

## Worktribe Undergraduate Academic and Administrative Processes – Academic Year 2023/24

Date	Task	Responsibility	Academic Process	Professional Services Process	Task Supports
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### **Worktribe Timeline**

*\* Throughout this document consider the implications of the types of programmes and module changes, and when they are made, on different groups in the recruitment and teaching journey e.g. current students, prospective students, applicants and offer holders. As an example, applicants may need to be informed if a module is removed from a programme or altered significantly, and current students may need to be consulted.*

Timeline Deadline	Task	Responsibility of	Academic Task Detail	Professional Service Task Detail	Task Supports
By the last working day of August	Initiate strategic approval for new programmes ( <b>for entry 24 months hence</b> ).	- Proposal owner; - HoS Approver; - Deans of Education and Student Experience Approver	Complete the programme proposal stage of the workflow in WT for strategic approval.	Planning and Marketing Offices undertake checks for completion and prepare proposals for strategic approval.	- Validation of new programmes and modules. - - Recruitment.
By end of second week of September	Annual Academic Review: CQADG considers annual review plans including enhancements in WT	Members of CQADG**	Appraising the scope and appropriateness of reflection on data, completion of last year’s plan, the clarity of the action plan for the coming year and changes suggested.	Following meeting, QEU staff communicate feedback on good practice, training needs and further areas for enhancement to Head of School	Academic Enhancement (QA1/QA2 process).
By the last working day of October	Programme rollover	TBC	Programme rollover	TBC	Recruitment
By the end of the second week of November	New programme validation – Input structures and modules into Worktribe for those new programmes for	- Proposal owner; - HoS Approver; - Deans of Education and Student Experience Approver	Programme information must be complete and submitted for approval.	Programme marketing record to be completed and approved (College Marketing Team).	- Validation of new programmes and modules. - - Recruitment.

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	which outline was approved by School and CQADG.				
By the first working day of December	Planning Office to have granted approval of new programmes.	Planning Office	None	Planning Office HESA Data Quality Review (e.g., assign cost centre subject coding). QEU to add programme and UCAS code and start the validation process.	<ul style="list-style-type: none"> <li>- Regulatory reporting.</li> <li>- Validation of new programmes and modules.</li> <li>- Recruitment</li> </ul>
By the last working day of January	<b>*Material changes</b> to modules running in the next teaching year ( <b>9 months hence</b> )	<ul style="list-style-type: none"> <li>- Module Organiser;</li> <li>- HoS Approver</li> </ul>	<p>Module title changes</p> <p>Change in module credit value or level.</p> <p>Any changes to learning outcomes with implications for teaching and content.</p> <p>Module changes more than 50%:</p> <ul style="list-style-type: none"> <li>- Assessments</li> <li>- Assessment weightings</li> </ul>	Initiate Module revalidation or programme revalidation if threshold reached – <a href="#">see Code 8.</a>	Pre-registration
By the last working day of January	<b>*Operational changes</b> to modules running in the next teaching year ( <b>9 months hence</b> )	<ul style="list-style-type: none"> <li>- Module Organiser</li> <li>- HoS Approver</li> </ul>	<ul style="list-style-type: none"> <li>- Contact hours</li> <li>- Module ownership</li> <li>- Semester taught</li> </ul>	Quality Enhancement Unit to approve module records by mid-March.	<ul style="list-style-type: none"> <li>- Pre-registration</li> <li>- Timetabling</li> <li>- Workload Allocation</li> </ul>

