**2023/24 Timelines for Programme Approvals from September 2024**

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 postgraduate programmes, closed client groups, and off campus partners.

Questions about scheduling should be addressed to the Head of Quality Systems or the Academic Registrar.

Any 2025 programmes that recruit students through UCAS and the University’s standard procedures **must:**

* receive Strategic Approval (from SPRDC) by **February 2024**
* receive Academic Approval (from Programmes Committee) by **March 2024** and
* receive Programme Approval/Validation by **end of** **June 2024**

***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 2023-2024**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Target month for approval event** | | | | | | | |
|  | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | May-24 | June-24 |
| **Common initial steps – all proposals** | **Due date for completion of activity** | | | | | | | |
| **Step 1:** Programme Proposer to secure approval from SPRDC and/or Programmes Committee |  |  |  |  | -22 weeks | -22 weeks | -22 weeks | -22 weeks |
|  |  |  |  | **By**  **4-Sep-23** | **By**  **25-Sep-23** | **By**  **27-Nov-23** | **By**  **12-Jan-24** |
| **Step 2:** SEO Scoping Meeting |  |  |  | -18 weeks | -18 weeks | -18 weeks | -18 weeks | -18 weeks |
|  |  |  | **By**  **4-Sep-23** | **By**  **02-Oct-23** | **By**  **27-Oct-23** | **By**  **19-Jan-24** | **By**  **09-Feb-24** |
| **Step 3:** Initial Programme Development |  |  | -17 weeks | -17 weeks | -17 weeks | -17 weeks | -17 weeks | -17 weeks |
|  |  | **By**  **11-Aug-23** | **By**  **08-Sept-23** | **By**  **13-Oct-23** | **By**  **03-Nov-23** | **By**  **26-Jan-24** | **By**  **16-Feb-24** |
| **Step 4:** Planning Meeting |  | -17 weeks | -17 weeks | -17 weeks | -17 weeks | -17 weeks | -17 weeks | -17 weeks |
|  | **By**  **21- Jul-23** | **By**  **11-Aug-23** | **By**  **08- Sept -23** | **By**  **13-Oct-23** | **By**  **10-Nov-23** | **By**  **26-Jan-24** | **By**  **16-Feb-24** |
| **Step 5:** Programme Refinement and Consultation | -10 weeks | - 10 weeks | -10 weeks | -10 weeks | -10 weeks | -10 weeks | -10 weeks | -10 weeks |
| **By**  **11-Aug-23** | **By**  **08-Sept-23** | **By**  **29-Sept-23** | **By**  **27-Oct -23** | **By**  **01-Dec-23** | **By**  **05- Jan-24** | **By**  **15-Mar-24** | **By**  **05-Apr-24** |
| **Step 6:** External Advisor Sign-Off | - 8 weeks | -8 weeks | -8 weeks | -8 weeks | -8 weeks | -8 weeks | -8 weeks | -8 weeks |
| **By**  **25-Aug-23** | **By**  **22-Sept-23** | **By**  **13-Oct-23** | **By**  **10-Nov-23** | **By**  **15-Dec-23** | **By**  **19-Jan-24** | **By**  **29-Mar-24** | **By**  **19-Apr-24** |
| **Step 7:** Internal Advisor Sign Off | -6 weeks | -6 weeks | -6 weeks | -6 weeks | -6 weeks | -6 weeks | -6 weeks | -6 weeks |
| **By**  **08-Sept-23** | **By**  **06-Oct-23** | **By**  **27-Oct-23** | **By**  **24-Nov-23** | **By**  **05-Jan-24** | **By**  **02-Feb-24** | **By**  **05-Apr-24** | **By**  **03-May-24** |
| **Step 8:** SEO PDR Completion Check | -5 weeks | -5 weeks | -5 weeks | -5 weeks | -5 weeks | -5 weeks | -5 weeks | -5 weeks |
| **By**  **15- Sept-23** | **By**  **13-0ct-23** | **By**  **03-Nov-23** | **By**  **01-Dec-23** | **By**  **12-Jan-24** | **By**  **09-Feb-24** | **By**  **12-Apr-24** | **By**  **10-May-24** |
| **Step 9:** PDR Open to Panel for Scrutiny | -4 weeks | -4 weeks | -4 weeks | -4 weeks | -4 weeks | -4 weeks | -4 weeks | -4 weeks |
| **By**  **22-Sept-23** | **By**  **20-Oct-23** | **By**  **10-Nov-23** | **By**  **08-Dec-23** | **By**  **19-Jan-24** | **By**  **16-Feb-24** | **By**  **19-Apr-24** | **By**  **17-May-24** |

