

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

Please refer to the [programme approval guidance notes](#) on the Teaching and Learning Support Office 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 UMW](#) to discuss initial feasibility with the UMW Director.

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 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 UNISTATS .		
English language entry requirements (CMA)	Your Faculty Admissions Officer can provide assistance if required. This information is also published via UNISTATS .		
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 UNISTATS .		
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 UNISTATS .		
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 UNISTATS .		
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 TLSO 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		
HESA JACS subject code (obsolete from 2019 entry)	Refer to the HESA website for the JACS subject classification list		
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:	<input type="checkbox"/> OfS <input type="checkbox"/> NHS <input type="checkbox"/> Other (Please specify below)		
Contact Details	Name	Email	Telephone
Programme Proposer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Programme Director	<input type="text"/>	<input type="text"/>	<input type="text"/>
Programme Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>
Programme Admissions Tutor(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Programme Admissions Admin	<input type="text"/>	<input type="text"/>	<input type="text"/>
Programme Marketing Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section B: Market Demand and Academic Rationale

Please refer to the [market demand and academic rationale prompts](#) on the Teaching and Learning Support Office 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

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Statement to support the academic case for this programme

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

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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

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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?

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

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Name & Signature

Email

Telephone

IS Manager

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eLearning

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

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

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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?

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Name & Signature

Email

Telephone

eLearning Manager

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Teaching and Learning Manager (DL)

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

How many new or significantly modified course units (and credit value) are needed?

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How many existing course units (and credit value) will no longer be needed?

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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)

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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?

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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.

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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	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section D: Financial Model and Tuition Fee Approval			
<p>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</p> <p>Please confirm that the fees payable by students for the programme have been agreed and submit a University of Manchester Tuition Fee Approval Form</p>			
	Name & Signature	Email	Telephone
Head of Faculty Finance	<input type="text"/>	<input type="text"/>	<input type="text"/>
Head of School Accountant	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section E. Ready to Publish and Recruit			
<p>This confirms that the programme is ready to be marketed with a subject to approval tag and arrangements are in place in order 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.</p>			
	Name & Signature	Email	Telephone
Faculty Marketing	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Admissions	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section F. Faculty and School Endorsement			
<p>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.</p>			
	Name & Signature	Email	Telephone
School T&L Committee	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faculty T&L Committee	<input type="text"/>	<input type="text"/>	<input type="text"/>
UMW Board (for UMW programmes only)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ready for External Review			

Section G: Full Programme design	
<p>Have there been any changes to Sections A-F since publishing STA?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (Please specify below)</p>	
<p>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.</p>	

SECTION G Continued: Programme content, design and delivery:
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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.

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](#))

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Head of School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section I. Faculty Decision/UMW Academic Director for Approval

Decision Approved Not Approved (Further explanation below where appropriate)

	Name & Signature		Email	Telephone
Faculty Programme Approval Committee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faculty Programme Approval Committee Chair	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please liaise with your Faculty Quality Administrator to forward approved copies to the [Approved New Programme Circulation List](#)