New Programme Proposal Process Guide

The New Programme Proposal (NPP) process must be followed for the development and approval of all new undergraduate and postgraduate taught programmes that lead to a named award at the University of Manchester. Please read this guidance carefully before starting the process to ensure all steps are completed correctly.
For general enquiries about the NPP process and form, please speak to your School Curriculum and Programme (C&P) Teams in the first instance. C&P teams can liaise with the relevant Faculty quality teams as required.

Faculty of Biology, Medicine and Health	sbs.programmes@manchester.ac.uk shs.programmes@manchester.ac.uk sms.programmes-ugmedicine@manchester.ac.uk sms.programmes-ugdent@manchester.ac.uk sms.programmes-pgt@manchester.ac.uk
Faculty of Humanities	ambs.programmes@manchester.ac.uk salc.programmes@manchester.ac.uk seed.programmes@manchester.ac.uk soss.programmes@manchester.ac.uk
Faculty of Sciences and Engineering	soe.programmes@manchester.ac.uk sons.programmes@manchester.ac.uk

Throughout the NPP process you will need to contact the relevant Faculty office for approvals. The contact details for each Faculty office are as follows:

Faculty of Biology, Medicine and Health	FBMH-TL@manchester.ac.uk
Faculty of Humanities	Hums.quality@manchester.ac.uk
Faculty of Sciences and Engineering	Fse-edppp@manchester.ac.uk

For queries regarding the new programme proposal process, please visit the Teaching and Learning Delivery website or contact the team at quality@manchester.ac.uk for advice.

Table of Contents

Overview of the NPP Process 2
- Standard NPP process 2
- Accelerated NPP process 2
  - Key considerations 2

Key Considerations before starting the NPP process 3
- Competition and Markets Authority (CMA) 3
- Normative Criteria 3
- Professional, Statutory, Regulatory Body (PSRB) 3
- Collaborative Partnership 3
- Internal and External Advisers 4
  - Nomination and role of an Internal Adviser 4
  - Nomination and role of an External Adviser 4

NPP stages explained 4
- Summary of NPP stages: 4
- NPP Form functionality 5
- Stage 0: Idea Generation, Research & Draft Expression of Interest (EoI) 5
- Stage 1: Expression of Interest 6

Stage 2: Marketing Approval and Publishing Core Programme Information 7
Stage 3: Full Academic Approval 8
Stage 4: Conditions sign off, launch readiness and set up 9
Exam Board/Committee Management/Governance Structures 9
Appendices 10
Appendix A: Normative Criteria 10
Appendix B: Internal and External Adviser Guidance 11
Appendix C: New Programme Proposal Flowchart (standard route) 12
Appendix D: New Programme Proposal Flowchart (accelerated route) 13
Appendix E: Timeline for programme development activity 14

Overview of the NPP Process

The NPP process has been split into two routes, the standard route suitable for all Undergraduate and Postgraduate taught provision (see overview flowchart in Appendix C), and the accelerated route which has been designed to allow strategically time-sensitive programmes to be developed and advertised more quickly whilst maintaining academic and quality standards (see overview flowchart in Appendix D).

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 will normally be used for undergraduate programmes because of 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 (see timeline in Appendix E)**.**

Accelerated NPP process

An Accelerated NPP Approval process has been introduced to build agility into the NPP process, whilst maintaining the necessary quality assurance standards, internal stakeholder consultation and strategic oversight. The Accelerated NPP process is designed to be suitable for programmes not constrained by UCAS advertising timeframes (e.g. Manchester Online and Postgraduate taught) and for offerings that are a strategic priority and require a faster development process.

The Accelerated NPP Approval is a compressed version of the standard NPP Approval process. Although the approval timeframe is compressed, the process uses the same approval criteria, quality assurance and evidence requirements as the standard NPP approval process. Programme Proposers will complete the same NPP form, but the worksheets that would normally be completed at Stage 2 and Stage 3 of the standard process will need to be completed concurrently.

The accelerated route is criteria-led rather than self-selected. Eligibility should be agreed with the School and Faculty, taking account of the strategic time-sensitivity of the proposal, its state of development, recruitment considerations, and the availability of the evidence and stakeholders needed to support a compressed approval timetable. The route and the approval body are separate decisions: an accelerated proposal may be considered through Faculty or central arrangements, but in all cases appropriate Faculty/School academic ownership and scrutiny must be built in.

