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|  | **Strategic Approval Proposal** | **Finalise UG Hardcopy Prospectus Entry** | **Operational Approval Proposal** | **Finalise UG Online Prospectus Entry** | **Finalise requirements for UCAS Course Search** | **Recruitment** | **Publish 24/25 Provisional Programme Specification** | **Launch New/**  **Revised programme** |
| **When** | Latest:  Nov 2022 OPS  OR  Nov 2022PAP  and  Dec 2022 CSC  (depending on whether it needs to be scrutinised by OPS) | Prospectus signed off by designated person before Univ Closure in Dec 2022  (Deans sign off by end Jan 2023) | Latest:  Feb 2023 PAP and  Feb 2023 CSC | Prospectus finalised by end of February 2023 | Latest:  End of February 2023 | UCAS open for applications on 1 Sept 2023 | By second week of Sept 2023 | October 2024 |
| **Why** | Permission to advertise | General description required for advance publicity | Permission to recruit +  agree content of programme | Detailed entry required for online research following UCAS fairs | Course details required for course to be available for applications via UCAS |  | Offers made from now. Part of contractual information referred to in formal offer communication to applicants |  |
| **If miss deadline** | *New progs*  Will be omitted from prospectus and will not be visible to prospective students when actively engage with HE  *Major changes*  Prospectus entry will misrepresent what will be delivered | |  | *New progs*  Not visible to prospective students when engage with HE so less likely to commit to open days  *Major changes*  Entry will misrepresent what will be delivered | Prospective students start looking for courses early, so the sooner they are visible, the bigger the pool of applicants that this will be visible to.  Prospective students do not often come back and check for additional courses. If they do not see the one they want straight away we have missed our chance. | | Programme information unavailable to offer holders at point when considering offer |  |

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|  | **Strategic Approval Proposal** | **Operational Approval Proposal** | **Finalise PG Hardcopy Prospectus Entry** | **Finalise PG Online Prospectus Entry** | **Recruitment** | **Publish 24/25 Programme Specification** | **Launch New/**  **Revised programme** |
| **When** | Latest:  April 2023 OPS  OR  April 2023 PAP  and  May 2023 CSC  (depending on whether it needs to be scrutinised by OPS) | Latest:  April 2023 PAP  and  May 2023 CSC | Prospectus finalised by end of May 2023 | Prospectus finalised by end of July 2023 | From 1 July 2023 | By 30 Sept 2023 | October 2024 |
| **Why** | Permission to advertise | Permission to recruit + agree content of programme | Need agreed general description for advance publicity | Need more detailed entry for online presence |  | Part of contractual information referred to in formal offer communication to applicants |  |
| **If miss deadline** | *New progs*  Will be omitted from prospectus and will not be visible to prospective students  *Major changes*  Prospectus entry will misrepresent what delivered | Unable to recruit | *New progs*  Not visible to prospective students when engage with HE  *Major changes*  Entry will misrepresent what will be delivered | *New progs*  Not visible to prospective students including early markets (eg China)  *Major changes*  Entry will misrepresent what will be delivered |  | Programme information unavailable to offer holders at point when considering offer |  |