Faculty of Humanities New Programmes Proposal Process for Validated Partners

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Please be aware that the Faculty NPP Process for Validated Partners is under review following publication of the revised University NPP process in September 2026. School colleagues should discuss with their assigned Faculty Teaching and Learning Officer (EDPPP) any potential new programme proposal at the earliest opportunity, and before any formal paperwork is begun, so that they can advise on the process and timelines, in consultation with the Associate Dean for Curriculum Portfolio and Quality.

The below provides an outline of the process for the proposal of new programmes from validated partners within the Faculty of Humanities.

Validated partners should also consult relevant information and guidance from their associated University of Manchester School. Validated partners should have additional steps within their organisation to consider proposal for new programmes, as this document primarily outlines the steps associated with University of Manchester (UoM) approval. **Validated partners should make both the Collaborative Academic Advisor and the School TLSE Co-ordinator supporting validation activity aware of potential programme developments at the earliest opportunity.**

Information on the approval processes in the Faculty of Humanities for credit and/or non-credit bearing short courses/continuing professional development (CPD) activity is available on the Teaching Academy SharePoint: Continuing Professional Development (CPD) (access for UoM staff only).

The UoM School associated with the validated partner should inform the relevant Faculty TLO (EDPPP) when a potential programme development may fall under this framework at the earliest opportunity so the process can be initiated and the relevant timeline considered.

Each programme will have an individual programme proposal timeline which will be drafted and agreed with the relevant School TLSE Co-ordinator supporting validation activity and allocated Faculty Teaching and Learning Officer.

It is expected that the proposers from the validated partner will work with relevant colleagues in their organisation, including marketing, admissions, and e-Learning/Learning Design teams, throughout the process.

Further information about the new programme proposal (NPP) process is available on the Teaching Academy SharePoint: New Programme Design and Development (access for UoM staff only).

Time to first intake	PHASE 1 – STAKEHOLDER	
20-24 months	**Stakeholder Meeting Preparation** Proposer(s) to provide a 1-page outline of the proposed programme development to the UoM home School / department. The outline should include information such as: proposed level of award / offering, type of delivery, first proposed intake date etc. An informal meeting should take place with the SALC Validation Office (PS and associated academic staff) to discuss the proposed programme's feasibility, and to agree if a request should be made to the Faculty to arrange a stakeholder meeting.	**Stakeholders** **Proposing Validated Partner** Academic Proposer(s) from validated partner **UoM School:** Chair of Validation Panel (R&T only) Collaborative Academic Advisor TLSE Coordinator (Collabs/Validation)
20-24 months	**Stakeholder Meeting** The UoM School associated with the validated partner should inform the relevant Faculty TLO EDPPP to request a stakeholder meeting for a programme development to be arranged. This meeting will facilitate the creation of a programme proposal timeline for the proposed programme. The aim is to: • To maximise quality and ensure delivery of new programmes on time • To ensure proposal fits in with the School and Faculty's strategy for Teaching and Learning (it is expected that programme proposers have already had these discussions with the UoM owning School); • Access advice from marketing, admissions, eLearning/ learning design, and any other relevant stakeholder; • Plan and agree the approval process, stages, timescales and deadlines. Following the meeting a programme proposal timeline will be circulated to all Stakeholders.	**Stakeholders** **Proposing Validated Partner** Academic Proposer(s) Relevant PS contact, as appropriate **UoM Faculty:** AD for Portfolio Development – Chair Teaching and Learning Officer (EDPPP) – Secretary **UoM School:** Director of Teaching and Learning Chair of Validation Panel (R&T only) Collaborative Academic Advisor TLSE Coordinator (Collabs/Validation) Teaching and Learning Manager/Teaching and Learning Officer (Curriculum and Programmes) Other colleagues as appropriate depending on the nature of the proposal.
Time to first intake	**PHASE 2 – POST-STAKEHOLDER DEVELOPMENT**	
18-20 months	**NPP1 (sections A to F) Preparation** During this phase the validated partner should liaise with Teams within their organisation e.g. eLearning, Library, Marketing, Admissions etc. to develop the NPP1 documentation. Any advice regarding UoM regulations, policy or guidance should initially be sought from the School TLSE Coordinator (Collabs/Validation) and/ or UoM Collaborative Academic Advisor. The NPP1 includes details such as: • Formal title of award and exit awards	**Stakeholders** **Proposing Validated Partner** Academic Proposer(s) **UoM Faculty:** Faculty Teaching and Learning Officer (EDPPP) **UoM School:** Chair of Validation Panel (R&T only) Collaborative Academic Advisor TLSE Coordinator (Collabs/Validation) Teaching and Learning Manager/Teaching and Learning Officer (Curriculum and Programmes

