**APPENDIX C: Validation and recruitment timelines**

**Guide validation timescales**

From School consideration to Panel Chair sign off normally a minimum of 8 weeks:

* 2 weeks for amendments & sign off from school event
* 3 weeks for UVP panel to read papers
* 4 weeks for receipt of UVP report
* 3-6 weeks for amendments & sign off from university event

+ add time for development

+ add time for Panel Chair review and sign off

Schools making proposals at a later stage should also be mindful of the potential impact on the recruitment cycle and student numbers on the initial intake:

**Recruitment cycle**

*For* ***2023/24*** *entry the UCAS fairs run from 24th September 2022 – 19th November 2022*

| **Dates** | **Marketing/Recruitment Cycle** | **Validation Cycle** |
| --- | --- | --- |
| Sept 2021 | Work begins on 2023/24 entry prospectus and Coursefinder | Validation events. |
| Oct 2021 |  | Validation events. |
| Nov 2021 |  | Validation events.  Deadline for approval of courses for inclusion in the 2023/24 entry undergraduate prospectus. |
| Dec 2021 | 2023/24 entry UG prospectus go to print, no further additions can be made. | Validation events.  Registry request from schools’ information on new courses and course amendments for the 2022/23 (for 2024/25 entry) validation schedule.  Schools begin to confirm courses for inclusion in the validation schedule. |
| Jan 2022 | UCAS Applications deadline 26 January annually for majority of undergraduate courses  [26 January 2022 for 2022/23 entry.]  Coursefinder for 2023/24 entry goes live. | Validation events.  Schools confirm courses for inclusion in the validation schedule. |
| Feb 2022 | UCAS recruitment cycle for 2023/24 entry begins (UCAS itself is not open for applications)  IPP/Course finder for 2023/24 entry locked - any proposed material changes will need to follow the CMA approval process once validated. | Validation events. |
| Mar 2022 |  | Validation events.  Schools continue to confirm courses to be added as part of a rolling validation schedule |
| Apr 2022 |  | Validation events. |
| May 2022 | 2023/24 entry UG Subject Area Brochures are printed (additional courses validated after the prospectus print can be added) | Schools continue to confirm courses to be added as part of a rolling validation schedule |
| Jun 2022 |  | Validation events. |
| July 2022 |  | Validation events. |
| Sept 2022 | Recruitment fairs planned to begin  Saturday 24th September 2022 – Online / Virtual Open Day  Work begins on 2024/25 UG prospectus and coursefinder | Validation events. |
| Oct 2022 | Saturday 8 October 2022 – Full Open Day On Campus  Saturday 29 October 2022 – Full Open Day On Campus | Validation events.  7th October 2022 – Schools to submit CMA Requests for January 2023 entry (UG, PGT and PGR) |
| Nov 2022 | Saturday 19 November 2022 - Full Open Day On Campus | Validation events.  Deadline for approval of courses for inclusion in the 2023/24 entry undergraduate prospectus. |
| Dec 2022 | 2024/25 entry UG prospectus go to print, no further additions can be made. | Validation events.  Registry request from schools’ information on new courses and course amendments for the 2022/23 (for 2024/25 entry) validation schedule.  Schools begin to confirm courses for inclusion in the validation schedule. |
| Jan 2023 | UCAS Applications deadline normally the last Wednesday in January annually for majority of undergraduate courses after January 2022  [25 January 2023 for 2023/24 entry.]  Coursefinder for 2024/25 entry goes live. | Validation events.  Schools confirm courses for inclusion in the validation schedule. |
| Feb 2023 | UCAS recruitment cycle for 2024/25 entry begins (UCAS itself is not open for applications)  IPP/Course finder for 2024/25 entry locked - any proposed material changes will need to follow the CMA approval process once validated. | Validation events. |
| Mar 2023 |  | Validation events.  Schools continue to confirm courses to be added as part of a rolling validation schedule |
| Apr 2023 |  | Validation events. |
| May 2023 | 2024/25 entry UG Subject Area Brochures are printed (additional courses validated after the prospectus print can be added) | Schools continue to confirm courses to be added as part of a rolling validation schedule |
| Jun 2023 |  | Final Validation events – no UVP events will take place during July and August 2023  Schools to submit all CMA Requests for 2023/24 entry (UG, PGT, PGR) – *date to be confirmed* |