



QH Supplement 5K: Course approval and course operational change deadlines

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1. Rationale for deadlines

- 1.1 This document informs course teams and Schools of the deadlines associated with course approval, including course re-approval, and operational changes to courses. These deadlines are critical to ensuring the effective planning and successful delivery of NTU's course portfolio and the **start or restart** of individual courses.
- 1.2 Late course approval significantly compromises marketing and recruitment efforts, often leading to missed recruitment targets, inefficient use of resources, and potential reputational damage. It also strains essential institutional operations, including course build, marketing, estates allocation and digital technology, by diverting resources from other vital activities.
- 1.3 Similarly, late decisions on course operational changes negatively impact applicant and offer holder experience, risk reputational harm with key stakeholders, and can incur liabilities such as student visa costs. These revised deadlines, supported by the DVC and Executive Deans group and ratified by ASQC, are therefore essential for maintaining institutional efficiency, student satisfaction, and compliance.

2. Course approval deadlines

- 2.1 The deadlines for course approval differ for Undergraduate and Postgraduate Taught courses.
- 2.2 Academic approval deadlines vary according to the type of course development being undertaken¹.

¹ For information on SASQC approval deadlines please see [Quality Handbook Section 5](#).

Undergraduate course approval deadlines

Undergraduate Course Development	Final September entry deadlines
<ul style="list-style-type: none"> ▪ New UG course 	2 years in advance of intake
<ul style="list-style-type: none"> ▪ Course Re-approval (either at SASQC or at the NTU Course Approval Sub-committee of ASQC) ▪ Course Changes approved at SASQC 	Varies depending on type of change: Changes to material information, including course title change or module changes that impact material information - December prior to September intake
	Changes to non-material information, including module changes that do not impact material information - February prior to September intake
<ul style="list-style-type: none"> ▪ Semesterisation 	December prior to first intake
<ul style="list-style-type: none"> ▪ Introduction of a new award within a suite or new pathway 	14 months prior to first intake
<ul style="list-style-type: none"> ▪ Introduction of a new mode of study (excluding Sandwich course) 	12 months prior to first intake
<ul style="list-style-type: none"> ▪ The creation of additional course cohorts (start date additions) 	
<ul style="list-style-type: none"> ▪ Reinstatement of previously discontinued course 	
<ul style="list-style-type: none"> ▪ Start date alteration 	
<ul style="list-style-type: none"> ▪ Introduction of a Sandwich mode (transfer routes and routes open to applications) 	February prior to first intake

Postgraduate Taught Masters course approval deadlines

Postgraduate course development	Final September entry deadlines
New PGT course	2027/28 entry – 12 months prior to first intake
	2028/29 onwards - 18 months prior to first intake
<ul style="list-style-type: none"> ▪ Course Re-approval (either at SASQC or at the NTU Course Approval Sub-committee of ASQC) ▪ Course Changes approved at SASQC 	Varies depending on type of change: <ul style="list-style-type: none"> ▪ Changes to material information, including course title change or module changes that impact material information - December prior to September intake ▪ Changes to non-material information, including module changes that do not impact material information - February prior to September intake
Semesterisation	December prior to first intake
Introduction of a new mode of study (excluding SW)	12 months prior to first intake
Introduction of a new award within a suite or new pathway.	
The creation of additional course cohorts (start date additions).	
Reinstatement of previously discontinued course	
Introduction of a new exit award (not open to applications)	
Start date alteration	
Introduction of a Sandwich mode (transfer routes and routes open to applications)	February prior to first intake

Professional courses and Executive Education (including non-standard start dates) and micro-credential course approval deadlines

Executive Education, Professional or Micro-credential course development	Final September entry deadlines
New Professional or Executive Education course	12 months prior to first intake
<ul style="list-style-type: none"> Course Re-approval (either at SASQC or at the NTU Course Approval Subcommittee of ASQC) Course Changes approved at SASQC 	Varies depending on type of change: <ul style="list-style-type: none"> Changes to material information, including course title change or module changes that impact material information - December prior to September intake Changes to non-material information, including module changes that do not impact material information - February prior to September intake
Semesterisation	December prior to first intake
Introduction of micro-credentials	12 months prior to first intake
Introduction of a new mode of study (excluding SW)	
Introduction of a new award within a suite or new pathway.	
The creation of additional course cohorts (start date additions).	
Reinstatement of previously discontinued course	
Start date alteration	
Introduction of a new exit award (not open to applications)	

2.3 There may be circumstances where exceptions to these deadlines are necessary. These will be rare.

2.4 In order to request an exception to course approval deadlines, Deputy Deans must directly email Jane McNeil, PVC Education, with: the course title, proposed start date, and confirmation that named contacts in the key professional service teams have endorsed the proposal (names below):

Course Development	Named Contact Required for Endorsement
<ul style="list-style-type: none"> New course 	Academic Registry: Vic Fanning CAMS: Nicola Vassallo Strategic Planning: Nicola Tait
<ul style="list-style-type: none"> Re-approval at the NTU Course Approval Sub-committee of ASQC Semesterisation Start date alteration 	Academic Registry: Vic Fanning CAMS: Helen Randle Strategic Planning: Nicola Tait Legal (CMA): Rebecca Jenkyn
<ul style="list-style-type: none"> Introduction of a new award within a suite or new pathway. Introduction of a new mode of study (excluding Sandwich course). The creation of additional course cohorts (start date additions). Reinstatement of previously discontinued course. Introduction of a Sandwich mode (transfer routes and routes open to applications). 	Academic Registry: Vic Fanning CAMS: Helen Randle Strategic Planning: Nicola Tait