	• Type of delivery • Placement/International Study (where applicable) • Academic/English Language entry requirements • Programme description, aims and intended learning outcomes • Course unit summary • Tuition fee • Scholarships (where applicable) • PSRB requirements (where applicable) • Student numbers • Market demand • Academic rationale • Confirmation that the validated partner has sufficient resources to support the development and delivery of the proposed programme and it will be financially viable. • Proposed marketing material	Other colleagues as appropriate depending on the nature of the proposal.
18-20 months	**Full NPP1 Draft** A full draft of the NPP1 documentation should be submitted to the School TLSE Coordinator (Collabs/Validation) for informal feedback on the submission from both the School TLSE Coordinator (Collabs/Validation) and the Faculty Teaching and Learning Officer (EDPPP).	**Stakeholders** **Proposing Validated Partner** Academic Proposer(s) **UoM Faculty:** Faculty Teaching and Learning Officer (EDPPP) **UoM School:** TLSE Coordinator (Collabs/Validation) Teaching and Learning Manager/Teaching and Learning Officer (Curriculum and Programmes Other colleagues as appropriate depending on the nature of the proposal.
Time to first intake	**PHASE 3 – NPP1 Approval**	
18months	**R&T Academic Sub-Panel / CAA Approval** The proposer(s) is required to attend this meeting to present the item and answer any queries raised by the panel. The documentation usually required for the NPP1: • NPP1 form – sections A to F • Copy of stakeholder notes • Course unit summary • Confirmation that the validated partner has sufficient resources to support the development and delivery of the proposed programme and it will be financially viable. • Proposed marketing material **R&T Academic Sub-Panel for Programme Developments** For R&T validated partners the NPP1 form and associated documents are submitted to the SALC R&T Academic Sub-Panel for Programme Developments for approval.	**Meeting Attendees** Determined by the School but should include appropriate academic and PS representation.

	CAA Approval For validated partners outside of R&T the NPP1 form and associated documents are submitted to the UoM School TLSE Coordinator (Collabs/Validation) to arrange the CAA to consider for approval. The CAA may request a meeting with the validated partner to discuss the documentation prior to sign off.	
18-16 months	The proposer(s) may be required to attend this meeting to present the item and answer any queries raised by the panel. **School NPP1 Approval** The NPP1 form and associated documents are submitted to the School QSDE meeting for approval. The documentation usually required for the NPP1: • NPP1 form – sections A to F • Copy of stakeholder notes • Course unit summary • Confirmation that the validated partner has sufficient resources to support the development and delivery of the proposed programme and it will be financially viable. • Proposed marketing material	**Recommended membership for School QSDE** (NB: appropriate membership to be determined by the School): School Director of Teaching and Learning UG/PGT Directors of Teaching and Learning Associate Directors or equivalent (e.g. employability, widening participation, online learning etc) School Teaching and Learning Manager School Student Service, Support and Development Manager Programme Proposer(s) Faculty Engagement Librarian Faculty Teaching and Learning Officer Faculty eLearning Officer Student Representative(s)
18-16 months	**Faculty NPP1 Approval** The NPP1 form and associated documents are submitted to the Faculty QSDE meeting for approval. Documentation must have UoM CAA, School Director of Teaching and Learning, and Head of School confirmation of approval prior to being submitted to the Faculty for consideration. The proposer(s) is required to attend this meeting to present the item and answer any queries raised by the panel. The documentation usually required for the NPP1: • NPP1 form – sections A to F (must include all signatures/email confirmation of approval except Head of Faculty Finance and Faculty T&L Committee). • Copy of stakeholder notes • Course unit summary • Confirmation that the validated partner has sufficient resources to support the development and delivery of the proposed programme and it will be financially viable. • Proposed marketing material	**Meeting Attendees** Proposer(s) from validated partner Chair of Validation Panel (R&T only) or SALC Collaborative Academic Advisor School TLSE Coordinator (Collabs/Validation) AD for Portfolio Development – Chair Faculty Teaching and Learning Officers (EDPPP) – Secretary Marketing Representative Admissions Manager eLearning Representative Academic Internal Advisor (allocated by the Faculty usually another School DoTL) SU Education Officer
12-18 months	**Marketing for Programme STA** Following Faculty approval of the NPP1 the programme can be advertised 'subject to approval', applications can be accepted and offers issued.	**Stakeholders** Proposer(s) from validated partner
Time to first intake	**PHASE 4 – NPP2 DEVELOPMENT**	

