# VALIDATION PRINCIPLES AND GUIDANCE

Validation of new courses and changes to existing courses are governed by the University's Regulations for Awards and Quality Assurance Procedures for Taught Courses, the following guidance provides supplementary information for School Teaching and Learning Committees and School Validation Panels on the practical operation of these procedures.

No new course, route, intake, mode of attendance, award change or course title change will be advertised until it has completed the validation cycle including confirmation of approval by the Panel Chair on behalf of UTLC.

You should plan to validate new provision to maximise the recruitment to the course, within the standard recruitment cycle for the course type.

In order to maximise recruitment, new provision ideally should be validated in time for inclusion in the University prospectus (hard copy) and to align with the recruitment cycle:

* for undergraduate courses the UCAS recruitment cycle starts in the February 18 months before the applicant is due to start, with applicants often submitting their choices to their school around October to meet the UCAS January closing deadline;
* for undergraduate courses the paper versions of the prospectus go to print in December each year (20 months in advance of the expected intake), with amendments and updates provided by Schools in the September before being published;
* joining information (which includes course information) is made available to September start students in June and for other intakes approximately 1 month before the expected start date.

**For example:** For undergraduate recruitment for September 2022:

The prospectuses go to print in December 2020, with updates provided by the Schools in September 2020. To be included in the prospectus the course validation must be confirmed by the Panel Chair by November 2020.

Course finder information (IPP data) is locked at the end of January 2021; any amendments after this date will require approval.

UCAS recruitment cycle starts in February 2021 with applicants submitting their UCAS application forms to their school in October/November 2021 for the preparation of references, with a final deadline for applications of January 2022.

Joining information is made available in June 2022.

If you identify a new course/route opportunity after the cut-off date for inclusion in the prospectus then the course can be added to the online prospectus provided the course is validated **prior** to the first UCAS fair for the relevant recruitment cycle. You will need to provide, as part of your marketing statement, a request to and rationale for recruiting outside the normal recruitment cycle. PG course finder goes live at the same time as the UG course finder. PG Prospectus goes to print in August of the year before the planned year of entry.

Changes to existing provision and the timing of the implementation of the changes needs to take account of the impact on current students:

* student module choices (March)
* timetabling (Feb - March)
* CMA requirements
* any deadline dates for sign off set by school/university committees
* the recruitment cycle (see above)

# COMPETITION AND MARKETS AUTHORITY (CMA)

The CMA requirements are based around the University's contract with the applicant and student. The contract information is the detail available through the applicant/student views on course finder plus the information on the regulations, fees and other policies and procedures, which is sent to them when they receive an offer (in PDF via the MyContract website), and which they will accept (together with any interim changes) on enrolment (in PDF via the MyContract website).

Further details on the CMA requirements can be found in the [CMA Guidance Document](https://www.hud.ac.uk/media/assets/document/registry/validationprocess/cma-guidance.docx).

Note: Once course finder information has been locked any proposed changes to the information will be subject to the approval process and deadlines as detailed in the CMA Guidance Document.

The Programme Specification (PSD), Module Specification (MSD), Course Handbook and Module Handbook are not part of the contract. The following statements need to be added to each of these documents to make this clear:

Header for all documents:

*"For information only - this document does not form part of the student contract"*

Additional paragraph for introductory wording of course and module handbooks:

*“The information in this handbook applies to all students registered on this [course/module].  This handbook does not form part of the terms of your student contract with us, which are provided to you separately.”*

SAVP/SAVP+ and School consideration of UVP need to note that they should, as a matter of routine, ask course teams to confirm:

* the impact of the proposed course and/or module changes on the course finder details;
* the preferred timescale for the implementation of the changes;
* the rationale for that timescale;
* the agreement from all current students who would be impacted by the contract change (where applicable).

Schools must notify current students to explain proposed changes and confirm their agreement to the change for it to apply to the students.

# THE VALIDATION SCHEDULE

Each year a validation schedule for the year is drawn up. The validation schedule serves a number of purposes, including confirmation for the school of validation event type, progress of validation events and confirmation of sign-off. In addition, we use the validation schedule to ensure UTLC maintains an oversight at an institutional level of both new course approvals and incremental changes (within a single year and across a period of years) to already validated courses.