Key considerations for the accelerated route

- The proposal is already sufficiently developed and strategically time sensitive. The programme proposer is required to complete more of the development work at an earlier stage, in response to the condensed timeframe and to ensure that all necessary information is available at an earlier stage.

- The marketing/publication of core programme information stage is combined with the full academic approval stage, which shortens the overall approval timeframe.
- Accelerated NPP Proposals can be considered by Faculty or by a central Quality Committee, which will include relevant Faculty, School, Quality and professional service colleagues.
- Faculty and central Quality Committee meeting dates will be scheduled throughout the academic year, and dates will be circulated in advance. When the paperwork is ready for consideration, the Accelerated NPP Proposal may be submitted to either the next scheduled Faculty or central Quality Committee meeting.

All taught programmes must have full academic approval at least 6 months before teaching commences. The final dates for approval (including submission to TLD) for September starts are *by 15th March or 4 weeks prior to the April Senate*, whichever date comes first. These deadlines ensure that the programmes have the appropriate scrutiny and are operational on Campus Solutions in good time for student registration and course unit selection. The deadlines also take into consideration the advertising deadlines for promotional medias. Your Faculty EDPPP Officer will be able to develop an approval schedule with you.

Key Considerations before starting the NPP process

Competition and Markets Authority (CMA)

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. These are clearly highlighted on the relevant forms. Prior to starting the NPP process, please refer to the Teaching & Learning Delivery webpage.

Normative Criteria

The University has established a set of normative criteria that must be considered for all programme development activity, including New Programme Proposals (NPPs), programme amendments, withdrawals and suspensions. These criteria help ensure that proposals are strategically aligned with the University's priorities, maintain appropriate academic standards, and are financially and operationally sustainable. A full list of the criteria is provided in Appendix A. However, not all criteria will be relevant to every proposal, and consideration should be given only to those that are applicable. The Teaching and Learning Delivery team produces a report for each Senate meeting summarising approved programme development activity. This report includes a brief overview of the normative criteria considered as part of the approval process for each proposal, taken from the relevant programme development form.

Please see Appendix A for a full list of Normative Criteria.

Professional, Statutory, Regulatory Body (PSRB)

If your proposed programme will have Professional, Statutory, Regulatory Body (PSRB) involvement or accreditation, proposers should ensure that they are consulted throughout programme development, as appropriate. If you are unsure of the requirements for doing this, please speak to you School C&P team in the first instance.

Collaborative Partnership

For some Collaborative Partnerships, it may be necessary for you to complete an NPP form. Please refer to the Collaborative Provision guidance for further information. Please bear in mind that the timeframes for approval of collaborative programmes may vary from the timeframes for a standard or accelerated NPP process. Please speak to your Faculty Teaching and Learning Officer (EDPPP) in the first instance for further advice.

Internal and External Advisers

Internal and external advisers should be identified and engaged at Stage 2 so that their input can inform programme development. Their substantive academic feedback should be provided on sufficiently developed documentation for full academic approval at Stage 3. Earlier input may be sought where it would materially benefit programme development. For accelerated proposals, adviser feedback must be available as part of the combined Stage 2/3 approval evidence.

Nomination and role of an Internal Adviser

An Internal Adviser provides feedback on the proposed academic content of the programme/pathway documentation. They should be a member of the same Faculty but from a different school from the proposed programme. They *do not* have to be senior colleagues. Where it is not possible for the Internal Adviser to be from a different School, it is permissible to engage a colleague from the home school, provided they will not be directly involved in the delivery of the programme. Their comments and feedback are required to be submitted and responded to before full academic approval at Stage 3 of the NPP process.

Nomination and role of an External Adviser

An External Adviser serves as a critical friend that provides comment and feedback on the academic coherence of the programme proposal. Comments from at least one External Adviser are required. The External Adviser should be nominated by the School and approved by the Faculty. Their comments and feedback are required to be submitted and responded to before full academic approval at Stage 3 of the NPP process.

The External Adviser should be a subject specialist but not a current External Examiner at the University of Manchester. They should hold a senior academic position at another higher education institution. If appropriate, a second external adviser from industry may be appointed.

The External Adviser cannot subsequently be appointed as External Examiner, unless there are exceptional circumstances e.g. there being a small pool of people available within a specialist subject. Where possible, External Advisers should be based within the UK. However, in cases where this is not possible, you should contact TLD (quality@manchester.ac.uk) for advice on the process for appointing Advisers from abroad.

