

Appendix 1: Timelines for Programme Approval

The following dates enable the University to achieve essential compliance with national regulatory requirements about timeliness of information for applicants. There is some flexibility where programmes are intended for closed client groups and for international off campus partnerships. Questions about scheduling should be addressed to the Head of Quality Systems or the Academic Registrar.

Deadlines for proposals scheduled to start in **September 2023/January 2024**

Any programmes that recruit students through UCAS and the University's standard procedures **must**:

- receive Strategic Approval (from SPRDC) by **February 2022**
- receive Academic Approval (from Programmes Committee) by **March 2022** and
- receive Programme Approval/Validation by **end of June 2022**

Deadlines for proposals scheduled to start in **September 2024/ January 2025**

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- receive Programme Approval/Validation by **end of June 2023**

Important Note:

SEO conducts programme approval activity during the months September to June, ONLY.

This is because required staff and student participants are not available during July and August.

Hence SEO does not schedule meetings about programme approval activity during July and August.

Timelines for the University Standing Panels/ Programme Approval Panels in 2022-2022

	<i>Target month for approval event</i>							
	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	May-23	June-22
Common initial steps – all proposals	<i>Due date for completion of activity</i>							
Step 1: Programme Proposer to secure approval from SPRDC and/or Programmes Committee					-22 weeks	-22 weeks	-22 weeks	-22 weeks
					By 2-Sep-22	By 23-Sep-22	By 25-Nov-22	By 13-Jan-23
Step 2: SEO's Scoping Meeting, risk assessment of academic support for proposing team; set up Proposal Development Record (PDR)				-18 weeks	-18 weeks	-18 weeks	-18 weeks	-18 weeks
				By 2-Sep-22	By 30-Sep-22	By 21-Oct-22	By 13-Jan-23	By 10-Feb-23
Step 3: Virtual Planning Meeting incl. approval of External Advisor nominated by proposing team			-17 weeks	-17 weeks	-17 weeks	-17 weeks	-17 weeks	-17 weeks
			By 26-Aug-22	By 9-Sep-22	By 7-Oct-22	By 28-Oct-22	By 20-Jan-23	By 17-Feb-23
Step 4: Programme Design and Development briefing/ slides		-17 weeks	-17 weeks	-17 weeks	-17 weeks	-17 weeks	-17 weeks	-17 weeks
		By 29 Jul-22	By 26-Aug-22	By 9-Sep-22	By 7-Oct-22	By 28-Oct-22	By 20-Jan-23	By 17-Feb-23
Step 5: Stakeholder consultation: employers +/- PSRB	-16 weeks	-16 weeks	-16 weeks	-16 weeks	-16 weeks	-16 weeks	-16 weeks	-16 weeks
	By 15 Jul-22	By 5-Aug-22	By 2-Sep-22	By 16-Sep-22	By 21-Oct-22	By 11-Nov-22	By 27-Jan-23	By 24-Feb-23
Step 6: Stakeholder consultation: students	-14 weeks	-14 weeks	-14 weeks	-14 weeks	-14 weeks	-14 weeks	-14 weeks	-14 weeks
	By 22 Jul-22	By 12-Aug-22	By 16-Sep-22	By 30-Sep-22	By 4-Nov-22	By 25-Nov-22	By 10-Feb-23	By 10-Mar-23
Step 7: External Scrutiny and finalising Programme Documents	-10 weeks	-10 weeks	-10 weeks	-10 weeks	-10 weeks	-10 weeks	-10 weeks	-10 weeks
	By 19 Aug-22	By 9-Sep-22	By 30-Sep-22	By 28-Oct-22	By 2-Dec-22	By 6-Jan-23	By 10-Mar-23	By 7-Apr-23
Step 8: Academic Coordinator (SELE)	-8 weeks	-8 weeks	-8 weeks	-8 weeks	-8 weeks	-8 weeks	-8 weeks	-8 weeks