We need to ensure that the validation schedule contains sufficient detail to remove any necessity for additional data collection at a later date, below are the principles for new course developments and existing course changes which should be included in the validation schedule on an annual basis:

1. all new provision (course, route through existing suite, mode of attendance, start date (new intakes), delivery location, duration);
2. changes to course title;
3. changes to award (e.g. BA to BSc, MSc to MA etc.);
4. changes to overall course aims and/or course learning outcomes;
5. changes to course structure post original validation (e.g. addition/removal of placement year, removal and replacement of modules, changes to module credit ratings (merging/splitting), changes to pre-requisite modules (due to impact on progression), changes to progression criteria (particularly where more stringent than Regulations for Awards) etc.);
6. changes to delivery pattern, which change the fundamental nature or timing of the student engagement and contact with staff (e.g. introduction of evening/weekend or block teaching, removal of one delivery pattern completely (for example replacement of labs with lectures) etc.);
7. introduction of distance learning modules to a course.

The validation schedule is the overarching record of proposed changes, it does not change the nature of academic engagement and discussion of changes required at the designated validation type (SAVP/SAVP+ or UVP).

A more detailed breakdown of types of changes to programme and module specifications and the implications for validation follow, the lists are indicative and intended as a guide.

An indicative timeline for the preparation of the validation schedule on an annual basis and deadlines for changes to courses and modules is detailed below. Whilst the aim is to include as much as possible in the initial preparation of the validation schedule UTLC recognises that there will be late additions for a number of reasons and the indicative timeline is not intended to restrict or inhibit these additions. Where the School identifies additional items after the initial publication of the validation schedule they should contact Registry with the new course/course change details following the same format as the original submissions to enable the validation type and reporting requirements to be confirmed as quickly as possible.

# VALIDATION SCHEDULE & APPROVAL TIMELINE

Prospectus = hard copy document.

Course Finder = On-line course guide on University web pages (from information in IPP in ASIS).

Validation schedule = List of new courses and amendments to existing courses for validation.

It is intended that the Validation Schedule operates two years in advance of the proposed course implementation. This is to support the recruitment cycle and enable courses to be included in the hardcopy prospectus which is published a year and a half in advance of course implementation; there is an annual November deadline, with prospectuses going to print in December. For example, it would be anticipated that validation events taking place in 2020-21 would be for courses with a 2022-23 implementation. Registry therefore send an annual request to Schools for proposals in keeping with this principle.

The University recognises the need to remain responsive and flexible, as far as possible, to the various opportunities and demands as they arise in relation to course validation. An approach is therefore taken of operating a rolling annual schedule that is approved at a number of points during the year by UTLC to facilitate proposals that are submitted at a later point in the cycle. Schools making proposals at a later stage should be mindful of the potential impact on the recruitment cycle and student numbers on the initial intake – see [Appendix A](#_Appendix_A_–).

**Guide timescales**

From School consideration to Panel Chair sign off normally a minimum of 8 weeks:

* 2 weeks for amendments & sign off from school event
* 3 weeks for UVP panel to read papers
* 3-6 weeks for amendments & sign off from university event

+ add time for development

+ add time for Panel Chair review and sign off

# UTLC APPROVAL AND NOTIFICATIONS

UTLC delegates authority to the Validation Panel Chair for approval of the validation based on confirmation that all conditions and requirements have been met in full. Once the Panel Chair sign off of the validation has been received all relevant parties will be notified that the validation is approved. All approved validations recorded on the validation schedule will be noted by UTLC. Validation reports will be received by UTLC as indicated below:

| Nature of validation | UTLC Notification |
| --- | --- |
| UVP | Report and confirmation conditions met |
| SAVP+ | Report and confirmation conditions met |
| New course (if not covered above) | Report of event and confirmation of conditions met |
| New route through existing course (if not covered above) | Report of event and confirmation of conditions met |
| Change in award (BA to BSc) (if not covered above) | Report of event and confirmation of conditions met |
| Change in course title (if not covered above) | Confirmation conditions met, including which students affected and confirmation of agreement from all students affected |
| New mode of attendance (if not covered above) | Confirmation conditions met |
| New intake date (if not covered above) | Confirmation conditions met |
| Changes to placement year/ options (addition/removal or impact on classification) | Confirmation conditions met |
| SAVP (if not covered above) | Completion recorded on validation schedule and checked as part of annual review by Registry |

# CHANGES TO STAFFING

From time to time staff change, these can either be through planned or unplanned activities, and schools need to have appropriate mechanisms in place to manage these staff changes to ensure there is no adverse effect on the student experience, including relevant communication and support plans for students.