Guidance for Internal and External Advisers can be found in Appendix B.

NPP stages explained

The NPP process has been split into four formal stages (following an informal stage '0'). The NPP form is designed to reflect these stages clearly with easy to navigate excel worksheets utilised throughout. *Please note that the following relates to both the standard NPP process and the accelerated process, however it is important to state that the accelerated NPP process combines Stages 2 & 3 which are completed simultaneously.*

Summary of NPP stages:

Stage	Purpose	Key evidence	Decision	Approver
0	Explore idea and feasibility	None formally required. However, local notes may be retained if appropriate.	Whether to develop Expression of Interest (EoI)	Local
1	Approval to develop	EoI, initial demand / viability / resource position	Proceed / proceed with requirements / return / stop	School
2	Approval to market/publish	Stable core programme and student-facing information	Approve to market / conditions / refer / not approved	Agreed academic governance route*

3	Full academic approval	Full programme / unit documentation, assessment / curriculum mapping, adviser feedback, resources	Approve / approve with corrections / refer / not approved	Agreed academic governance route*
4	Conditions, launch readiness and setup	Final approved record and conditions closure	Ready for launch/setup	Named authority/admin

**this may be School, Faculty or Central depending on the nature, context, or timing of the proposal*

NPP Form functionality

The form has been designed to enhance user experience and make it easier to navigate the different stages of the NPP process. Excel has been utilised which allows greater flexibility in sharing the form with colleagues during completion, as well as added functionality. A list of key features is below, but if you have any questions about the form please contact the Teaching and Learning Delivery team at quality@manchester.ac.uk.

- Auto-population of fields containing duplicate information across stages. *Please note that auto-populated cells are locked and cannot be edited by users.*
- Auto-generation of a Programme Specification form using data input throughout the form (this is run by pressing Alt + F8 simultaneously whilst in the Programme Specification workbook)
- Integrated guidance throughout via roll-over prompts
- Visual prompts when information is missing, with required cells coloured yellow

Note the form uses formulae and conditional formatting throughout. Do not introduce your own formulae or formatting or override the existing set-ups. Doing so could mean the form may not work as intended.

The form is split into worksheets corresponding with the stages of the NPP process outlined below. Each worksheet needs to be completed in sequence, with the relevant approvals for each stage gathered on the 'Approvals' worksheet. Below is a list of worksheets included in the form and details on at which stage they should be completed:

Worksheet name	Standard Process	Accelerated Process
Programme Summary	Stage 0	Stage 0
Approvals	All stages	All stages
Stage 1. EoI	Stage 1	Stage 1
Stage 2. Marketing Approval	Stage 2	Stage 2 & 3 (combined)
Programme Specification	Stage 2 (draft / partial); Stage 3 (complete)	Stage 2 & 3 (combined)
Stage 2. Marketing Web Form	Stage 2	Stage 2 & 3 (combined)
Stage 2. CMA Durable Info	Stage 2	Stage 2 & 3 (combined)
Stage 3. Programme Design	Stage 3	Stage 2 & 3 (combined)
Unit & Curriculum Map	Stage 3	Stage 2 & 3 (combined)

A macro will be used to generate a word document of the Programme Specification and Curriculum Map. Please ensure macros are enabled via the Developer tab on Excel to allow this functionality.

Stage 0: Idea Generation, Research & Draft Expression of Interest (EoI)

A new programme does not have a single point of origin, and a proposal may be initiated through a number of different channels. Stage 0 is an informal start to the process, where initial discussions at department/division level take place, early market research is conducted, and academic colleagues liaise with stakeholders to understand the feasibility of the proposal. School and/or Faculty colleagues, and the Director/Head of Education/Director of Teaching and Learning in your area should be contacted at this stage for a steer regarding strategic fit within the Faculty and wider University portfolio.

Key points of consideration at this stage are:

- Market demand
- PSRB requirements

- Collaborative provision
- Specialist resources
- Online/blended delivery
- Non-standard degree regulations
- Manchester Online delivery

No documentation is formally required at this stage, but proposers may want to use the Expression of Interest worksheet to guide their discussions. A local record of notes may be retained if appropriate.

