

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).

	<u>3 years before delivery</u> Development and Outline approval phase (2022-23)	<u>2 years before delivery</u> Final approval and set-up phase (2023-24)	<u>Year before delivery</u> Recruitment phase (2024-25)	<u>Year of delivery</u> (2025-26)
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 Centre • Communications and Marketing • Library Services • Digital Education • An External Scrutineer <p>and as appropriate</p> <ul style="list-style-type: none"> • Other relevant UCL academic departments • UCL Study Abroad and Visa Compliance teams • Academic Partnerships Review Group (APRG) for any external academic partnerships. • Professional, Statutory and Regulatory bodies 	<p>By 30th November 2023 the UG Programme Proposal should have met all of the conditions of <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 UCL Professional Services to action in their area.</p> <p><i>The MarComms team in Office of the Vice-President (External Engagement) must receive notification of PMAP approval by 1st December in order for the programme to feature in the 2025-26 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>		
	Full business case approval by FPC for new programmes ('stage 0') for programmes in early development	Implications for central timetabling and other central resource costs confirmed		
Spring Term	By the end of this term, the UG Programme Proposal should receive <u>Outline Approval</u> from <u>DTC</u> and <u>FTC</u> .			
Summer Term	By the end of this term, the UG Programme Proposal should have been submitted to <u>PMAP</u> for consideration.			

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 (2022-23)	<u>Year before delivery</u> Final approval, set-up and recruitment phase (2023-24)	<u>Year of delivery</u> (2024-25)
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 Centre • Communications and Marketing • Library Services • Digital Education • An External Scrutineer <p>and as appropriate</p> <ul style="list-style-type: none"> • Other relevant UCL academic departments • UCL Study Abroad and Visa Compliance teams • Academic Partnerships Review Group (APRG) for any external academic partnerships. • UCL Apprenticeships Steering Group for Level 7 apprenticeships • Professional, Statutory and Regulatory bodies 	<p>By the start of term, the PG Programme Proposal should have met all the conditions of <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>	
	Full business case approval by FPC for new programmes ('stage 0') for programmes in early development	Implications for central timetabling and other central resource costs confirmed	
Spring Term	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>Summer Term</p>	<p>By the end of this term, the PG Programme Proposal should have been submitted to PMAP for consideration.</p> <p><i>N.B. The MarComms team in Office of the Vice-President (External Engagement) must receive notification of PMAP approval by 30th June 2023 in order for the programme to feature in the 2024-25 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>		
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Timeline for Programme Amendment

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

All Programme amendments should receive approval / consent from any affected current students, prior to submission.
All Programme amendments should be communicated to applicants and offer-holders, prior to submission.

Please refer to the UCL Academic Manual, Chapter 7, Annex 7.1.3 for guidance around consulting with current students, applicants and offer-holders on Programme amendments.

All Minor Programme amendments should receive approval from **DTC** and **FTC**. The completed and signed paperwork should be sent to lifecycle@ucl.ac.uk to process.

All Moderate and Major Programme amendments should receive approval from **DTC** and **FTC**, as well as from an **External Scrutineer**. The completed and signed paperwork should be sent to acadserv.pmap@ucl.ac.uk to process.

	<p><u>Programme Amendments to be implemented in 2023-24</u></p>	<p><u>Programme Amendments to be implemented in 2024-25</u></p>
<p>Deadline to submit to Academic Services</p>	<p>10th June 2022 (End of Term 3, 2021-22).</p>	<p>9th June 2023 (End of Term 3, 2022-23).</p>