

Approvals Timeline for Staff Developing **Undergraduate** Programme Proposals

The table below sets out the **recommended** timeline for the development and approval of **undergraduate** programmes at UCL. These deadlines are set in conjunction with the requirements of UCAS and the guidance of the CMA (Competition and Markets Authority).

	3 years before delivery Development and Outline approval phase (2018-19)	2 years before delivery Final approval and set-up phase (2019-20)	Year before delivery Recruitment phase (2020-21)	Year of delivery (2021-22)
Autumn Term	<p>Programme development phase, to include consideration by:</p> <ul style="list-style-type: none"> • Current students and prospective applicants • Planning • Finance • Estates • Arena • Library • E-learning • Communications & Marketing • An External Scrutineer <p>and as appropriate</p> <ul style="list-style-type: none"> • Other relevant UCL academic departments • UCL Careers for any internship and placement activity • UCL Study Abroad • Academic Partnerships Review Group (APRG) for any external academic partnerships. • Professional and Statutory bodies 	<p>By 29th November 2019 the Final UG Programme Proposal should receive Final Approval from PMAP.</p> <p>Notification of Final Approval must then be sent to EdComm to note and to relevant UCL Professional Services to action in their area.</p> <p><i>Student Recruitment Marketing (SRM) must receive notification of PMAP approval by 1st December in order for the programme to feature in the 2021-22 UG printed Prospectus. Any approvals after this date will be added to UCL's online UG Prospectus in its first year of recruitment.</i></p>		
Spring Term	<p>By the end of this term, the UG Programme Proposal should receive Outline Approval from DTC and FTC.</p> <p>The Outline UG Programme Proposal must then be sent to PMAP to note.</p>			
Summer Term	<p>By the end of this term, the UG Programme Proposal should receive Final Approval from DTC and FTC.</p>			

Approvals Timeline for Staff Developing **Postgraduate** Programme Proposals

The table below sets out the **recommended** timeline for the development and approval of new **postgraduate** programmes at UCL. These deadlines are set in conjunction with the guidance of the CMA (Competition and Markets Authority).

	<u>2 years before delivery</u> Development and Outline approval phase	<u>Year before delivery</u> Final approval, set-up and recruitment phase	<u>Year of delivery</u>
	(2018-19)	(2019-20)	(2020-21)
Autumn Term	<p>Programme development phase, to include consideration by:</p> <ul style="list-style-type: none"> • Current students and prospective applicants • Planning • Finance • Estates • Arena • Library • E-learning • Communications & Marketing • An External Scrutineer <p>and as appropriate</p> <ul style="list-style-type: none"> • Other relevant UCL academic departments • UCL Careers for any internship and placement activity • UCL Study Abroad • Academic Partnerships Review Group (APRG) for any external academic partnerships. • Professional and Statutory bodies 	<p>By the 20th September 2019 the <u>Final</u> PG Programme Proposal should receive <u>Final Approval</u> from <u>PMAP</u></p> <p>Notification of <u>Final Approval</u> must then be sent to <u>EdComm</u> to note and to relevant Professional Services to action in their area.</p>	
Spring Term	<p>By the end of this term, the PG Programme Proposal should receive <u>Outline Approval</u> from <u>DTC</u> and <u>FTC</u></p> <p>The <u>Outline</u> PG Programme Proposal must then be sent to <u>PMAP</u> to note.</p>		
Summer Term	<p>By the end of this term, the PG Programme Proposal should receive <u>Final Approval</u> from <u>DTC</u> and <u>FTC</u>.</p> <p><i>Student Recruitment Marketing (SRM) must receive notification of PMAP approval by 1st July 2019 in order for the programme to feature in the 2020-21 PG printed Prospectus. Any approvals after this date will be added to UCL's online PG Prospectus in its first year of recruitment.</i></p>		

Timeline for Programme and Module Amendment

The table below sets out the standard timeline for **Programme and Module amendment** at UCL. The deadlines are set in conjunction with the guidance of the CMA (Competition and Markets Authority).

It is advised that all Programme amendments be proposed and approved in line with the timelines for new programme proposals outlined above. If this is not possible, amendments should receive final approval prior to making offers to applicants.

	<u>Year before proposed programme diet and/or amendment</u>	<u>Year of delivery and/or implementation</u>
	(2018-19)	(2019-20)
Autumn Term	<p>By the end of this term all <u>Minor Programme and Minor Module amendments</u> for next academic year should receive approval from DTC and FTC. The completed and signed paperwork should be sent to academicmodel@ucl.ac.uk to process.</p> <p>By the end of this term all <u>Major Module amendments</u> for next academic year should receive approval from DTC and FTC, as well as from an External Scrutineer, any current students affected by the amendment and any applicants with an accepted offer. The completed and signed paperwork should be sent to academicmodel@ucl.ac.uk to process.</p> <p>By the end of this term all <u>Major Programme amendments</u> for next academic year should receive approval from DTC and FTC, as well as from an External Scrutineer, any current students affected by the amendment and any applicants with an accepted offer. Completed and signed paperwork must be sent to the PMAP Secretary (acadserv.pmap@ucl.ac.uk).</p>	If approved, the amendment is implemented for all students.
Spring Term	<p>The date by which all <u>Minor Programme amendments and all Module amendments</u> for the next academic year must be sent to the Academic Model team is 28th February 2019.</p> <p>The date by which all <u>Major Programme amendments</u> must be sent to the Secretary of PMAP is 28th February 2019.</p> <p>Once processed/approved, relevant Professional Services will be informed of any Programme and Module amendments to action in their area.</p>	
Summer Term	Programme teams should be considering potential changes to propose in 2019-20 for implementation in 2020-21.	