# PROGRAMME SPECIFICATION - Existing Course Changes

Below is a table listing programme specification section headings along with potential changes to the sections as part of normal course review and development. The validation criteria relate to a change in the section only, where there is a combination of changes to many sections the totality of the changes should be notified to Registry for consideration as part of the annual validation schedule.

In all cases the School should keep their marketing contact updated regarding changes that will impact on information included in prospectuses and course finder as per the CMA guidance - changes to these documents should only be made when validation conditions have been met and the appropriate approvals confirmed.

| **Section** | **Nature of Change (examples)** | **Validation Criteria/Considerations** |
| --- | --- | --- |
| 1. Awarding Institution | This should never change | |
| 2.  Teaching Institution | New Collaborating Partner added | Programme Specification section 2 updated via SAVP (provided this is the only change required – should further changes be needed to the course then a validation proposal form must be completed and sent to Registry)  SCCP approval of partner required  **Include on CP Schedule only (unless changes extend beyond section 2 of the PSD in which case the proposal may also need to be included on the Validation Schedule as well).** |
| Collaborating Partner delivery to be terminated. | Programme Specification updated via SAVP  SCCP approval required for termination of partnership.  **Include on CP Schedule only** |
| 3.  School and Department | Change of School (e.g. transfer from one school to another)  (If course content affected see relevant section) | On the assumption that the transfer has come about through higher level discussions and agreement and there is no change to facilities or resources therefore not a matter for discussion at validation other than to change name of School in documents:  Programme Specification updated via SAVP Chair's Action.  Code change required in ASIS to reflect new School.  Course finder would need to be updated to link to new School.  UTLC approval & notification not required. |
| Change of Department  (If course content affected see relevant section) | On the assumption that the transfer has come about through higher level discussions and agreement and there is no change to facilities or resources therefore not a matter for discussion at validation other than to change name of Department in documents:  Programme Specification updated via SAVP Chair's Action.  Code change required in ASIS to reflect new Department.  UTLC approval & notification not required. |
| 4.  Course Accredited By | New professional body accreditation/ re-accreditation achieved - no change to academic content | Reported through PSRB reporting to UTLC.  Programme Specification updated via SAVP Chair's Action.  Course finder would need to be updated to add accreditation if it is not currently there.  UTLC approval not required. |
| New professional body accreditation/ re-accreditation achieved - with changes to academic content a condition from PSRB | Reported through PSRB reporting to UTLC.  Validation type and approval defined by changes required to content  **- include on validation schedule.**  Course finder would need to be updated to add accreditation if it is not currently there. |
| Existing professional body accreditation lost | Reported through PSRB reporting to UTLC.  Programme Specification updated via SAVP, with discussion of management strategy.  Course finder would need to be updated to remove accreditation.  UTLC approval not required. |
| Professional body change name (all other things remain same) | Reported through PSRB reporting to UTLC.  Programme Specification updated via SAVP Chair's Action.  Course finder would need to be updated to reflect name change.  UTLC approval not required. |
| 5.  Mode of Delivery | New mode of delivery added | Validation type typically SAVP, with consideration of resource implications.  Distance Learning will always be UVP.  Additional course record required in ASIS.  Course finder would need to be updated to add new mode of delivery.  UTLC approval & notification required **- include on validation schedule.** |
| Existing mode of delivery withdrawn | Programme Specification updated via SAVP, with discussion of exit strategy.  ASIS course record would need to be updated.  Course finder would need to be updated to add remove mode of delivery.  UTLC approval & notification not required. |
| 6.  Final Award | Change from one award type to another (BA to BSc, BSc to BA, MA to MSc, MSc to MA etc) | Validation type typically SAVP/SAVP+, with confirmation of agreement from current students if change to apply to them.  Additional course record required in ASIS.  Course finder would need to be updated.  UTLC approval & notification required **- include on validation schedule.** |
| 7.  Course Title | Change to course title | Validation type typically SAVP/SAVP+, with confirmation of agreement from current students if change to apply to them.  Change to course record required in ASIS.  Course finder would need to be updated.  UTLC approval & notification required - **include on validation schedule.** |
| Addition of new route under existing suite | Validation type typically SAVP/SAVP+.  Additional course record required in ASIS.  Course finder would need to be updated to add new route.  UTLC approval & notification required **- include on validation schedule.** |
| 8.  UCAS Code | Change in UCAS Code | Programme Specification updated via SAVP Chair's Action.  ASIS course record would need to be updated.  Course finder would need to be updated.  UTLC approval & notification not required. |
| 9.  Subject Benchmark Statement (SBS) | New SBS - no impact on existing content | Programme Specification updated via SAVP Chair's Action.  UTLC approval & notification not required. |