Stage 1: Expression of Interest

Stage 1 determines whether the proposal should proceed to development and is an extension of conversations held at Stage 0. Proposers are asked to provide a brief description of the programme, demonstrate demand and rationale, and indicate the resources required to deliver the programme. A scoping meeting should take place within the Department/Division/School to discuss the proposal. Exact membership will be determined by the School but will vary depending on the nature of the proposal. Appropriate representation should include the following, proportionate to the nature and complexity of the proposal:

- Discipline/School Head of Education/Director of Teaching and Learning
- Programme Proposer(s)
- School Teaching and Learning Manager (Curriculum and Programmes)
- Faculty Teaching and Learning Officer (EDPPP)
- Marketing and Recruitment Manager
- Admissions Manager

Where the proposal has implications for other Schools, Faculties, specialist services or delivery partners, relevant colleagues should be involved at an appropriate stage.

If it is agreed that the proposal is viable, the Expression of Interest (EoI) worksheet will be completed by a representative from the Department/Discipline/Division/School. This may be the colleague who will become the Programme Director/Lead. The EoI is normally discussed at the appropriate School-level committee. Approval is sought from the Head of School or nominee.

The EoI form captures key information such as:

- The proposed title, award and level
- The owning School/Faculty
- indicative start date and programme duration
- Mode of delivery
- PSRB/accreditation details
- Any collaborative partnership provision
- A brief strategic and market rationale
- An initial financial and resource viability assessment, including any specialist resource requirements, sufficient to establish whether further programme development is justified (the University of Manchester Financial Model is a helpful resource)

The EoI does not ask for programme learning outcomes, unit specifications, assessment maps, marketing copy, CMA/durable information or detailed financial modelling.

Collaborative Partnerships

Section 1.2.4 – Financial information for Validated Partnership programmes is considered as part of the Institutional Review. For Validated Partners programmes it is only necessary to confirm that they have the required resources and capacity to provide the new programme in this section.

Potential outcomes at Stage 1 are:		
✓ Approval to proceed with programme development	× EoI returned to proposer for further scoping with School advice	× Programme not approved to proceed, with School rationale provided
✓ Approval to proceed with programme development with specific development requirements		

Stage 2: Marketing Approval and Publishing Core Programme Information

Stage 2 confirms whether the core programme information is sufficiently stable, accurate and complete to support marketing/publication pending full academic approval. Following a successful EoI submission, key CMA durable information will be gathered, and a draft Programme Specification will be created. Proposed titles for core units and indicative descriptions should also be provided. A Faculty stakeholder meeting is arranged by Faculty EDPPP colleagues to engage relevant stakeholders across academic and PS teams to review the proposal.

Upon Stage 2 School and Faculty approval, the programme will be advertised to potential applicants. *At this point the content of the core programme information must be deemed stable and not subject to material change.*

During this stage, four worksheets will need to be completed:

- Stage 2 Marketing Approval and Publishing Core Programme Information
- Programme Specification
- Stage 2 Marketing Web Form
- Stage 2 CMA Durable Information

The Stage 2 Marketing Approval and Publishing Core Programme Information form will gather:

- Proposed programme title, award, level and duration
- mode of study, location/delivery mode
- start date and entry requirements
- (draft) programme learning outcomes
- high-level programme structure
- indicative overall assessment strategy using top-level assessment categories
- placement/work-based learning requirements (if applicable)
- PSRB/accreditation status or wording
- material costs or specialist requirements for students
- agreed wording clearly communicating the programme's approval status

Heads of School (or nominee) are to confirm that conversations have been had with relevant resource and timetabling colleagues before approval of Stage 2.

The information provided at Stage 2 will automatically populate relevant sections of the programme specification. The full programme specification is not required until Stage 3, although programme teams may develop it earlier where appropriate. Proposed titles and brief indicative descriptions of core units should be provided where required to support accurate student-facing information. Full course unit specifications and detailed assessment information are only required at Stage 3.

Internal and External advisors are approached at this point in the NPP process, please see Internal and External Adviser section and Appendix B for more information on the role of Advisors.

Prior to submitting the NPP form and documentation to Faculty, Schools may wish to ask colleagues with practical knowledge and experience of programme structures to review prior to Faculty submission, in order to identify any potential issues.

Collaborative Partnerships

Section 2.5.1 – Financial information for Validated Partnership programmes is considered as part of the Institutional Review. For Validated Partners programmes it is only necessary to confirm that they have the required resources and capacity to provide the new programme in this section, and they are not expected to provide a detailed financial model.

