Date	Task	Responsibility	Academic Process	Professional Services Process	Task Supports
	which outline was approved by School and CQADG.				
By the first working day of December	Planning Office to have granted approval of new programmes.	Planning Office	None	Planning Office HESA Data Quality Review (e.g., assign cost centre subject coding). QEU to add programme and UCAS code and start the validation process.	- Regulatory reporting. - Validation of new programmes and modules. - Recruitment

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Date	Task	Responsibility	Academic Process	Professional Services Process	Task Supports
	(Changes to content of module records in Worktribe)				
By the last working day of January	*In exceptional circumstances, any material changes to programme structure for programmes running in the next teaching year (9 months hence) *(Changes to Programme records in Worktribe. See Teaching Year 1 of Annual Programme Preparation diagram see below)*	- Proposal Owner; - HoS Approver; - Deans of Education and Student Experience Approver	Adding or removing optional modules to a programme structure and checking accuracy of rocking modules. *(Please note students already registered with have to be consulted and consent to the change.)*	Initiate module validation or programme validation if threshold reached – see Code 8.	- Pre-registration - Timetabling - Workload Allocation
By the last working day of January	*Check the accuracy of the programme structure for the next intake of students (9 months hence) for operational purposes. *(Changes to Programme records in Worktribe. See 2 of Annual Programme Preparation diagram see below)*	- Proposal Owner; - HoS Approver; - Deans of Education and Student Experience Approver	Check the correct modules are assigned to each stage of the programme structure. *(Only open programme record if changes need to be made. See line above.)*	If changes are required see line above. Planning Data Review to take place.	- Recruitment - Registration of new students - CMA

Date	Task	Responsibility	Academic Process	Professional Services Process	Task Supports
By the last working day of January	*Material changes to programme structure for next recruitment cycle (for entry 18 months hence). *(Changes to Programme records in Worktribe. See 3 of Annual Programme Preparation diagram see below)*	- Proposal Owner; - HoS Approver; - Deans of Education and Student Experience Approver	Proposal Owner to check and update WT Programmes running 18 months hence. Material changes to prog structures and constituent modules to be completed and approved at School/College level by deadline. *(Only open programme record if changes need to be made. See line above.)*	Planning Data Review to take place.	New Recruitment cycle for entry in 18 months.
By the last working day of January	New module approval - for new modules approved in annual review plans by the CQADG or in exceptional cases as agreed with the QEU/Registrar. *Core/compulsory modules: 18 months hence* *Optional modules: 9 months hence*	- Module Co-ordinator; - Proposal Owner; - HoS Approver; - Deans of Education and Student Experience Approver	Module Co-ordinator to submit new modules for approval. ---------- Proposal Owner to add new modules to programme structure of first instance module is required noting timing reference in second column.	Planning Data Review followed by Quality	

Worktribe Undergraduate Academic and Administrative Processes   Academic Year 2023/24

Date	Task	Responsibility	Academic Process	Professional Services

2022-23

Programme Record Instance

2023-24

2024-25

Academic Year 1 2024

Programme Record Instance

Programme Record Instance

(2)

(3)

Instance

2025-26