18 months	**Additional Market Analysis** It is recommended that proposer(s) discuss within their organisation the planned marketing for the programme e.g. discuss the student and employer value proposition, marketing and recruitment personas and areas for co-creation; produce a marketing plan and marketing material; consider and engage with recruitment and conversion activities e.g. webinars, video promotion etc.	**Stakeholders** Proposer(s) from validated partner Other relevant staff members from validated partner
18 months	**Learning Design** It is recommended that proposer(s) discuss within their organisation how eLearning and learning design is considered in preparation for the NPP2 documentation.	**Stakeholders** Proposer(s) from validated partner Other relevant staff members from validated partner
15 months	**Full NPP2 Draft** A full draft of the NPP2 documentation should be submitted to the School TLSE Coordinator (Collabs/Validation) for informal feedback on the submission from both the School TLSE Coordinator (Collabs/Validation) and the Faculty Teaching and Learning Officer (EDPPP).	**Stakeholders** **Proposing Validated Partner** Academic Proposer(s) **UoM Faculty:** Faculty Teaching and Learning Officer (EDPPP) **UoM School:** TLSE Coordinator (Collabs/Validation) Teaching and Learning Manager/Teaching and Learning Officer (Curriculum and Programmes Other colleagues as appropriate depending on the nature of the proposal.
Time to first intake	**PHASE 5 – NPP2 Approval**	
14 -15 months	**External Advisor Review** The Faculty Teaching and Learning Officer will send the External Advisor a copy of the NPP documentation for their review and comment. The External Advisor acts as a critical friend and is a subject specialist in the area of the proposed programme. The External Advisor will be asked to provide feedback using the **External Advisor Feedback Pro forma**. The proposer(s) will need to consider the feedback provided, and determine whether any amendments to the NPP documentation are required in light of the External Advisor's feedback. The proposer will need to provide a response to the feedback which will be sent to the External Advisor for confirmation.	**Stakeholders** **Proposing Validated Partner** Academic Proposer(s) **UoM Faculty:** Faculty Teaching and Learning Officer (EDPPP **UoM School:** TLSE Coordinator (Collabs/Validation) **Other:** External Advisor
14 months	**R&T Academic Sub-Panel / CAA Approval** The proposer(s) is required to attend this meeting to present the item and answer any queries raised by the panel. The documentation usually required for the NPP2: • NPP form (section G onwards) • Programme specification	**Meeting Attendees** Determined by the School but should include appropriate academic and PS representation.