to confirm documents ready for Curriculum Design and Specification Scrutiny followed by SEO Curriculum Design and Specification Scrutiny	By 2-Sep-22	By 23-Sep-22	By 14-Oct-22	By 11-Nov-22	By 16-Dec-22	By 20-Jan-23	By 24-Mar-23	By 21-Apr-23
Step 9: Proposing team finalise PDR and AC (SELE) submits Report and signs off PDR	-6 weeks	-6 weeks	-6 weeks	-6 weeks	-6 weeks	-6 weeks	-6 weeks	-6 weeks
	By 9-Sep-22	By 7-Oct-22	By 28-Oct-22	By 25-Nov-22	By 6-Jan-23	By 3-Feb-23	By 7-Apr-23	By 5-May-23
Step 10: PDR Completion Check	-5 weeks	-5 weeks	-5 weeks	-5 weeks	-5 weeks	-5 weeks	-5 weeks	-5 weeks
	By 16-Sep-22	By 14-Oct-22	By 4-Nov-22	By 2-Dec-22	By 13-Jan-23	By 10-Feb-23	By 14-Apr-23	By 12-May-23
Step 11: SEO Officer's Overview Report	-4 weeks	-4 weeks	-4 weeks	-4 weeks	-4 weeks	-4 weeks	-4 weeks	-4 weeks
	By 23-Sep-22	By 21-Oct-22	By 11-Nov-22	By 09-Dec-22	By 20-Jan-23	By 17-Feb-23	By 21-Apr-23	By 19-May-23

Route A: University Standing Panel	<i>Due date for completion of activity</i>							
Step 12: University Standing Panel members (USP) consider PDR and comment by correspondence.	-3 weeks	-3 weeks	-3 weeks	-3 weeks	-3 weeks	-3 weeks	-3 weeks	-3 weeks
	30-Sep-22	28-Oct-22	18-Nov-22	16-Dec-22	27-Jan-23	24-Feb-23	28-Apr-23	26-May-23
Step 13: Virtual Meeting of University Standing Panel (USP) on Zoom	Week 0	Week 0	Week 0	Week 0	Week 0	Week 0	Week 0	Week 0
	21-Oct-22	18-Nov-22	09-Dec-22	20-Jan-23	17-Feb-23	17-Mar-23	19-May-23	16-June-23
Step 14A: USP reports approval	+1 week	+1 week	+1 week	+1 week	+1 week	+1 week	+1 week	+1 week
Step 14B: USP reports non-approval								
Step 14C: Proposing team begin response to report for agreed date ¹	28-Oct-22	25-Nov-22	16-Dec-22	27-Jan-23	24-Feb-23	24-Mar-23	26-May-23	23-June-23
Step 15: USP Report to Committees Step 16: Programme Set Up	+1 week	+1 week	+1 week	+1 week	+1 week	+1 week	+1 week	+1 week
	28-Oct-22	25-Nov-22	16-Dec-22	27-Jan-23	24-Feb-23	24-Mar-23	26-May-23	23-June-23

¹ Date for completion of remedial action to be set by USP, and the Chair +/- members sign-off the revised documentation prior to Steps 15 and 16

Route B: Programme Approval Panel	<i>Due date for completion of activity</i>							
Step 12: Panel reviews PDR, lines of enquiry to SEO Officer & Proposing Team	-3 weeks	-3 weeks	-3 weeks	-3 weeks	-3 weeks	-3 weeks	-3 weeks	-3 weeks
	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Apr-23	May-23
Step 13: Virtual Meeting of Programme Approval Panel on Zoom.	Week 0	Week 0	Week 0	Week 0	Week 0	Week 0	Week 0	Week 0
	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Apr-23	May-23	June-23
Step 14 A: Summary Report	+ 1 week	+ 1 week	+ 1 week	+ 1 week	+ 1 week	+ 1 week	+ 1 week	+ 1 week
Step 14 B: Up to +4* weeks (*normally)	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks
Step 14 C: Chair reviews response to conditions +/- completes Programme sign-off form (*normally)	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks
Step 15: Full Report (*normally)	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks	Up to +4* weeks
	Nov-22	Dec-22	Jan-23	Feb-23	Apr-23	May-23	June-23	July-22
Step 16: Programme set up (*normally)	Up to +5* weeks	Up to +5* weeks	Up to +5* weeks	Up to +5* weeks	Up to +5* weeks	Up to +5* weeks	Up to +5* weeks	Up to +5* weeks
	Nov-22	Dec-22	Jan-23	Feb-23	Apr-23	May-23	June-23	July-22