SCHEDULE GOVERNING APPROVAL, VALIDATION AND CONFIGURATION OF THE 2024-2025 UNIVERSITY CURRICULUM++

(approved by AB on 26th October 2023 and 22nd November 2023)

Proposed changes to the University Curriculum **must** be processed in accordance with approved University procedures, which may be found in the <u>University Handbook Governing Curriculum Approval</u> and the <u>Policies and Guidelines Governing Academic Programmes</u>.

2 October 2023	**Deadline for Colleges to approve and to notify APAR of the portfolio of programmes that will open for recruitment for 2024-2025 intake.** For postgraduate programmes this means that all postgraduate **temporary cessations, permanent deletions, and new programmes** should be fully approved by Colleges by the end of September 2023. <u>Temporary Cessation Policy</u> **Deadline for Colleges to notify GSO of programmes that are cyclical and will not open for recruitment for 2024-2025 intake.** *[Programme Directors/Colleges]*
2 October 2023	**Deadline for Colleges to approve:** • **Changes to Postgraduate Programme titles and any Postgraduate Taught Programme Entry Requirements (*requiring AB approval*) for 2024-25 academic year i.e., September 2024 intake,** in advance of submission to Academic Board, 4th October 2023, for final approval. • **Changes to Postgraduate Taught Programme Entry Requirements (*NOT requiring AB approval*) for 2024-25 academic year, i.e., September 2024 intake.** • **Permanent Deletion of CAO Programmes from the University Portfolio (requiring AB approval) effective from 2025-26** in advance of submission to Academic Board for final approval. *[College Offices]*
4 October 2023	**Deadline for Academic Board to approve:** • **Changes to Postgraduate Programme titles and any Postgraduate Taught Programme Entry requirements (requiring AB approval)** (for implementation in the Postgraduate Prospectus and to inform *UCC Apply* prior to opening on 16th October 2023). • **Permanent deletion of Postgraduate Programmes from the University Portfolio effective from 2024-25, i.e., September 2024 intake.** • **Permanent deletion of 2025-26 CAO programmes.** *[Academic Board]*
16 October 2023	**Opening of UCC Apply for recruitment for the 2024-25 intake.** *[Recruitment and Admissions]*

10 January 2024	**Opening of CIM Modules for 2024-25 for Schools/Departments.** *[APAR]*
22 January 2024	**Opening of CIM Programmes for 2024-25 for Schools/Departments.** *[APAR]*
10 January – 1 March 2024 *(c.8 weeks)*	**Submission of Proposed Curriculum Changes** (module and programme) for Review and Approval by relevant **Stage 1** Curriculum Committee. *[Schools/Departments]*
25 January 2024	**Late Temporary Cessation** Latest date for College-approved TS1 Form submission to APAR. *[College Offices]*
1 March 2024	**Deadline for updating modules on CIM Modules and for updating programmes on CIM Programmes.** *[APAR]*
March 2024	**Closing Date for CAO Handbook for 2025-26 applicants**
4 March – 22 March 2024 *(3 weeks)*	**Stage 1 Curriculum Committee Meetings** to Approve Curriculum Changes (module and programme) for 2024-2025. *[Schools/Depts/Functional Units]*
25 March – 19 April 2024 *(4 weeks)*	**Stage 2 Curriculum Committee Meetings** to Approve Curriculum Changes (module and programme) for 2024-2025 *[Colleges/ACE/CIRTL]*
22-26 April 2024 (date to be confirmed)	**Special Academic Board for changes requiring approval by College/ACE/CIRTL and Academic Board** (*changes requiring approval by College/ACE/CIRTL and Academic Board must be considered on or before the April meeting).*
31 March 2024	**Easter Sunday**
25 June 2024	**Publication of the 2024-2025 Provisional Academic Programme Catalogue and Provisional Book of Modules** *[APAR]*
May – July 2024	**Configuration of University Curriculum onto ITS** *[Academic Systems Administration]*
June – July 2024	**Planning for Registration and Registration Testing** *[Student Records and Examinations, Academic Systems Administration, Fees, IT Services, APAR, Recruitment and Admissions]*
July 2024	**Publication of 2024-2025 Marks and Standards** *[Colleges]*
6 August 2024	**Registration Go-Live**

All new programmes are subject to rules and deadlines governing their approval and introduction (whereby new Undergraduate Programmes must be fully approved and signed off by end of February for inclusion in the CAO Handbook (18 months prior to intake) and new Postgraduate Programmes should be fully approved and signed off by 1st October in time for the opening of UCC Apply). Further information on new programmes https://www.ucc.ie/en/apar/newacademicprogrammes/

Office for Academic Programmes and Regulations https://www.ucc.ie/en/apar/