Potential outcomes at Stage 2 are:		
✓ Approved to market / publish core programme information	× Referred back for further development before marketing / publication	× Not approved for marketing / publication, with rationale provided
✓ Approval to market / publish core programme information with specified conditions or development requirements		

Following consideration by the relevant Faculty, the NPP form and relevant documentation must also be submitted to the Teaching and Learning Delivery team (quality@manchester.ac.uk).

Stage 3: Full Academic Approval

This stage is the full academic approval of the programme, based on the submission of a complete and final programme specification, course unit information, curriculum and assessment mapping, adviser feedback, resource confirmation and student-facing information. Teams engage in detailed programme design and development, working with colleagues in Faculty, Finance, Marketing, Admissions, IT/Estates, Library, Careers, Learning Design, Manchester Online, PSRB/Collaborative provision specialists and others as needed.

Stage 3 is approved through the relevant School/Faculty academic governance arrangements. Chair's action should only be used where explicitly permitted by those arrangements and proportionate to the nature of the decision.

The Stage 3 Full Academic Approval form is completed at this stage which will gather:

- Final programme specification
- Course unit specifications (for new and existing course units
- Curriculum and assessment map
- Assessment strategy
- Resource and viability position
- Student support and learning resources
- Internal and external adviser feedback and the programme team's response
- Student/employer/PEL input
- Confirmed student-facing material information, **including documentation of any material changes since Stage 2**
- PSRB/partnership documentation where required

If the programme has changed materially since Stage 2 approval to market/publish, the changes must be documented and any implications for published/applicant information considered.

Potential outcomes at Stage 3 are:		
✓ Approved	× Referred for further development or revision*	× Not approved, with rationale provided*
✓ Approved with minor corrections / conditions		

*** Where a programme has already been marketed, referral or non-approval requires prompt escalation and appropriate management of published information and applicant communications. If a programme that has been advertised at Stage 2 is subsequently not approved for delivery, there may be legal/financial implications under the Competition and Markets Authority (CMA) legislation. The appropriate Admissions team will send approved template (CMA Comms Templates for Applicants) to prospective students/offer holders. The fact that marketing has commenced does not alter the academic approval criteria or the authority of the approval body.**

Following consideration by the relevant Faculty, the final NPP form and relevant documentation must be submitted to the Teaching and Learning Delivery team (quality@manchester.ac.uk).

Stage 4: Conditions sign off, launch readiness and set up

Stage 4 includes:

- confirmation that any minor corrections or conditions have been completed and signed off by the named authority;
- confirmation of the final approved programme and course-unit documentation;
- final review of any material changes since Stage 2 and any necessary updates to published/applicant information;
- final data /source-of-truth confirmation;
- Campus Solutions setup and other relevant systems (e.g. Higher Education Achievement Report).
- confirmation of programme governance/exam board arrangements.

Exam Board/Committee Management/Governance Structures

The School should ensure that an appropriate programme management structure and examination board is implemented. If the programme is owned and/or delivered across Schools or with a Collaborative Partner, appropriate structures should be established for programme management, examination boards and Student Voice.

Updates to Programme Specifications following Stage 3 Approval

Following Stage 2 approval, the original NPP excel file must not be changed. If the Programme Specification needs to be updated as a result of an approved Programme Amendment, any changes should only be made be made in the exported Word document. The file name of the Word document should be amended to reflect the version history and date of the change.

Appendices

Appendix A: Normative Criteria

1. Overall principle – documentation and communication

- Have all key considerations, evidence, options and decisions been clearly documented in the formal paperwork?

2. Strategic alignment and rationale

a) Is there a clear rationale supported by evidence for creating, amending or withdrawing the programme?
b) Is the proposal aligned with the University strategy, and through that, with Faculty and School plans (including subject priorities, portfolio shape and any impact on research expertise)?
c) Has student demand been considered using appropriate data (e.g. trends in applications, market insight, enrolments, completions)?

3. Academic quality and standards

- Have academic quality and standards (e.g. outcomes data, feedback, external examiner input, market research) been reviewed where appropriate?

4. Consultation and impact

a) Have the proposals been discussed with relevant students, academic and professional services staff as part of the decision-making process? An overview of these discussions and any outcomes should be documented in the programme development form. Consultations should seek to involve staff and students collaboratively and in a timely manner.
b) Have equality, diversity and inclusion issues been considered – any changes should not disproportionately affect a particular staff or student group?
c) Have teach-out or transition plans been considered (if required) e.g. staffing, assessment, and delivery capacity?

