2019/2020

SECTION 1: 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 proposal deadline dates.

So that there is sufficient time for papers to be collated and reviewed prior to the meetings, papers submitted after the deadlines will be held back until the next meeting.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Deadline for Papers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 31st October 2019</td>
<td>Thursday 17th October 2019</td>
</tr>
<tr>
<td>Wednesday 11th December 2019</td>
<td>Wednesday 27th November 2019</td>
</tr>
<tr>
<td>Tuesday 28th January 2020</td>
<td>Tuesday 14th January 2020</td>
</tr>
<tr>
<td>Wednesday 11th March 2020</td>
<td>Wednesday 26th February 2020</td>
</tr>
<tr>
<td>Thursday 30th April 2020</td>
<td>Thursday 16th April 2020</td>
</tr>
<tr>
<td>Tuesday 9th June 2020</td>
<td>Tuesday 26th May 2020</td>
</tr>
<tr>
<td>Tuesday 1st September 2020</td>
<td>Tuesday 18th August 2020</td>
</tr>
</tbody>
</table>

2. Programme proposals for approval by the Studies Committee and all related courses should be entered/updated via PAMS detailing related notifications so that appropriate updates to programme structure approvals can be carried out.

3. Please ensure that the School notifies the School Timetabler of all proposals or notifications that impact upon timetabling.

SECTION 2: FINAL SUBMISSION DATES

a) Proposals to the Studies Committee for approval

<table>
<thead>
<tr>
<th>Type of Proposal</th>
<th>Final Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>• New programmes</td>
<td>Wednesday 26th February 2020</td>
</tr>
<tr>
<td>• New Location/Mode of Study</td>
<td>(for meeting on Wednesday 11th March 2020)</td>
</tr>
<tr>
<td>• Withdrawal of programmes</td>
<td></td>
</tr>
<tr>
<td>For Guidance see: ‘Summary of Approval process for</td>
<td></td>
</tr>
<tr>
<td>Disciplines, Programmes and Courses'</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.hw.ac.uk/services/academic-registry/quality/qa/approval-procedures.htm">http://www.hw.ac.uk/services/academic-registry/quality/qa/approval-procedures.htm</a></td>
<td></td>
</tr>
<tr>
<td>• Other modifications for approval (not mentioned above)</td>
<td>Thursday 16th April 2020</td>
</tr>
<tr>
<td></td>
<td>(for meeting on 30th April 2020)</td>
</tr>
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NB: Proposals should be entered via PAMS detailing related notifications so that appropriate updates to programme structure approvals can be carried out.

b) Notifications to Academic Quality

<table>
<thead>
<tr>
<th>Type of Notification</th>
<th>Final Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Programme structure revisions (that do not require</td>
<td>Thursday 16th April 2020</td>
</tr>
<tr>
<td>Studies Committee approval)</td>
<td></td>
</tr>
<tr>
<td>• Course modifications that impact on timetabling or</td>
<td></td>
</tr>
<tr>
<td>affect other Schools</td>
<td></td>
</tr>
<tr>
<td>• Withdrawal of courses</td>
<td></td>
</tr>
<tr>
<td>• Other modifications for notification (not mentioned</td>
<td>Friday 1st May 2020</td>
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<tr>
<td>above)</td>
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1 NB: it is necessary to set final submission dates so that specific key activities may be completed (such as timetabling and programme structure rollover). It is therefore important that Schools meet final submission dates.
2020/2021

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

4. 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 proposal deadline dates.

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</tr>
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</tr>
<tr>
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</tr>
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SECTION 2: FINAL SUBMISSION DATES

c) Proposals to the Studies Committee for approval

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NB: Proposals should be entered via PAMS detailing related notifications so that appropriate updates to programme structure approvals can be carried out.

d) Notifications to Academic Quality

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