Timelines for paperwork

To allow appropriate time for marketing, and meeting UCAS deadlines and CMA requirements, paperwork should be submitted by the following timelines:

**Undergraduate programme proposals and major programme amendments:**

- To appear in the print prospectus as fully approved, paperwork should be submitted to the November CPC 22 months in advance of the start of the programme, ie a programme proposal or major amendment for a September 2022 start, should be signed off by the School Education Committee in time to go to the November 2020 CPC meeting.
- To appear in the print prospectus as *subject to approval*, the paperwork can be considered at the February CPC 19 months in advance of the start of the programme, ie a programme proposal or major amendment for a September 2022 start can go to the February 2021 CPC meeting. Programmes submitted to February CPC should receive full approval by Education Committee, ABExCo and Academic Board in time to meet the July UCAS deadlines.

**Postgraduate programme proposals and major programme amendments:**

- To appear in the print prospectus as fully approved, School-level Education Committee approved paperwork should be submitted to the February CPC 19 months in advance of the start of the programme, ie a programme proposal or major amendment for a September 2022 start should be signed off by the School Education Committee in time to go to the February 2021 CPC meeting.
- To appear in the print prospectus as *subject to approval*, the paperwork can be considered at the June CPC 15 months in advance of the start of the programme, ie a programme proposal or major amendment for a September 2022 start can go to June 2021 CPC. Programmes submitted to June 2021 CPC will receive full approval by Education Committee, ABExCo and Academic Board in Autumn 2021.

**Minor programme amendments:**

- Minor programme amendments should be approved by School Education Committees and submitted to ASQ six months in advance of the start date of the programme, ie a minor programme amendment for September 2021 should reach ASQ by March 2021.

**Module Proposals and Amendments:**

- Module proposals and amendments should be approved by School Education Committees and submitted to ASQ by end the second week of the term preceding the start of the module. For example, paperwork for a module with a September 2021 start should be submitted to ASQ by 7 May 2021.
- Module proposals/amendments that are part of a programme proposal or major/minor programme amendment should, however, be submitted at the same time as the programme paperwork (see above).

*Please note that where minor programme amendments, or changes to modules are ‘material’ changes to advertised programmes, departments need to inform and consult students/applicants in line with the advice in the document ‘Programme Approval And Amendment: Guidance For Complying With Consumer Protection Law’*