**APPENDIX C: Validation and recruitment timelines**

**Guide validation 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

Schools making proposals at a later stage should also be mindful of the potential impact on the recruitment cycle and student numbers on the initial intake:

**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 is not 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. |