5. Financial and resource viability

a) Have financial and resource implications been carefully examined (income, staffing, facilities) – sufficient information must be gathered in order to make an informed decision about whether the proposal can be achieved?
b) Has consideration been given to long-term strategic value and the impact the proposal could have within a wider disciplinary ecosystem.

6. Professional, Statutory and Regulatory Body (PSRB), regulatory and external requirements

a) Have all relevant PSRB, regulatory (including Competition and Markets Authority (CMA) and funding requirements been identified and complied with? For PSRBs, this will include early consultation as part of the decision-making process.
b) Have other external stakeholders been considered, for example, placement providers, programme commissioners, and employers.

7. Governance, authority and approvals

a) Have all required committees and signatories (School, Faculty, central) been identified and engaged? This would usually involve discussion of the proposal at Department or School TLSE committee to facilitate sign-off from Head of School (or nominee) and Vice Dean TLS (or nominee).
b) Have risks been considered e.g. strategic, operational, financial, compliance, people and reputational.
c) Are arrangements in place to report the decision through the required governance routes (e.g. Faculty, Senate)?

Appendix B: Internal and External Adviser Guidance

New Programme Proposal (NPP) External Adviser Guidance

External Adviser comments include an analysis of and comments on the academic content and structure of the programme. The external adviser should address:

- the appropriateness of the programme aims, learning outcomes and content in relation to relevant subject benchmark statement/s (where they have been published);
- the relationship of the programme to the Framework for Higher Education Qualifications;
- the relationship of the programme to any other external reference points.

Please use the External Adviser feedback for a new or amended taught programme form to provide your comments to the Programme Proposer.

This form which guides you through the proposal and offers prompts for issues to feedback on. The document should be completed **within 2 weeks** of receipt of the proposal and returned to the Faculty Quality Administrator.

The constructive advice provided by the external advisers' comments will be considered during the development of the new programme(s). If the programme team decide not to incorporate certain elements recommended by the external adviser, the programme proposer must address this and include an explanation in the proposal.

On receipt of written feedback, a payment of £100 to **each external adviser** will be made from Faculty. If a proposal involves considering a **cluster of cognate programmes**, the external adviser will receive **£100 per new programme proposal plus £50 per each additional cognate programme**, to reflect the additional work required. NB. If there is a significant delay in receiving comments from an external adviser, a second nominee will be considered by Faculty.

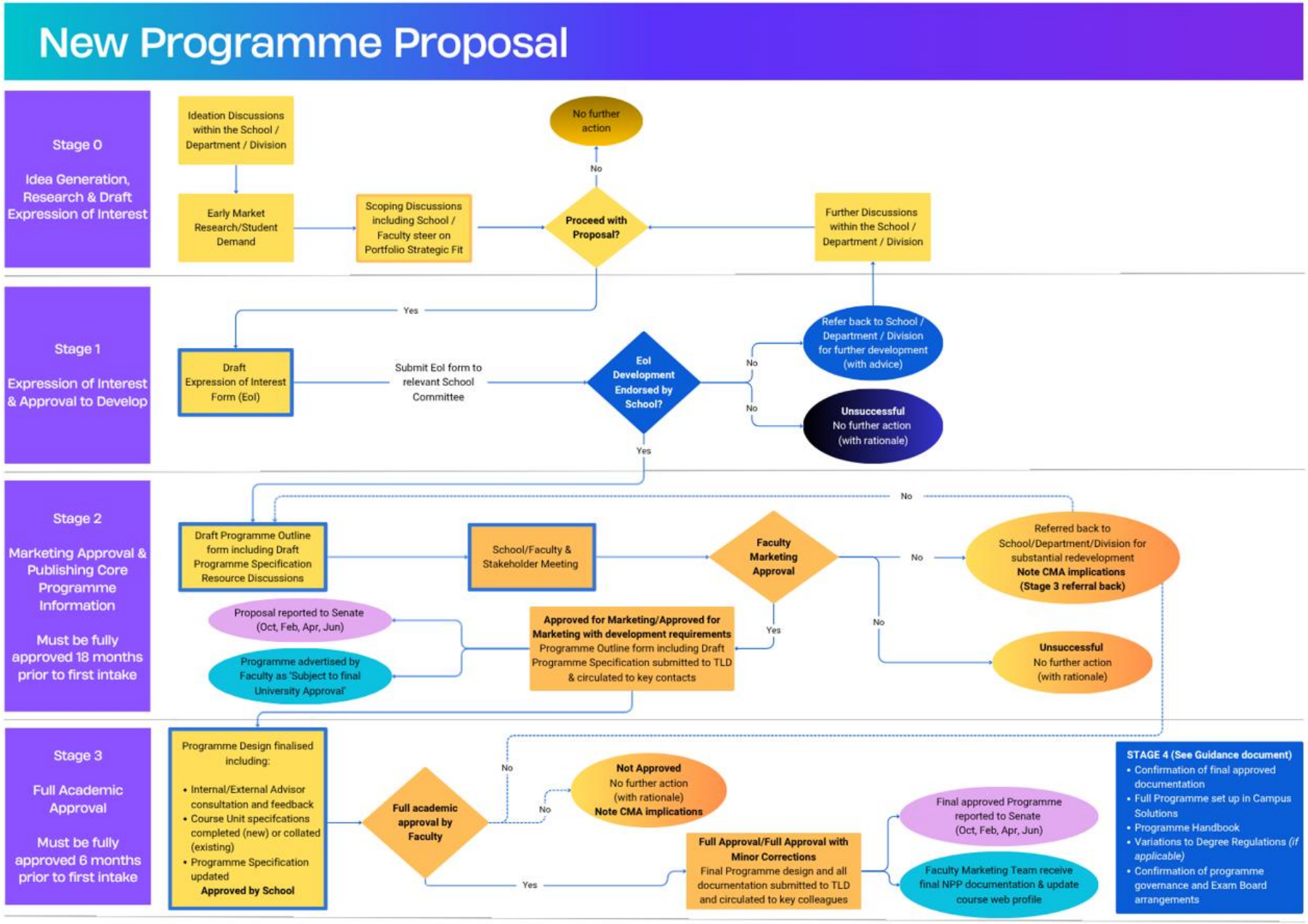
New Programme Proposal (NPP) Internal Adviser Guidance

