admissions Officer can provide assistance if required. This information is also published via* [*UNISTATS*](https://unistats.ac.uk/)*.* |  |
|  |  |  |  |
|  | **Programme Description**  | *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* [*UNISTATS*](https://unistats.ac.uk/)*.* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Fee Information**  | *Please confirm that the fees payable by students for this degree have been agreed and detail below.**Please also give the code of the account that fees should be paid into:* |  |
|  |  |  |
|  | **Funding Source** | *Please detail:*☐ UKRI☐ NHS☐ Other (Please specify): |  |
|  |  |  |
|  |  |  |  |
|  |  |  |
|  | **PGR intake number** | *Specify projected numbers for the first three intakes.* |  |
|  |  |
|  |  |  |
|  | **Name and summary of proposed cross-School or Faculty delivery and/or any external partners** |  |  |
|  |  |  |
|  | **Nomination of External Adviser** | *Provide the name, position, address and email of your nominated* [*external adviser using this guidance*](http://documents.manchester.ac.uk/display.aspx?DocID=7455) *(annex 1) to assist you* |  |
|  |  |  |
|  | **HECOS Code(s) and %** | *Up to 5 HECOS codes are permitted. Please see* [*HESA HECOS guidance*](https://www.hesa.ac.uk/innovation/hecos) *for more information.* |  |
|  |  |  |
|  |  |  |  |
|  | **ATAS Requirements:** | *Refer to* [*ATAS guidance*](https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate) *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 / Strategic Rationale** |
|  |  |  |
|  | *Please refer to the* [*market demand and academic rationale prompts*](http://www.staffnet.manchester.ac.uk/tlso/quality/development-programmes/new-programme-approval/sections-a-f-documentation/) *on the Teaching and Learning Support Office webpages where you will find some prompts and considerations to guide you through this section.* |  |
|  | **Competing Degrees** *Are there any similar degrees across the national and international higher education sector? How will this degree compare and compete with these degrees?* |  |
|  |  |  |
|  |  |  |
|  | **Programme Rationale** *Why has the school decided to develop this degree? What is the rationale for the particular degree title and award that have been chosen for the degree? How does the degree fit with the mission of the University – how will it contribute to the Manchester 2020 strategic plan?* |  |
|  |  |  |
|  |  |  |
|  | **Demonstrate the demand for the programme based on the analysis of market research** *Detail what market research, discussions with current students and/or graduates, or informal external advice has been undertaken to investigate the demand for this degree and detail the results of this process.* |  |
|  |  |  |
|  | **Statement to support the academic case for this programme** |  |
|  |  |  |

|  |
| --- |
| **Section D: 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** |  |  |  |  |  |  |  |
|  | **Head of Distance Learning (UMW ONLY)** |  |  |  |  |  |  |  |
|  |  |  |
|  |  |  |
|  | **Teaching and Learning**  |  |
|  | *1. Does the proposed programme include taught credited course units and / or taught early exit awards? (if offering taught exit award/s please include a summary of how the award/s formulate part of the PGR programme). Please note that complete unit specifications for all new and existing taught course units are required in Part 2 of this form).* |  |
|  |  |  |
|  | *2. What additional training or support requirements are there for staff and students in relation to the taught elements of the programme / taught exit awards?*  |  |
|  |  |  |
|  |  | ***Name & Signature*** |  | ***Email*** |  | ***Telephone*** |  |
|  | **School Level Teaching & Learning (exact role may differ in each Faculty)** |  |  |  |  |  |  |  |
|  | **Staffing**  |  |
|  | *If colleagues are* ***not*** *already in post to deliver this programme, 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 E. Submission / Faculty and School Endorsement**  |
|  |  |  |
|  | *Signing 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*** |  |
|  | **Proposal Submitted by:** |  |  |  |  |  |  |  |
|  | **Head of School:** |  |  |  |  |  |  |  |
|  | **School Level Teaching and Learning (if applicable) – exact role may differ in each Faculty.** |  |  |  |  |  |  |  |
|  | **Faculty Associate Dean - Postgraduate Research:** |  |  |  |  |  |  |  |
|  |  |  |
|  |  |  |
|  |

*Once approved Part 1 of the form can be submitted to the Research Degrees and Researcher Development Team for comment via the Manchester Doctoral College Strategy Group prior to proceeding to Part 2 of the form. Or you may proceed to Part 2 without comments.*

