

2024/2025

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
Wednesday 4 th September 2024	Wednesday 21 August 2024
Wednesday 30 th October 2024	Tuesday 15 th October 2024
Monday 09 th December 2024	Thursday 28 th November 2024
Tuesday 28 th January 2025	Tuesday 14 th January 2025
Wednesday 19 th March 2025	Wednesday 5 th March 2025
Wednesday 30th April 2025	Wednesday 16th April 2025
Wednesday 11 th June 2025	Thursday 29 th May 2025

SECTION 2: FINAL PROGRAMME AND COURSE SUBMISSION AND APPROVAL DATES

a) Proposals to the University's Studies Committee for approval ¹

Type of Proposal (Route 1, Route 2 and Withdrawals in GCM)	Final Submission Date
For Guidance on proposal routes see: 'Approval Route Guidance Table' For example, proposals for USC approval: <ul style="list-style-type: none">• New programmes• New Location/Mode of Study• Withdrawal of programmes...	Wednesday 16th April 2025 (For the meeting on Wednesday 30 th April 2025)

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 the University's Studies Committee approval</i>)• Course modifications that impact on timetabling or affect other Schools• Withdrawal of courses	Wednesday 30th April 2025

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

2025/2026

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Meeting Date	Deadline for Papers
Tuesday 2 nd September 2025	Tuesday 19 th August 2025
Wednesday 29 th October 2025	Wednesday 15 th October 2025
Wednesday 10 th December 2025	Wednesday 26 th November 2025
Tuesday 27 th January 2026	Tuesday 13 th January 2026
Wednesday 18 th March 2026	Wednesday 4 th March 2026
Thursday 30th April 2026	Thursday 16th April 2026
Tuesday 16 th June 2026	Tuesday 2 nd June 2026

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a) Proposals to the University's Studies Committee for approval ¹

Type of Proposal (Route 1, Route 2 and Withdrawals in GCM)	Final Submission Date
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b) Final modifications approved within GCM ¹

Type of Proposal (Route 3 and course modifications)	Final Approved Date
<ul style="list-style-type: none">• Programme structure revisions (<i>that do not require the University's Studies Committee approval</i>)• Course modifications that impact on timetabling or affect other Schools• Withdrawal of courses	Thursday 30th April 2026

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