

SCHEDULE GOVERNING APPROVAL, VALIDATION AND CONFIGURATION OF THE 2018-19 UNIVERSITY CURRICULUM⁺⁺

Proposed changes to the University Curriculum **must** be processed in accordance with approved University procedures, which may be found in the [University Handbook Governing Curriculum Approval](#) and the [Policies and Guidelines Governing Academic Programmes](#).

August – December 2017	Review and Submission of Curriculum Changes for 2018-19 <i>[Ongoing at Programme Director/School/Department/Adult Continuing Education (ACE) level as appropriate]</i>
25 September 2017	Opening of DMIS Online Book of Modules for 2018-19 for Schools/Departments <i>[Office for Academic Programmes and Regulations (APAR)]</i>
25 October 2017 <i>Contact relevant College Office for local schedule</i>	Latest Date for approval of changes to Postgraduate Programme titles and entry requirements (by Academic Board) and withdrawal/temporary cessation of Postgraduate Programmes (by College) (for implementation on PAC prior to roll-over on 1 November 2017)
27 October 2017	Deadline for Submission to APAR of approved changes to Postgraduate Programme titles, entry requirements and withdrawal/temporary cessation of Postgraduate Programmes (for implementation on PAC prior to roll-over on 1 November 2017) <i>[College Offices]</i>
1 November 2017	Opening of PAC for 2018-19 Postgraduate Recruitment <i>[Graduate Studies]</i>
September – December 2017 <i>Contact relevant College Office for local schedule</i>	On-going Submission of Proposed Curriculum Changes for Review and Approval by Relevant College/ACE and Academic Board, as appropriate <i>[Schools/Departments]</i>
November 2017 – January 2018 <i>Contact relevant College Office for local schedule</i>	Final Round of College/ACE Curriculum Committee Meetings to Approve Curriculum Changes for 2018-19 <i>[Colleges/ACE]</i>
12 January 2018	Closing of DMIS Online Book of Modules <i>[APAR]</i>
15 January 2018	First Round Offers - Taught Postgraduate Programmes
31 January 2018	Deadline for Submission to APAR of Composite Reports on the finalised approved 2018-19 University Curriculum

	<i>[Colleges]</i>
1 February – 13 April 2018	Validation and Implementation of Changes to the University Curriculum <i>[APAR and ACE]</i>
March – June 2018	Ongoing Configuration of University Curriculum onto ITS <i>[Academic Systems Administration]</i>
9 March 2018 <i>(To be confirmed by CAO)</i>	CAO - Deadline for inclusion of new undergraduate programmes with intake in 2019-20 in the CAO Handbook <i>(proposals for new undergraduate programmes in 2019-20 must be approved no later than 9 March 2018)</i>
16 April – 27 April 2018 <i>Contact relevant College Office for local schedule</i>	Review Window – Draft Calendar and Book of Modules 2018-19 will be available for review; DMIS will be re-opened to facilitate essential changes to modules. <i>[Programme Directors/Schools/Departments/ACE]</i>
30 April – 11 May 2018	Consideration and Approval of Essential Curriculum Changes <i>[Colleges/ACE]</i>
18 May 2018	Deadline for Submission to APAR of Composite Reports on Approved Essential Curriculum Changes <i>[Colleges]</i>
June – July 2018	Planning for Registration and Registration Testing <i>[Student Records and Examinations, Academic Systems Administration, Fees, IT Services]</i>
July 2018	Publication of the 2018-19 University Calendar and Book of Modules and ACE Programme Guide <i>[APAR/ACE]</i>
3 August 2018	Registration Go Live
September 2018	Publication of 2019 Marks and Standards <i>[Colleges]</i>

++ NEW ACADEMIC PROGRAMMES

This schedule does not govern the implementation of new academic programmes; following approval by the relevant College/ACE, outline proposals (i.e. Stage 1) for new academic programmes may be submitted to [Academic Board](#) for consideration at any point in the academic year; please refer to the [Policies and Guidelines Governing Academic Programmes](#). Please note that completion of the approval process for new programmes may take between two to six months.

New programmes intending to recruit international students must be approved in full no later than 12 May of the year of recruitment to ensure the programme is included in the Interim List of Eligible Programmes (formerly the International Register). This list is used by Immigration to grant immigration permission to Non EU/EEA students entering the country to pursue a programme of study.

New programmes can only be advertised, and students recruited, when the full programme proposal has been signed off by the Programme Approval Panel. **Note:** *Following approval and final sign-off of a new postgraduate taught programme, it may take up to one week to finalise set up on PAC/ITS, etc.*