## Process flow: Changes to Existing Undergraduate Programme Entry Requirements and Approval of Entry Requirements for New Undergraduate Programmes

### Timelines

* Existing Undergraduate programmes – changes to entry requirements of existing UG programmes (CAO and non-CAO / Direct Entry) **must** be fully approved **2 years prior to coming into effect** to allow for senior cycle students at second level to properly prepare. Exceptions to this are only permitted in limited circumstances when entry requirements are being loosened/lowered and in those circumstances, must be fully approved prior to May 1 of the year prior to coming into effect.
* New Undergraduate programmes –should be fully approved in the February of the year prior to the first intake of the new programme (i.e. 18 months) in order to meet deadlines for the CAO handbook. Entry Requirements must be agreed with the Admission Officer and included in the Full Programme Proposal in advance of the programme being reviewed by a programme approval panel (PAP).

### Process

1. New Undergraduate programme: Programme Director submits the proposed Entry Requirements to the Admissions Officer when completing the Full Programme Proposal (FPP). Changes to existing programme: Programme Director contacts Admissions Officer to discuss potential change.
2. Admissions Officer reviews appropriateness of the proposed entry requirements and consults with colleagues in the Admissions Office, the CAO (for CAO entry programmes), SREO (if relevant), as well as the Head of Student Recruitment.
3. Admissions Officer emails consolidated feedback to the Programme Director.
4. For changes to **existing** programmes, the Programme Director submits the entry requirements to their Department/School for approval as normal. The Department/School is responsible for sending the changes to College level for the next stage of required approval as normal. When formally approved at College level, the relevant College Office emails the Admissions Officer attaching the approved amended entry requirements.
5. For **new Undergraduate** programmes, final programme approval (including entry requirements), happens at a Programme Approval Panel (PAP), as per the normal process. Following formal approval of the programme, the Office for Academic Programmes and Regulations notifies the Admissions Officer, relevant Admissions staff in IO, the Head of Student Recruitment and CRM Recruit Support Officer (for International and Direct Entry applications).
6. For changes made to CAO entry programmes, the CAO is notified of the change in order that the relevant changes can be made. For new CAO entry programmes, the CAO is notified of the new programme title, code (this is selected by the Admissions Office), and entry requirements.
7. The Admissions Office will maintain the university’s archive of entry requirement changes for UG programmes. The College should also keep a record of approved changes.
8. Admissions staff creates or updates the online prospectus entry as well as the relevant entry requirement pages with the new or amended entry requirements.