| New SBS - impact on existing content | Programme Specification updated via SAVP Chair's Action.  Approval & notification determined by nature of changes required. |
| 10.  Date of Approval |  | Updated as changes made to course through validation - date should correspond with date in footer. |
| 11.  Educational Aims of Course | Change to aims of course | Validation type and approval defined by changes as likely to have impact on other areas of course.  Might impact on information in course finder **- include on validation schedule.** |
| 12.  Intended Learning Outcomes | Changes to learning outcomes that either add or remove a learning outcome | Validation type and approval defined by changes as likely to have impact on or be driven by changes to other areas of course.  **- include on validation schedule.** |
| Update to wording/restructure of existing learning outcomes | Validation type and approval defined by changes as may have impact on or be driven by changes to other areas of course.  **- include on validation schedule.** |
| 13.  Course Structures and Requirements, Levels, Modules, Credits and Awards | Removal of existing module from structure | Validation type and approval defined by changes as likely to have impact on other areas of course, agreement from current students if affected by change required.  Course finder will need to be updated.  **- include on validation schedule.** |
| Addition of new module to structure | Validation type and approval defined by changes as likely to have impact on other areas of course.  Course finder will need to be updated.  **- include on validation schedule.** |
| Change of module type | Validation type and approval defined by changes as likely to have impact on other areas of course, agreement from current students if affected by change required.  Course finder will need to be updated.  **- include on validation schedule.** |
| Re-packaging modules into new structure (including changes to module credit ratings) - no change in academic content | Validation type and approval defined by changes as likely to have impact on other areas of course, agreement from current students if affected by change required.  Course finder will need to be updated.  **- include on validation schedule.** |
| Re-packaging modules into new structure (including changes to module credit ratings) - change in academic content | Validation type and approval defined by changes as likely to have impact on other areas of course, agreement from current students if affected by change required.  Course finder will need to be updated.  **- include on validation schedule.** |
| Removal of placement year/ option | Validation type typically SAVP/SAVP+, agreement from current students if affected by change required.  Amendment to course record required in ASIS.  Course finder will need to be updated.  UTLC approval & notification required **- include on validation schedule.** |
| Addition of placement year/ option | Validation type typically SAVP/SAVP+.  New course record required in ASIS.  Course finder will need to be updated.  UTLC approval & notification required **- include on validation schedule.** |
| Change of status of placement (option to compulsory or include in classification) | Validation type typically SAVP/SAVP+, agreement from current students if affected by change required.  Course finder will need to be updated.  UTLC approval & notification required **- include on validation schedule.** |
| Addition of exit award | Programme Specification updated via SAVP, with discussion of rationale.  UTLC approval & notification not required. |
| Removal of exit award/update exit award title | Programme Specification updated via SAVP, with discussion of rationale.  UTLC approval & notification not required. |
| Addition of new intake (eg. Jan start) structure | Validation type typically SAVP/SAVP+.  Additional course record required in ASIS.  Course finder will need to be updated.  UTLC approval & notification required **- include on validation schedule.** |
| Removal of intake option | Programme Specification updated via SAVP, with discussion of rationale and exit strategy.  Course finder will need to be updated.  UTLC approval & notification not required. |
| 14.  Teaching, Learning and Assessment | Changes to teaching and learning methods | Programme Specification updated via SAVP, driven by module changes, with discussion of rationale.  Course finder will need to be checked to confirm whether change will affect information in the Teaching and Assessment section.  UTLC approval & notification not required. |
|  | Changes to assessment methods | Programme Specification updated via SAVP, driven by module changes with discussion of rationale.  Course finder will need to be checked to confirm whether change will affect information in the Teaching and Assessment section.  UTLC approval & notification not required. |
| 15.  Support for Students and their Learning | Updates to support mechanisms | Programme Specification updated via SAVP Chair's Action.  UTLC approval & notification not required. |
| 16.  Criteria for Admissions | Increase to entry tariff/requirements | Programme Specification updated via SAVP, with discussion of rationale.  Course finder will need to be updated.  UTLC approval & notification not required. |
| 17.  Methods for Evaluating and Improving the Quality and Standards of Teaching and Learning | Updates to section - addition or removal | Programme Specification updated via SAVP Chair's Action.  UTLC approval & notification not required. |
| 18.  Regulation of Assessment | Changes to course specific assessment regulations (outside those managed through central regulatory changes). | Programme Specification updated via SAVP, with discussion of rationale and confirmation of exemption from regulations where relevant.  UTLC approval & notification not required. |
| 19.  Indicators of Quality and Standards |  | Programme Specification updated via SAVP Chair's Action.  UTLC approval & notification not required. |