The following prompts provide guidance on the areas of the proposal for which feedback is required. These prompts should not preclude the consideration of other issues arising from the documentation.

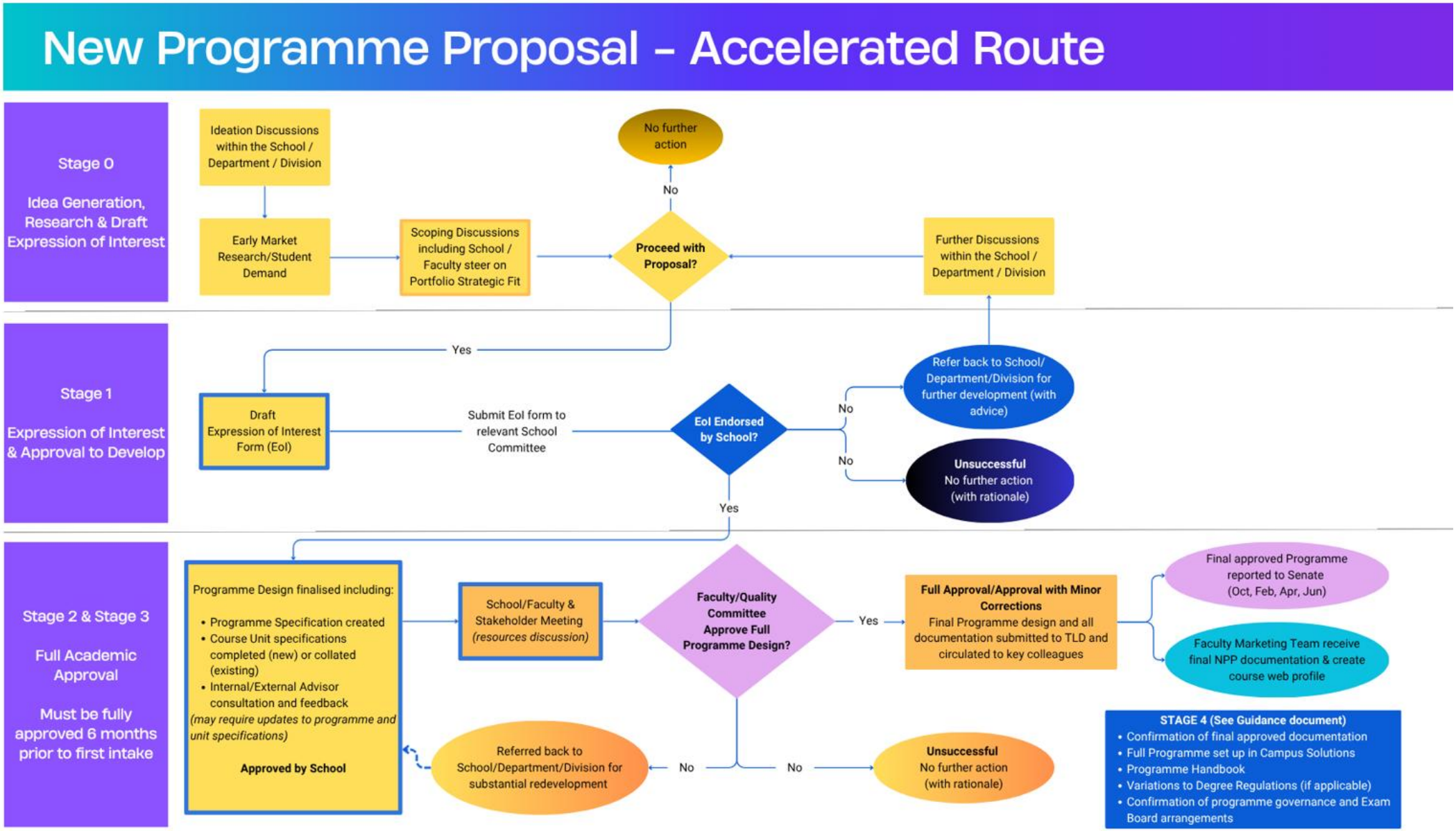
- Does the programme/pathway fit with the University /Faculty/School objectives?
- Have external requirements been taken into account?
- Does the proposed programme/pathway demonstrate academic coherence?
- In your opinion is the programme/pathway, including its aims and intended learning outcomes, demonstrably at or above the stated level as determined by the QAA Framework for Higher Education Qualifications?
- Is progression through the programme/pathway appropriate and made explicit through the programme/pathway specification?
- Are there any intermediate awards associated with the programme? Have appropriate aims and intended learning outcomes been specified in the programme specification?
- Is the structure of the programme consistent with the University of Manchester credit framework (multiples of 10 credits for UG and 15 credits for PGT; 15 or 20 credits for Education Development PGT programmes)?

