STEP BY STEP GUIDE FOR NEW PROGRAMME SET UP

- At least an 18 month timeline before first intake.
- Programme approved at Standing in November or January.
- **Paperwork** submission dates for Schools are end October or mid-December to meet College Curriculum Committee deadlines.
- Course created on AKARI by March closing date.
- Course title and code given and streams created. Populate programmes with at least one EX module if full module details are not yet known. Modules can be added the following year before first intake.
- Complete **CRM course set up form** for advertising on admissions website.
- First intake will be September twelve months after approval. Allows for recruitment activity and preparation of resources and for international students who apply Oct/ Nov to select the course on CRM.

  For example, submission mid-December 2024, approval at Standing January 2025, set up on AKARI of course and stream March 2025, all modules added by March 2026 for first intake September 2026.

- Paperwork can be approved by Standing end of March or early June. However, those programmes would not be set up until the following year as AKARI has closed in the current year. School submission dates for these would be mid-February or mid-April with set up on AKARI in March the following year.