# MODULE SPECIFICATION CHANGES

Below is a table listing module specification section headings along with potential changes to the sections as part of normal course review and development. The validation criteria relate to a change in the section only, where there is a combination of changes to many sections the totality of the changes should be considered as a whole and may be overridden by course change validation criteria.

In all cases the School should keep their marketing contact updated regarding changes that will impact on information included in prospectuses and course finder as per the CMA guidance.

| **Section** | **Nature of Change (examples)** | **Validation Criteria** |
| --- | --- | --- |
| 1  Module Code | New code (system reference only) | Module specification updated (and any associated programme specification updates) via SAVP Chair's Action, with rationale for change. |
| 2  Module Title | New/amended title (to better reflect content, but with no change to content) | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change and confirmation of student agreement (where applicable).  Course finder will need to be updated. |
| New/amended title (with associated content change) | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change, consideration of associated content changes and confirmation of student agreement (where applicable).  Course finder will need to be updated. |
| 3  School(s) involved in delivery | Amendment to schools involved in delivery  (additional content change covered below) | On the assumption that the transfer has come about through higher level discussions and agreement and there is no change to facilities or resources therefore not a matter for discussion at validation other than to change name of School in documents:  Course finder would need to be updated to reflect School change.  Module specification updated (and any associated programme specification updates) via SAVP. |
| 4  Name of Course(s) | List of courses amended | Module specification updated (and any associated programme specification updates) via SAVP.  Course records on course finder may need updating. |
| 5  Module Leader | Change in module leader | Module specification updated via SAVP Chair's Action, with rationale for change. |
| 6  Location | Change in site/campus where module delivered | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change and confirmation of student agreement (where applicable). |
| Additional delivery location added | Approval to new delivery location would require either UTLC or SCCP approval depending on location and nature of arrangement. |
| 7  Module Type | Change in module type | Potential impact on course structure and progression therefore approval will be defined by changes as likely to have impact on other areas of course. Confirmation of student agreement may be needed.  Course finder would need to be updated.  **- include on validation schedule in relation to overall impact on structure.** |
| 8  Credit Rating | Change in credit rating | Potential impact on course structure and progression therefore approval will be defined by changes as likely to have impact on other areas of course. Confirmation of student agreement may be needed.  May impact on course finder if the change would result in a change to the listed modules.  **- include on validation schedule in relation to overall impact on structure** |
| 9  Level | Change in level  (would require change in course content and structure) | Potential impact on course content and structure therefore approval will be defined by changes as likely to have impact on other areas of course. Confirmation of student agreement may be needed.  **- include on validation schedule in relation to overall impact on structure** |
| 10  Learning Methods | Change in allocation of hours across learning methods | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change. Links with Section 19.  Course finder will need to be checked to confirm whether change will affect information in the Teaching and Assessment section and the module description in Course Content section. |
| 11  Pre-requisites | Addition/removal of pre-requisites | Potential impact on course structure and progression therefore approval will be defined by changes as likely to have impact on other areas of course.  **- include on validation schedule in relation to overall impact on structure.** |
| 12  Recommended Prior Study | Addition/removal of recommended prior study | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change. |
| 13  Co-requisites | Addition/removal of co-requisites | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change. |
| 14  Shared Teaching | Amendment to shared teaching detail | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change. |
| 15  Professional Body Requirements | Amendment to professional body requirements | Potential impact on course structure and progression therefore approval will be defined by changes as likely to have impact on other areas of course.  **- include on validation schedule in line with course amendments.** |
| 16  Graded or non-graded | Change from one to other | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change. |
| 17  Barred Combinations | Change in barred combinations | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change. |
| 18  Synopsis | Amendment to synopsis | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change.  Schools are advised to use the synopsis in the module specification as the source data for IPP so that the same data is used here as in the Course Content section of course finder, which would need to be updated if this section changes. |
| 19  Learning Strategy | Changes to learning strategy | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change. Links with Section 10.  Course finder will need to be checked to confirm whether change will affect information in the Teaching and Assessment section and the module description in Course Content section. |
| 20  Outline Syllabus | Changes to syllabus | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change.  If changes here impact on the synopsis - course finder will need to be updated. |
| 21  Learning Outcomes | Addition/removal of learning outcome | Potential impact on course learning outcomes therefore approval will be defined by changes as likely to have impact on other areas of course.  **- include on validation schedule in line with course amendments.** |
| 22  Assessment Strategy | Change to assessment strategy | Module specification updated (and any associated programme specification updates) via SAVP, with rationale for change.  If changes here impact on synopsis - course finder will need to be updated. |