Please provide a written summary of your observations, comments and suggestions to the programme proposer.

Appendix C: New Programme Proposal Flowchart (Standard Route)

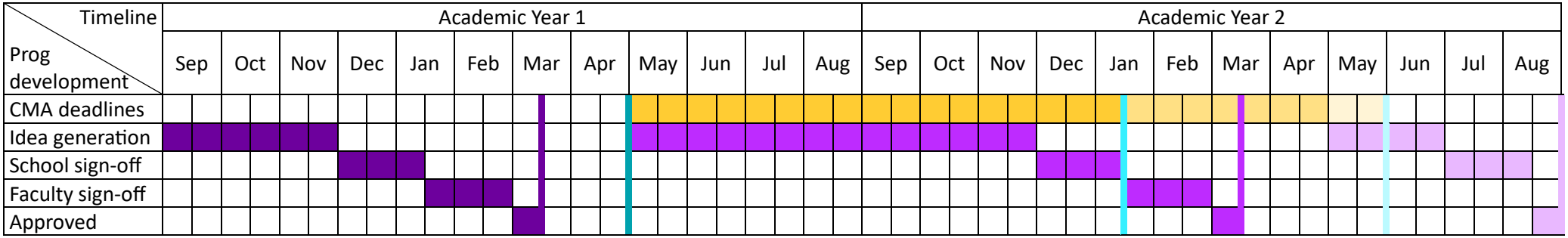


Appendix D: New Programme Proposal Flowchart (Accelerated Route)



Appendix E: Timeline for standard Undergraduate programme development activity

The timeline below shows the programme development deadlines leading up to programmes that are due to begin in Academic Year 3



Key

- UCAS search tool displays Academic Year 3 programmes
- UCAS equal consideration date for applications for most UG programmes
- UCAS – Students select firm and insurance choice (must have received the CMA durable e-mail ahead of this deadline)
- CMA: Student research and application stage
- CMA: Offer stage
- CMA: Durable e-mail with programme details are sent
- New programme approval (Stage 2) and significant (SG) programme amendment for Academic Year 3 programmes
- New programme approval (Stage 3) and major (MJ) programme amendment for Academic Year 3 programmes
- Minor (MN) programme amendment for Academic Year 3 programmes