**Humanities Teaching and Learning Support Services**

**Key dates for programme approvals and amendments, 2017-18**

**Key Committee Dates**

All amendments must be approved by your School UG/PGT Committee/Teaching and Learning Director, or equivalent, before (if appropriate) full, signed documentation being submitted to Faculty Programme Approval Committee (PASC) via your School’s Teaching and Learning Officer.

**Faculty Programme Approval Sub-Committee (PASC) dates 2017-2018**

*All meetings 2.00 – 4.00pm*

|  |  |
| --- | --- |
| **Semester 1** | |
| **PASC meeting date** | **FINAL submission date for paperwork** |
| Wednesday 18 October 2017 | Monday 9 October 2017 |
| Wednesday 22 November 2017 | Monday 13 November 2017 |
| Wednesday 13 December 2017 | Monday 4 November 2017 |
| **Semester 2** | |
| Wednesday 21 February 2018 | Monday 12 February 2018 |
| Wednesday 21 March 2018 | Monday 12 March 2018 |
| Wednesday 23 May 2018\* | Monday 14 May 2018 |
| Wednesday 27 June 2018 | Monday 18 June 2018 |
| ***March 2018 PASC:*** *Final deadline for approval of amendments / withdrawals for September 2018 (end March is deadline for Faculty Approval panels considering NPP2 for September 2018 entry).*  ***May 2018 PASC:*** *Final chance for approval of new / amended PG programmes for entry into PG prospectus for* ***September 2019*** *entry.*  ***December 2017:*** *UG Prospectus print deadline for* ***September 2019*** *entry.*  ***December 2018:*** *UG Prospectus print deadline for* ***September 2020*** *entry.*  *NO AMENDMENTS, WITHDRAWALS or NPP2 for programmes FOR ENTRY SEPTEMBER 2018 MAY BE APPROVED AFTER FRIDAY 30TH MARCH 2018.* | |

*[Easter break: 23 March 1- 16 April 2018]*

Exceptionally, and subject to the agreement of the Associate Dean (Teaching, Learning and Students), a Programme Amendment may be approved at Faculty level by Chair’s Action.

**UNDERGRADUATE Recruitment and Admissions cycle, and suggested deadlines for SEPTEMBER 2019 ENTRY**

*It is**strongly advised that academics look to launch courses in line with the recruitment cycle to give maximum opportunity for recruitment.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **October 2017** | **December 2017** | **1 March 2018** | **End March 2018** | **Early May 2018** | **6 Sept 2018** | **End March 2019** | **Sept 2019** |
| Start of UG recruitment cycle at UoM for 2019. | UG print prospectus deadline for 2019. | UG online course (programme) listings go live on UoM website for 2019. | Deadline for major amendments, withdrawals and NPP2 for programmes commencing **September 2018.** | UCAS Entry Profiles are published for 2019. | UCAS admissions cycle begins for 2019. | Deadline for major amendments, withdrawals and NPP2 for programmes commencing **September 2019.** | First entry |
| *New programmes / major amendments should be approved at least 2 weeks beforehand.*  *After this deadline, any new courses are only likely to be promoted via the web.*  *All schools coordinate production of their own subject brochures – programme proposers should therefore liaise with their Admissions Manager over appropriate timescales.* | *Changes to course (programme) information (including entry requirements) for 2019 are not advised.* | *Changes to be reported to applicants in time for decisions to be made in May and in line with Competition & Markets Authority Guidance.* |  | *Once course listings are published to the website, information is available for applicants to view. Any changes after this date are not advised.* | *Changes to be reported to applicants in time for decisions to be made in May and in line with Competition & Markets Authority Guidance.* |  |

*Best practice would be to receive Faculty approval in time for:*

* the Schools’ UG print prospectus deadline in December 2017
* online course listings going live early March 2018
* for September 2019 entry

Amendments for September 2018 entry will require detailed discussion with your T&L Director, your School’s admissions team and the Faculty T&L Office in line with CMA guidance, to determine the significance of the change, the PR impact and any issues around care of the applicant. Amendments should be approved by end March 2018 at the latest.

**POSTGRADUATE TAUGHT Recruitment and Admissions cycle, and suggested deadlines for SEPTEMBER 2019 ENTRY.**

The PG recruitment cycle is generally more flexible than UG, as it is not dictated by the UCAS process. However, if a course is due to start in a September, the trend for applications follows a bell curve, with some starting to come in from September the year before, peaking in April / May, and then trailing off just before the course begins, when many schools still accept applications. It is therefore advisable to have a programme set up online **a full year** before it is due to start.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Early June 2018** | **September 2018** | **October 2018** | **End March 2019** | **Sept 2019** |
| PG prospectus print deadline | The University’s [online course (programme) listings](http://www.manchester.ac.uk/postgraduate/taughtdegrees/) are completed in September, 12 months before entry. So: 2019 listings will be updated in September 2018. | The PG admissions cycle begins. | Deadline for major amendments, withdrawals and NPP2 for programmes commencing **September 2019.** | First entry |
| *Schools are contacted early May with last year's copy for them to update, so amendments proposed during 17/18 will not make the printed prospectus for September 2018 entry, only September 2019. Proposals for major amendment should be approved at least 2 weeks before the prospectus entry deadline.*  *Schools coordinate production of their own subject brochures – proposers should therefore liaise with their Admissions Manager over appropriate timescales.* | *Ideally, there should be no changes once the admissions cycle begins and the UoM website ‘goes live’.*  *Amendments can still be approved after this time for 2019 entry, but must approved by end March 2019. You must liaise with your School Admissions Manager over the ways in which the proposed amendment will impact on admissions and recruitment activity, including communication with students who may already have expressed an interest in the programme pre-amendment.* | *Once the course listings are published to the website, information is available for applicants to view. Changes to course titles or entry requirements are therefore not advised after the go live date.* | *Deadline for major amendments and NPP2 for programmes commencing* ***September 2019.*** *Changes to be reported to applicants in time for decisions to be made in line with Competition & Markets Authority Guidance.* |  |

*Best practice would be to receive Faculty approval in time for:*

* The PGT print prospectus deadline in June 2018 (aim for approval by May meeting of PASC)
* Online course listings going live in September 2018
* For September 2019 entry

Any amendments for September 2018 entry will require detailed discussion with your T&L Director, your School’s admissions team and the TLO to determine the significance of the change, the PR impact and any issues around care of the applicant. Amendments should be approved by end March 2018 at the latest.

**Administrative processes**

* The Faculty Teaching & Learning Office is responsible for setting up new Programme and Plan codes. (A Plan code allows an online course (programme) listing to be created, and online applications to commence).
* The University’s Student Admissions Team will assign a web title to the programme in Campus Solutions.
* The Faculty and School web and marketing teams are responsible for amending the text of the prospectuses and for populating and publishing the online course listings, based on the marketing material submitted as part of a major programme amendment proposal.
* The Faculty Marketing Team is responsible for coordinating updates to the text of the prospectuses and publicity brochures, based on the marketing material submitted as part of a major programme amendment proposal.
* The Student Admissions team is responsible for making the online course listing “go live” and updating all external listings including UCAS.

V8 (14/07/2017)

Faculty Teaching and Learning Office