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| **Route A: University Standing Panel** | **Due date for completion of activity** | | | | | | | |
| **Step 10RA:** Scrutiny of documents by USP members | -3 weeks | -3 weeks | -3 weeks | -3 weeks | -3 weeks | -3 weeks | -3 weeks | -3 weeks |
| **29-Sept-23** | **27-Oct-23** | **17-Nov-23** | **15-Dec-22** | **26-Jan-24** | **23-Feb-24** | **26-Apr-24** | **24-May-24** |
| **Step 11RA**: USP Meeting | **Week 0** | **Week 0** | **Week 0** | **Week 0** | **Week 0** | **Week 0** | **Week 0** | **Week 0** |
| **20-Oct-23** | **17-Nov-23** | **08-Dec-23** | **19-Jan-24** | **16-Feb-24** | **15-Mar-24** | **17-May-24** | **14-Jun-24** |
| **Step 11RA**: USP Outcome  USP reports approval  USP reports non-approval  Proposing team begin response to report for agreed date | +1 week | +1 week | +1 week | +1 week | +1 week | +1 week | +1 week | +1 week |
| **27-Oct-23** | **24-Nov-23** | **15-Dec-23** | **26-Jan-24** | **23-Feb-24** | **22-Mar-24** | **24-May-24** | **21-Jun-24** |
| **Step 11RA**: USP Reports to Committees  Programme Set Up | +2 weeks | +2 weeks | +2 weeks | +2 weeks | +2 weeks | +2 weeks | +2 weeks | +2 weeks |
| **03-Nov-23** | **01-Dec-23** | **05-Jan-24** | **02-Feb-23** | **01-Mar-24** | **29-Mar-23** | **31-May-23** | **28-June-23** |

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| **Route B: Programme Approval Panel** | **Due date for completion of activity** | | | | | | | | |
| **Step 10RB:** Scrutiny of documents by Approval Panel members and Lines of Enquiry | -3 weeks | -3 weeks | -3 weeks | -3 weeks | -3 weeks | -3 weeks | -3 weeks | -3 weeks |
| **Sep-23** | **Oct-23** | **Nov-23** | **Dec-23** | **Jan-24** | **Feb-24** | **Apr-24** | **May-24** |
| **Step 11RB**: Programme Approval Panel Meeting | Week 0 | Week 0 | Week 0 | Week 0 | Week 0 | Week 0 | Week 0 | Week 0 |
| **Oct-23** | **Nov-23** | **Dec-23** | **Jan-24** | **Feb-24** | **Apr-24** | **May-24** | **June-24** |
| **Step 11RB:** Programme Approval Panel Outcome -Summary Report if approved | + 1 week | + 1 week | + 1 week | + 1 week | + 1 week | + 1 week | + 1 week | + 1 week |
| **Step 11RB:** Programme Approval Panel Outcome -Summary Report if conditions | 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 11RB:** Programme Approval Panel Outcome –FULL Report if conditions | 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-23** | **Dec-23** | **Jan-24** | **Feb-24** | **Apr-24** | **May-24** | **June-24** | **July-24** |
| **Step 11RB**: Reports to Committees  Programme Set Up | 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-23** | **Dec-23** | **Jan-24** | **Feb-24** | **Apr-24** | **May-24** | **June-24** | **July-24** |