MANCHESTER 1824
The University of Manchester

New Programme Proposal (NPP)

GUIDANCE FOR UoM STAFF

What is the New Programme Proposal (NPP) Process?

In order to develop a new Undergraduate or Postgraduate Taught programme of study, the New Programme Proposal process should be followed. The NPP process includes guidance to assist you from the initial programme concept through to the full Programme approval. The process consists of both informal and formal stages:

- **Stage 0 –** Idea generation, research and draft Expression of Interest
- **Stage 1 –** Expression of Interest with approval to develop at School level
- **Stage 2 –** Marketing Approval (including a programme outline for publishing). Signed off by stakeholders and Faculty
- **Stage 3 –** Full Academic Approval (incl. full programme design and set-up). Approved at Faculty level and set-up at School level
- **Stage 4 –** Sign off of any conditions of approval, launch readiness and set up

Timeline for NPP Submissions

For standard Undergraduate and Postgraduate Taught programmes:

- Stage 1 to be completed by internal School/Faculty deadline(s)
- Stage 2 to be completed and approved for marketing 18 months prior to implementation *(in line with significant amendments)*
- Stage 3 to be completed and fully signed off no later than 6 months prior to implementation *and by 15th March or 4 weeks prior to the April Senate*, whichever date comes first.

Please note that the timescales for approving Collaborative Programmes may differ.

NPP Documents

- New Programme Proposal Guidance
  – it is required that anyone completing a new programme proposal reads this guidance carefully prior to completing the form
- New Programme Proposal Form
- Course Unit Specification Form
- Course Unit Specification Guidance
- Procedures for the Quality Assurance of Taught Collaborative Provision

Standard and Accelerated Approval Routes

The NPP process has been split into two routes. If you are unsure which route you should take, please consult with your School C&P team in the first instance.

Standard NPP Process:
The standard route is suitable for all Undergraduate and Postgraduate taught provision

- Normally used for Undergraduate programmes due to UCAS recruitment timelines and the need to ensure that accurate and sufficiently stable material information is available to prospective students at the appropriate point in the recruitment cycle.

Accelerated NPP Process
The accelerated route has been designed to allow strategically time-sensitive programmes (not constrained by UCAS timeframes) to be developed and advertised more quickly whilst maintaining academic and quality standards

- Normally used for Manchester Online, Postgraduate Taught programmes and offerings that are a strategic priority and require a faster development process.

CMA Compliance

The CMA sets out the consumer rights of our students. As a university, we must provide critical information to prospective students for them to make an informed decision about what and where to study. Both academic and professional services colleagues are jointly responsible for ensuring we are compliant by providing this information and ensuring it is accurate. If we do not provide this critical information, then we may be in breach of consumer law and risk enforcement action.

Various stages of the NPP process link directly to our responsibility to CMA.

Prior to starting the NPP process, please refer to the Teaching & Learning Delivery webpage.

Pre-submission checklist

Prior to submitting a New Programme Proposal form to the relevant Faculty office, please ensure that you have:

- ✓ Completed all relevant sections of the NPP form
- ✓ Considered all financial and resource implications
- ✓ Provided any additional information required
- ✓ Engaged with partners for collaborative provision *(if applicable)*
- ✓ Secured approval via relevant Department/Division/School committees
- ✓ Consulted with Legal Affairs *(if relevant)*
- ✓ Consulted with the PSRB/Accrediting Body *(if applicable)*

The following table sets out information about the NPP process, and which area is responsible for ensuring the process step(s).

PROCESS STEP(S)	RESPONSIBILITY
Stage 0 – Idea generation, Research and Draft Expression of Interest form • Ideation discussion • Market Research/Student Demand for proposed programme • Scoping discussion with School/Faculty steer on strategic fit to the existing portfolio • Internal decision to proceed with the proposal *Possible outcomes: Proceed to Expression of Interest submission; No further action*	Department/Division/School (as appropriate)
Stage 1 – Expression of Interest • Draft Expression of Interest and associated documents are submitted to the relevant School-level Committee for consideration. • Decision taken on whether to endorse the proposed programme for development. *Possible outcomes: Approval to Develop; Referral back for further development; Unsuccessful (no further action with rationale for decision given)*	Department/Division/School (as appropriate) Relevant School-level Committee
Stage 2 – Marketing Approval and Publishing Core Programme Information **(Accelerated Route combines Stage 2 and Stage 3)** • Programme Outline compiled including Draft Programme Specification and Resources Discussions. • School and Faculty Stakeholder meeting to discuss the Proposed programme. Decision taken on whether to endorse the proposal for marketing to prospective students. *Possible outcomes: Approval to Develop/Approval with development requirements; Referred back for further development; Unsuccessful (no further action with rationale for decision given)*	Department/Division/School (as appropriate) to draft the paperwork Faculty
Stage 3 – Full Academic Approval **(Accelerated Route combines Stage 2 and Stage 3)** • Consultation with Internal and External Advisors, including feedback on proposed Programme Design. • Decision taken by Faculty on whether to endorse the proposal for marketing to prospective students. *Possible outcomes: Endorsed/Endorsed with minor corrections; Referred back for further development* ***(Note CMA implications)****; Unsuccessful (no further action with rationale for decision given)* ***(Note CMA implications)***	Department/Division/School (as appropriate) to draft the paperwork Faculty
Stage 4 - Conditions sign off, launch readiness and set-up Any conditions of approval should be signed off. School to finalise Campus Solutions set-up, create the Programme Handbook, make arrangements for an External Examiner and submit any Variations to Degree Regulations (if applicable).	School
Reporting programmes that have been approved for marketing to prospective students and programmes that have subsequently been fully approved to Senate (October, February, April and June)	Teaching and Learning Delivery team
Creation of online Course profile on UoM website and updating Course Web profile (if necessary), following full programme sign-off.	Faculty Marketing teams

Further information and Support

You should refer to the full guidance document which sets out detailed information about the process and timescales for new programme approvals.

If you have any queries, please contact your School Curriculum and Programmes team, the relevant Faculty Teaching and Learning Officer (EDPPP), or the Teaching and Learning Delivery team: quality@manchester.ac.uk

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