2 year planning cycle
New scheme proposals (for entry in 2025)

IDEA
- UG scheme proposal to September 2022 or January 2023 PPC (for entry in 2025)
- UG scheme proposal to June 2023 PPC (for possible entry in 2025)
- PG scheme proposal to June 2023 PPC Fast-track: UG scheme proposal to January 2025 PPC (for possible entry in 2025) - no launch time, will not appear in prospectus
  - Business Case (approved by Exec), SDF1.1 (approved by PPC)

Academic Content
- SDF1.2 (to approval panel)
- Committee coversheet
- Programme Specification, incl. scheme/module learning outcomes mapped against assessment
- Evidence of external consultation
- Evidence of consultation with current students / alumni
- MAFs (where appropriate) - to be reviewed and approved via faculty approval process

Approval Panel
- Inform Publications in readiness for entry in printed prospectus
- Standing Approval Panel - meets 5-6 times a year

Completion of approval process
- PPC receives minutes from approval panels

Marketing (post panel)
- Work with marketing representative to launch campaign
- Inform publications officer of content for prospectus and brochures
- Inform course web content manager

Course Pages on Web
- Proforma to Department requesting information for input onto course pages on the web

Prospectus
- Confirm offer and entry requirements
- UG Prospectus (for 2025) published in January 2024
- PG Prospectus (for 2025) published in March 2024

Launch
- Promotion
- School visits

Advertise
- Open Days
- In Marketing Portfolio
- Agreement of KIS data

Entry
- May 2024 - decision made re: entry in Clearing 2024
- May 2024 on UCAS for first time
- Fast-track: on UCAS August 2024

Applicants
- October 2024 - first UCAS applications received for entry 2025
- Conversion of Applicants