|  |
| --- |
| **Part 2** **Section F: Programme content, design and delivery:** |
|  |  |
|  | **Have there been any changes to Sections A-D since approval in principle by MDCSG?** | [ ]  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, IT eLearning, teaching and learning and marketing & recruitment.* |  |
|  |  |  |
|  |  |  |
|  | **Programme Specification** |  |
|  | *Please include* [*a Programme Specification*](https://documents.manchester.ac.uk/display.aspx?DocID=4720) *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*](https://www.qaa.ac.uk/quality-code) *and any other appropriate external reference points.* ***Taught Course Units****: Please attach complete unit specifications for all new and existing taught course units that contribute to the programme (if applicable).* ***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 (if applicable) .☐ Yes ☐ N/A* |  |
|  |  |  |
|  | **Teaching and Learning:** *Where the school has an action plan for its implementation of the Faculty’s Teaching, Learning and Assessment Strategy please include it as part of this submission. Otherwise, please complete parts i-v below.*  |  |
|  | ***i.*** *Are the proposed teaching and learning methods capable of being adapted to meet the needs of students with disabilities? Please comment and, where relevant, give details of how field trips or placements will be accessible to students with disabilities.* |  |
|  | ***ii.*** *Please explain the choice of the teaching methods that will be employed on the degree. Explain how the variety and balance of methods have been chosen and how they relate to each other. For Distributed Learning degrees, please also discuss the choice of materials, mode of delivery and support mechanisms.* |  |
|  | *iii. If your degree includes teaching delivered by members outside your School, please explain how their expertise is used to enhance the student learning experience and how this experience is managed.* |  |
|  | *iv. Please explain why the methods of assessment are appropriate to the measurement of the achievement of the intended learning outcomes of the degree. Explain why you have chosen these methods and how the different methods of assessment measure the different types and levels of achievement. Comment on the balance between the types of assessment. This information may be available in part through the degree specification so please cross refer as necessary.* |  |
|  | *v. What methods will be employed to ensure the security and integrity of the assessment procedures? In particular, explain how the integrity of assessments not undertaken in invigilated examinations is ensured and how plagiarism and impersonation will be avoided.* |  |
|  | **Subject Specific and Generic Skills Training**  |  |
|  | *Brief details about how the degree will deliver skills training to students. This should distinguish between subject specific and generic skills training. Information about how students will undertake a skills audit should be included, where appropriate.* |  |
|  | **Supervision Arrangements** *For details of University requirements please see the* [*Policy on supervision for postgraduate research degrees*](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/supervision/) *and the* [*policy and procedures for collaborative programmes*](https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/#d.en.866099) *where applicable.* |  |
|  | *Information about how many supervisors the students will have and the respective roles and responsibilities of different members of the supervisory team should be included here. Details about how the students will be supervised, including how often students will meet with their supervisor should be provided.* |  |
|  | **Monitoring Progress and Review of Students** *For details of University requirements please see the* [*Policy on* *Progress and Review of Postgraduate Researchers*](https://documents.manchester.ac.uk/display.aspx?DocID=612) *and the* [*policy and procedures for collaborative programmes*](https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/#d.en.866099) *where applicable.* |  |
|  | *Details should be provided about how the progress of students will be monitored throughout the degree, with information about key milestones that students will be required to achieve in order to progress to the next stage of their research.* |  |
|  | **Study/Research away from the University***.*  |  |
|  | *For programmes that include any period of study outside of the University, please explain how this aspect of the student experience will be managed by the programme team/School.*  |  |
|  | **Summary of actions taken in response to the External Adviser(s)** *In addition to your summary please also include / attach any comments from the* [*external adviser*](http://www.staffnet.manchester.ac.uk/tlso/quality/development-programmes/new-programme-approval/sections-a-f-documentation/external-advisers/)*(s).* |  |
|  |  |  |
|  | **Degree Management and the Examination Process** For details about University requirements for examinations please refer to the document [here](https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/#d.en.708954) and to the [collaborative programme policy / procedures](https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/#d.en.866099) if applicable  |  |
|  | *Information should be provided about how enquiries and admissions for the degree will be organised along with details about how the examination process will be managed.*  |  |
|  | **Comments from the External Advisor**  |  |
|  | *Please include comments for the external advisor.* |  |
|  | **External Examiners (taught units / exit award only)** |  |
|  | *Where the proposed programme includes any taught credited course units and / or taught earlier exit awards, please confirm if relevant subject / programme external examiners have been identified, and that the* [*nomination of external examiner process*](https://www.staffnet.manchester.ac.uk/tlso/external-examiners/) *will be followed.* |  |

|  |
| --- |
| **Section G. Approval**  |
|  |  |  |
|  | *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*** |  |
|  | **Submitted by:** |  |  |  |  |  |  |  |
|  |  |  |
|  | **Head of School:** |  |  |  |  |  |  |  |
|  | **School Level Teaching and Learning (if applicable) – exact role may differ in each Faculty** |  |  |  |  |  |  |  |
|  | **Faculty Level Teaching and Learning (if applicable) – exact role may differ in each Faculty** |  |  |  |  |  |  |  |
|  | **Faculty Associate Dean- Postgraduate Research:** |  |  |  |  |  |  |  |
|  |  |  |

|  |
| --- |
| **Section H. Collaborative Institution Vice-Chancellor or Head of Institution (if applicable) Approval** |
|  |  |  |
|  |  |  |  |
|  |  | ***Name & Signature*** |  | ***Email*** |  | ***Telephone*** |  |
|  | **Signature** |  |  |  |  |  |  |  |
|  |  |  |
|  |  |

|  |
| --- |
| **Section I. Associate Vice President (Research) Approval**  |
|  |  |  |
|  | **Decision** | Approved [ ] Not Approved [ ]   |  |
|  |  | *If the programme is not approved please provide further explanation:*  |  |
|  |  |  |  |
|  |  | ***Name & Signature*** |  | ***Email*** |  | ***Telephone*** |  |
|  | **Signature** |  |  |  |  |  |  |  |
|  |  |  |
|  |  |

*If fully approved by the MDC Strategy Group the submitter of the form will ensure that a copy of the pro-forma is forwarded to:*

* *Head of Student Records*
* *Director of Student Recruitment, Admissions and Widening Participation*
* *JRULM Faculty Librarian*
* *Director of International Development*
* *Teaching and Learning via* *quality@manchester.ac.uk* *(if applicable)*