

Course and Module Approval/Amendment Submission Deadlines

The University sets deadlines for the approval of all new and amended module and course specifications each year, which align with the approval committees and processes of the University.

Please note that early submission might be preferable depending upon the individual Institution in order to fit with marketing and recruitment timelines.

Institutions should also be aware of the Competition and Markets Authority (CMA) requirements relating to changes to the material information of courses (<https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers>).

A timetable of submission dates for the 2024/25 academic has been published to partners below:

New UG/PG Courses	For Courses Commencing in 2024/25
Submission of course proposal for the new course to the Quality Assurance and Compliance Office (QACO). ¹	08/12/2023
Completion of Divisional approval process). ²	22/03/2024
Submission to the Course Approval Sub Committee (CASC).	24/05/2024

Amendments to Existing UG/PG Courses	For Courses Commencing in 2024/25
Submission of the amended course & module specifications to QACO.	19/01/2024
Submission of the amended course & module specifications to relevant Divisional Committee. ³	05/04/2024

¹ Please note that for new courses, Business Case Committee approval is required. Business Case Committee approval must be sought and received (via QACO) prior to specifications going forward to the relevant cognate School and Division for consideration.

² Panels will be organised by QACO, conjointly where applicable.

³ Specifications will be submitted to the relevant Divisional Committee by QACO following consideration and approval by the relevant cognate School.

Modules Submitted Separately to Courses	For 2024/25
Submission of new / amended module specifications to QACO. ⁴	19/01/2024
Submission of new / amended module specifications to School, and where relevant, Divisional Committee. ⁵	3/05/2024

Validated Institutions will be required to adhere to the timetable when submitting any new or amended module or course and it is not possible to guarantee approval of any submissions if the timetable is not observed.

⁴ This relates to new / amended modules being submitted separately to a course.

⁵ Specifications will be submitted by QACO to the School for minor changes, and to the School and relevant Divisional committee for major changes.