- 2.5 Please note that these colleagues **must** be included in the original email request. Requests will be considered on an ad-hoc basis.
- 2.6 The School will need to provide evidence that they have investigated and can mitigate the impact of the late approval. This **must** include consideration of whether material information has been altered (which could pose a risk to CMA compliance) and whether the proposed timeline allows adequate time for timetabling and course build to take place.
- 2.7 Grounds for exception will fall into one of five criteria:
- An immediate change required by a Professional, Statutory and Regulatory Bodies (PSRB);
 - An immediate change required by an employer or partner institution;
 - An urgent response to institutional priorities or strategic initiatives;
 - Publication of an updated apprenticeship standard which requires change in the next application cycle;
 - A response to immediate local competitor threat.
- 2.8 Where an exception to the standard post-approval lead time has been granted, the confirmation email will specify the month by which the course must be approved. This deadline refers to the meeting date of the relevant Course Approval Sub-Committee rather than the end of that month.
- 2.9 The course will only be added to the agenda of a Course Approval Sub-Committee meeting once confirmation of course exception has been received and evidence of PVC Education approval is uploaded to the Proposal on CourseLoop.

2.10 To ensure that most of NTU's portfolio follows the new deadlines, exception applications will undergo rigorous scrutiny, requiring a robust and fully justified rationale. Colleagues must carefully consider their eligibility for an exception before applying.

3. Course operational changes deadlines

3.1 Course operational changes (previously referred to as 'course governance changes') refer to course suspensions, discontinuations, start date additions, course reinstatements, and start date alterations.

Course suspensions and discontinuations

3.2 For September entry, suspensions and discontinuations must be approved by the School Executive Team by the end of February prior to the September intake.

3.3 Suspension and discontinuations of January start courses and non-standard start dates must be approved by the School Executive Team at least six months in advance of the intake.

Additional information

- There may be instances where particular partnership agreements require a longer lead time. If there is a Nottingham Trent International College (NTIC) / Kaplan International College London (KICL) progression route in place for the course, the School Executive Team must consult with the International Development Office (IDO) before any decisions are made.

3.4 Course operational changes outside of the deadlines will need UET approval.

3.5 In order to request an exception to the suspension or discontinuation deadline, Executive Deans must consult with Deputy Vice-Chancellor & Provost, Sarah Speight, before directly emailing Steve Denton, Chief Operating Officer and Registrar with:

- a. current applications, offers and acceptance trends
- b. target and forecast
- c. the rationale for suspending or discontinuing the course
- d. the alternative offer course

3.6 Suspension and discontinuation exception requests for courses delivered at NTU's Mansfield Hub must first receive approval from the Mansfield Portfolio Oversight Board before being submitted for UET approval.

Start date additions, start date alterations and course reinstatements

3.7 Start date additions, start date alterations and course reinstatements must be approved 12 months prior to the first intake.

3.8 Course operational changes outside of the deadlines will need UET approval.

3.9 In order to request an exception to proceed with a start date addition, start date alteration or course reinstatement outside of the deadline Executive Deans or Deputy Deans must directly email Jane McNeil, PVC Education, with:

- a. the course title,
- b. proposed start date,
- c. proposed start date alteration or proposed start date addition, and
- d. confirmation that named contacts in the key professional service teams have endorsed the proposal (names below).

Course operational change	UET Exception Consultation
<ul style="list-style-type: none"> ▪ Start date alteration 	Academic Registry: Vic Fanning CAMS: Nicola Vassallo Strategic Planning: Nicola Tait Legal (CMA): Rebecca Jenkyn
<ul style="list-style-type: none"> ▪ Start date addition ▪ Course reinstatement 	Academic Registry: Vic Fanning CAMS: Helen Randle Strategic Planning: Nicola Tait

3.10 Please note that these colleagues must be included in the original email request. Requests will be considered on an ad-hoc basis.

3.11 Course operational change exception requests for courses delivered at NTU's Mansfield Hub must first receive approval from the Mansfield Portfolio Oversight Board before being submitted for UET approval.

3.12 The School will need to provide evidence that they have investigated and can mitigate the impact of requesting late course operational changes. This must include consideration of whether the operational change could pose a risk to CMA compliance and whether the proposed timeline allows adequate time for communicating the outcome to applicants and offer holders.

3.13 Grounds for exception for a start date addition, start date alteration, or course reinstatement will fall into one of four criteria:

- a. An immediate change required by a Professional, Statutory and Regulatory Bodies (PSRB);
- b. An immediate change required by an employer or partner institution;
- c. An urgent response to institutional priorities or strategic initiatives;
- d. A response to immediate local competitor threat.

3.14 To ensure that most of NTU's portfolio follows the new deadlines, exception applications will undergo rigorous scrutiny, requiring a robust and fully justified rationale. Colleagues must carefully consider their eligibility for an exception before applying.

Policy owner
Finance & CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2025	26.08.25	01.09.25	New supplement
Nov 2025			The form used to request an exception has been retired and therefore reference to this removed from the supplement. Clarification that approval deadlines for courses granted exceptions refers to the date of the Approval Sub-Committee and not the end of that month.
May 2026	12.05.2026	12.05.26	Revised course development deadlines for undergraduate, postgraduate taught, and executive education, professional and micro-credential courses. Added detail around course operational change deadlines.