

## SSIS QA & ACADEMIC PLANNING CALENDAR 2007/8

AC Academic Committee – supported by **Christine Vaicekauskas**  
 ASSU Academic Standards and Support: **Lesley Beebe**- for course approval

**Course Approval Processes 2006/7 – for new programmes with 2008 or 2009 start:**  
**Details on ASSU web-pages:**

[http://www.bradford.ac.uk/admin/acsec/assu/Programme\\_approval\\_monitoring\\_&\\_review.html](http://www.bradford.ac.uk/admin/acsec/assu/Programme_approval_monitoring_&_review.html)

**CONTACT CHRISTINE FOR HELP – (ext. 5250 [c.a.vaicekauskas@bradford.ac.uk](mailto:c.a.vaicekauskas@bradford.ac.uk) )**

**Phase I:** Approval by Chairs' Action, by end of December to ensure entry into hard copy of prospectus and UCAS handbook, requires analysis of market demand and resource approval

**Phase II:** Academic approval through SAC and CART

**(For offsite/collaborative programmes contact Laura Johnson, ASSU)**

**CART** Course Approval and Review Team  
**UG AMR** Undergraduate Annual Monitoring Review  
**PG AMR** Postgraduate Annual Monitoring Review

Wk No.	MONDAY	KEY ACTIVITY FOR ADMINISTRATOR AND ACADEMICS	EVENTS / DEADLINES
1	24/9	<u>Prepare draft UG AMR for consideration in department</u> Students need to be reminded in classes that this is their LAST chance to change registration of options	START OF THE AUTUMN TERM
2	1/10		Deadline for module choices Friday, 6 October
3	8/10	By week end departments should have accurate data on students' registered options	8/10 Deadline for AC papers ( <b>items for early December CART</b> ) to Christine
4	15/10		17/10 School Board
5	22/10		24/10 Academic Committee
6	29/10	Good time to hold meetings in depts. or cross-school	READING WEEK
7	5/11		
	12/11		
9	19/11	<u>Prepare draft PG AMR for consideration in dept</u>	21/11 Deadline for <b>UG AMR</b> papers to Christine 22/11 School Board
10	26/11		
11	3/12		<b>CART?</b> 3/12 Deadline for AC papers ( <b>items for early March CART</b> ) to Christine 5/12 <b>UG AMR</b>
12	12/12		Semester 1 teaching ends
	17/12	<b>CHRISTMAS</b>	
	24/12	<b>VACATION</b>	
	31/12		
13	7/1		7/1 Deadline ALL <b>PG AMRs</b> to Christine
14	14/1		16/1 Academic Committee

Wk No.	MONDAY	KEY ACTIVITY FOR ADMINISTRATOR AND ACADEMICS	EVENTS / DEADLINES
1	21/1		
2	28/1	Students need to be reminded in classes that this is their LAST chance to change registration of options	<u>30/1 PG AMR in School</u>
3	4/2		Deadline for Student Module Choices Friday, 10 February
4	11/2	By week end departments should have accurate data on students' registered options	
5	18/2		<u>21/2 AMR for PG Collaborative provision</u>
6	25/2	<u>Contact Christine - for anything that will need approval for 2007-8</u>	READING WEEK 26/2 Deadline for AC papers to Christine – last opportunity for programmes commencing September 2008
7	3/3	Good time to hold meetings in depts or cross-school	<u>CART?</u> 5/3 School Board
8	10/3	<u>Should receive a list of all new programmes planned for 2008/9 and 2009/10</u>	12/3 Academic Committee
9	17/3	<b>EASTER VACATION</b>	
10	24/3		
	31/3		
	7/4		
11	14/4		
12	21/4		
13	28/4		
14	5/5		<u>CART?</u> 7/5 Bank Holiday Monday
15	12/5		
16	19/5		23/5 School Board
	26/5		28/5 Spring Bank Holiday
	2/6	Review the year <u>Final check for any minor changes to course units</u>	AC date to be confirmed for June
	9/6		
	16/6		
	23/6		
	30/6		
	7/7		
	14/7		
	21/7	NB ASSU will not accept any changes after this date	31/7 <u>Final Deadline for minor changes</u>

Assessment weeks