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	<p><i>(Changes to content of module records in Worktribe)</i></p>				
<p>By the last working day of January</p>	<p>*In exceptional circumstances, any <b>material changes</b> to programme structure for programmes running in the next teaching year (<b>9 months hence</b>)</p> <p><i>(Changes to Programme records in Worktribe. See <b>Teaching Year 1 of Annual Programme Preparation diagram</b> – see below)</i></p>	<ul style="list-style-type: none"> <li>- Proposal Owner;</li> <li>- HoS Approver;</li> <li>- Deans of Education and Student Experience Approver</li> </ul>	<p>Adding or removing optional modules to a programme structure and checking accuracy of rocking modules.</p> <p><i>(Please note students already registered with have to be consulted and consent to the change.)</i></p>	<p>Initiate module validation or programme validation if threshold reached – <a href="#">see Code 8.</a></p>	<ul style="list-style-type: none"> <li>- Pre-registration</li> <li>- Timetabling</li> <li>- Workload Allocation</li> </ul>
<p>By the last working day of January</p>	<p>*Check the accuracy of the programme structure for the next intake of students (9 months hence) for <b>operational</b> purposes.</p> <p><i>(Changes to Programme records in Worktribe. See <b>2 of Annual Programme Preparation diagram</b> – see below)</i></p>	<ul style="list-style-type: none"> <li>- Proposal Owner;</li> <li>- HoS Approver;</li> <li>- Deans of Education and Student Experience Approver</li> </ul>	<p>Check the correct modules are assigned to each stage of the programme structure.</p> <p><i>(Only open programme record if changes need to be made. See line above.)</i></p>	<p>If changes are required see line above.</p> <p>Planning Data Review to take place.</p>	<ul style="list-style-type: none"> <li>- Recruitment</li> <li>- Registration of new students</li> <li>- CMA</li> </ul>

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By the last working day of January	<p><b>*Material changes to programme structure for next recruitment cycle (for entry 18 months hence).</b></p> <p><i>(Changes to Programme records in Worktribe. See 3 of Annual Programme Preparation diagram – see below)</i></p>	<ul style="list-style-type: none"> <li>- Proposal Owner;</li> <li>- HoS Approver;</li> <li>- Deans of Education and Student Experience Approver</li> </ul>	<p>Proposal Owner to check and update WT Programmes running 18 months hence.</p> <p>Material changes to prog structures and constituent modules to be completed and approved at School/College level by deadline.</p> <p><b><i>(Only open programme record if changes need to be made. See line above.)</i></b></p>	<p>Planning Data Review to take place.</p>	<p>New Recruitment cycle for entry in 18 months.</p>
By the last working day of January	<p>New module approval - for new modules approved in annual review plans by the CQADG or in exceptional cases as agreed with the QEU/Registrar.</p> <p><i>Core/compulsory modules: 18 months hence</i></p> <p><i>Optional modules: 9 months hence</i></p>	<ul style="list-style-type: none"> <li>- Module Co-ordinator;</li> <li>- Proposal Owner;</li> <li>- HoS Approver;</li> <li>- Deans of Education and Student Experience Approver</li> </ul>	<p>Module Co-ordinator to submit new modules for approval.</p> <p>-----</p> <p>Proposal Owner to add new modules to programme structure of first instance module is required noting timing reference in second column.</p>	<p>Planning Data Review followed by Quality Enhancement Unit to carry out checks and initiate module validation through CPADG*</p>	<ul style="list-style-type: none"> <li>- Pre-registration</li> <li>- Timetabling</li> <li>- Future recruitment</li> </ul>
End first week of March	<p>Changes to new module records made by Module Coordinator in response to</p>	<ul style="list-style-type: none"> <li>- Module Coordinator;</li> <li>- HoS Approver;</li> </ul>	<p>Module Coordinator to edit new modules to reflect CPADG** (new modules panel) advice.</p>	<p>Planning Data Review followed by Quality Enhancement Unit to carry out checks and approve</p>	<ul style="list-style-type: none"> <li>- Pre-registration</li> <li>- Timetabling</li> <li>- Future recruitment</li> </ul>

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	feedback from new module panel.				
End March / Beginning April	<b>PRE-REGISTRATION OPENS</b> (SPECIFIC DATES TO BE COMMUNICATED BY STUDENT ADMINISTRATION ANNUALLY)				
By the last working day of June for summer boards or immediately following main exam board for courses with other start dates	Annual academic review of modules ( <b>QA2</b> ): Exam Board discussions using student performance data, student feedback and external examiners’ oral comments used to prepare QA2s in MyBangor and update Worktribe with proposed changes to modules for teaching during the <u>next academic session</u> e.g in June 2024, the changes will be for academic year 24/25.	<ul style="list-style-type: none"> <li>- Module Co-ordinator;</li> <li>- HoS Approver</li> </ul>	Enhancement Changes: Request module changes of up to 50% to:  <ul style="list-style-type: none"> <li>- Assessments</li> <li>- Assessment Weighting</li> </ul> Other changes to teaching or assessment suggested through annual review. Where formal reports from external examiners have not been received oral comments should be used.	Planning Data Review followed by Quality Enhancement Unit to carry out checks and approve by mid-August in time for registration.	Quality Assurance process – ensuring QA1 process is used appropriately. Next teaching year
By the last working day of July for summer boards or immediately	Annual academic review of programmes ( <b>QA1</b> ): following the convening of a special Board of Studies or equivalent to discuss and	<ul style="list-style-type: none"> <li>- Programme lead;</li> <li>- HoS Approver;</li> <li>- Dean of Education and Student Experience Approver</li> </ul>	Evaluate the previous year’s action plans, consider training needs and wider enhancement issues. Make the case for any	Quality Enhancement Unit to collate and prepare papers for meeting. See row 2 above: CQADG members appraise the annual review	Enhancement and Compliance with regulatory requirements.