# APPENDIX A – Recruitment Cycle

For **2021/22** entry the UCAS fairs run from 24 February to 1 July 2020

|  | **Marketing/Recruitment Cycle** | **Validation Cycle** |
| --- | --- | --- |
| Sept 2019 | Work begins on 2021/22 entry prospectus and coursefinder | Validation events. |
| Oct 2019 |  | Validation events. |
| Nov 2019 |  | Validation events.  Deadline for approval of courses for inclusion in the **2021/22** entry undergraduate prospectus. |
| Dec 2019 | 2021/22 entry UG prospectus go to print, no further additions can be made. | Validation events.  Registry request from schools’ information on new courses and course amendments for the 2020/21 (for 2022/23 entry) validation schedule.  Schools begin to confirm courses for inclusion in the validation schedule. |
| Jan 2020 | UCAS Applications deadline 15 January annually for majority of undergraduate courses  [15 January 2020 for 2020/21 entry.]  Coursefinder for 2021/22 entry goes live. | Validation events.  Schools confirm courses for inclusion in the validation schedule. |
| Feb 2020 | UCAS fairs begin for 2021/22 entry  UCAS recruitment cycle for 2021/22 entry begins (UCAS itself isn’t open for applications)  IPP/Course finder for 2021/22 entry locked - any proposed material changes will need to follow the CMA approval process once validated. | Validation events. |
| Mar 2020 |  | Validation events.  Schools continue to confirm courses to be added as part of a rolling validation schedule |
| Apr 2020 |  | Validation events. |
| May 2020 | 2021/22 entry UG Subject Area Brochures are printed (additional courses validated after the prospectus print can be added) | Schools continue to confirm courses to be added as part of a rolling validation schedule |
| June 2020 | Undergraduate Open Day 27.06.2020 | Validation events. |
| July 2020 | Final recruitment fair for 2021/22 entry | Validation events. |
| Sept 2020 | Undergraduate Open Day 26.09.2020  Work begins on 2022/23 UG prospectus and coursefinder | Validation events. |
| Oct 2020 | Undergraduate Open Day 17.10.2020 | Validation events. |
| Nov 2020 | Undergraduate Open Day 07.11.2020 | Validation events.  Deadline for approval of courses for inclusion in the **2022/23** entry undergraduate prospectus. |
| Dec 2020 | 2022/23 entry UG prospectus go to print, no further additions can be made.  Undergraduate Open Day 04.12.2020 | Validation events.  Registry request from schools’ information on new courses and course amendments for the 2021/22 (for 2023/24 entry) validation schedule.  Schools begin to confirm courses for inclusion in the validation schedule. |
| Jan 2021 | UCAS Applications deadline 15 January annually for majority of undergraduate courses  [15 January 2021 for 2021/22 entry.]  Coursefinder for 2022/23 entry goes live. | Validation events.  Schools confirm courses for inclusion in the validation schedule. |
| Feb 2021 | UCAS recruitment cycle for 2022/23 entry begins (UCAS itself is not open for applications)  IPP/Course finder for 2022/23 entry locked - any proposed material changes will need to follow the CMA approval process once validated. | Validation events. |
| Mar 2021 |  | Validation events.  Schools continue to confirm courses to be added as part of a rolling validation schedule |
| Apr 2021 |  | Validation events. |
| May 2021 | 2022/23 entry UG Subject Area Brochures are printed (additional courses validated after the prospectus print can be added) | Schools continue to confirm courses to be added as part of a rolling validation schedule |
| June 2021 |  | Validation events. |
| July 2021 |  | Validation events. |