	• Programme structure (if not already included in the programme specification doc) • Course unit specifications for all core units and any new optional units • External advisor feedback • Validated partner response to external advisor feedback **R&T Academic Sub-Panel for Programme Developments** For R&T validated partners the NPP1 form and associated documents are submitted to the SALC R&T Academic Sub-Panel for Programme Developments for approval. **CAA Approval** For validated partners outside of R&T the NPP1 form and associated documents are submitted to the UoM School TLSE Coordinator (Collabs/Validation) to arrange the CAA to consider for approval. The CAA may request a meeting with the validated partner to discuss the documentation prior to sign off.	
13 -14 months	**School NPP2 Approval** The NPP2 form and associated documents are submitted to the School QSDE for approval. The proposer(s) may be required to attend this meeting to present the item and answer any queries raised by the panel. The documentation usually required for the NPP2: • NPP form (section G onwards) • Programme specification • Programme structure (if not already included in the programme specification doc) • Course unit specifications for all core units and any new optional units • External advisor feedback • Validated partner response to external advisor feedback	**Recommended membership for School QSDE** (NB: appropriate membership to be determined by the School): School Director of Teaching and Learning UG/PGT Directors of Teaching and Learning Associate Directors or equivalent (e.g. employability, widening participation, online learning etc) School Teaching and Learning Manager School Student Service, Support and Development Manager Programme Proposer(s) Faculty Engagement Librarian Faculty Teaching and Learning Officer Faculty eLearning Officer Student Representative(s)
13 -14 months	**Faculty NPP2 Approval** The NPP2 form and associated documents are submitted to the Faculty NPP2 Approval Panel. Note that the Faculty team will arrange a specific NPP2 approval panel meeting for the item (outside of the usual Faculty QSDE meeting schedule). The proposer(s) is required to attend this meeting to present the item and answer any queries raised by the panel. The documentation usually required for the NPP2: • NPP form • Programme specification • Programme structure (if not already included in the programme specification doc) • Course unit specifications for all core units and any new optional units	**Meeting Attendees** Proposer(s) from validated partner Chair of Validation Panel (R&T only) or SALC Collaborative Academic Advisor School TLSE Coordinator (Collabs/Validation) AD for Portfolio Development – Chair Faculty Teaching and Learning Officers (EDPPP) – Secretary Marketing Representative Admissions Manager eLearning Representative Academic Internal Advisor (allocated by the Faculty usually another School DoTL) SU Education Officer

	• External advisor feedback • Validated partner response to external advisor feedback Once Faculty NPP2 approval confirmed 'subject to approval' caveat can be removed from marketing material.	
	PHASE 6 – POST NPP2 DEVELOPMENT	
12 -14 months onwards	**Learning Design and Marketing** Following the NPP2 approval of the programme the validated partner should continue to work with relevant members of staff within their organisation to market the programme and prepare the programme for delivery.	**Stakeholders** Proposer(s) from validated partner Other relevant staff members from validated partner
PHASE 7 – PROGRAMME LAUNCH First student intake of the programme, and delivery of the programme.		

Document control box	
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Related Procedures and Guidance:	HUMS Annotated NPP Form Faculty of Humanities – Guidance for programme proposers on completion of the New Programme Proposal (NPP) paperwork
Policy owner:	David Spendlove, Associate Dean for Portfolio Development
Lead contact:	Helen Davenport, Teaching and Learning Officer (Teaching and Learning Officer (Education Development, Policy, Procedure and Practice)

Amendment history

Version	Date:	Reason for change:
V1.1	04/12/2023	Update to Faculty NPP2 Approval section to clarify that the Faculty team will arrange a specific NPP2 approval panel meeting outside of the usual Faculty QSDE meeting schedule.
V1.2	27/09/2024	Inserted introductory statement to view latest document version online.
V2	15/01/2025	Addition of introductory text to provide an overview of expectations. Addition of text to highlight that the School is responsible for requesting the Faculty to arrange a stakeholder meeting. Addition of link to HUMS annotated NPP form and related NPP guidance for proposers.
V2.1	13/01/2026	Updated hyperlinks to relevant Teaching Academy SharePoint links.
V2.2	12/10/2026	Added statement to advise of process being under review.