

2023/2024

SECTION 1: UNIVERSITY STUDIES COMMITTEE DEADLINE DATES FOR SUBMISSION OF AGENDA ITEMS AND PAPERS

1. The deadline dates for submission of agenda items and papers to individual meetings of the Studies Committee are detailed below – **NB:** please refer to [section 2](#) for final programme and course submission and approval dates.
2. So that there is sufficient time for papers to be collated and reviewed prior to the meetings, proposals submitted after the deadlines will be held back until the next meeting.
3. All proposals should be entered/updated via the Global Curriculum Management System (GCM).

Meeting Date	Deadline for Papers
Thursday 31 st August 2023	Thursday 17 th August 2023
Wednesday 25 th October 2023	Friday 6 th October 2023
Tuesday 12 th December 2023	Tuesday 28 th November 2023
Thursday 25 th January 2024	Thursday 11 th January 2024
Tuesday 12 th March 2024	Tuesday 27 th February 2024
Tuesday 30th April 2024	Tuesday 16th April 2024
Thursday 6 th June 2024	Thursday 23 rd May 2024
Wednesday 4 th September 2024	Wednesday 21 August 2024

SECTION 2: FINAL PROGRAMME AND COURSE SUBMISSION AND APPROVAL DATES

a) Proposals to the University Studies Committee for approval ¹

Type of Proposal (Route 1, Route 2 and withdrawals in GCM)	Final Submission Date
<p>For Guidance on proposal routes see: ‘Approval Route Guidance Table’</p> <p>For example, proposals for USC approval:</p> <ul style="list-style-type: none">• New programmes• New Location/Mode of Study• Withdrawal of programmes...	<p>Tuesday 16th April 2024 (For the meeting on Tuesday 30th April 2024)</p>

b) Final modifications approved within GCM ¹

Type of Proposal (Route 3 and courses modifications)	Final Approved Date
<ul style="list-style-type: none">• Programme structure revisions (<i>that do not require University Studies Committee approval</i>)• Course modifications that impact on timetabling or affect other Schools• Withdrawal of courses	<p>Tuesday 30th April 2024</p>

¹ **NB:** It is necessary to set final submission/approval dates so that specific key activities may be completed (such as timetabling and programme structure rollover). It is therefore important that Schools meet the final submission/approval dates.