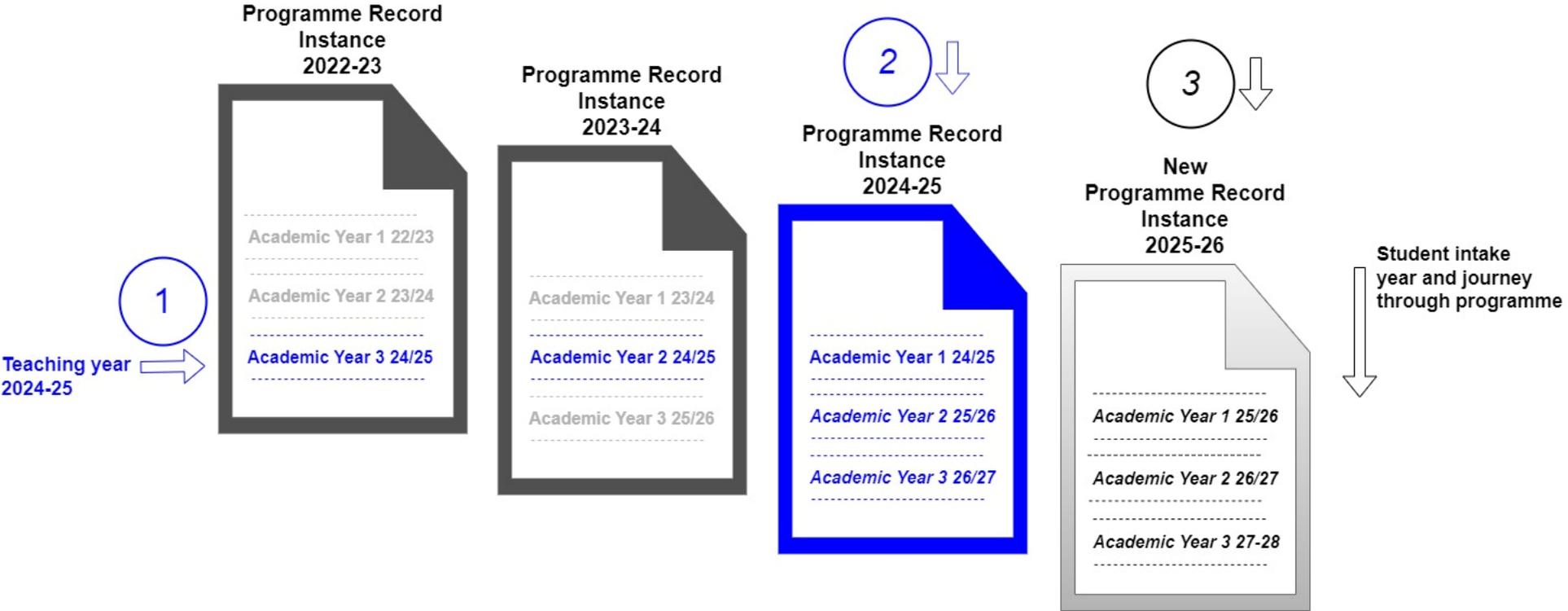
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following main exam board for courses with other start date	agree on clear, actionable and comprehensives annual review plans.  (No Worktribe action on programmes at this stage).		enhancement changes to modules.  This is where standalone modules originate from.	plans and evaluation of the previous year’s plan and approve any case made for modifying the programme structure (ahead of the next end of January deadline).	

**Key\*\***

Acronym	Meaning
CQADG	Curriculum Quality Assurance Delivery Group
CPADG	Curriculum Programme Approval Delivery Group

# Worktribe Annual Programme Structure Preparation



Permitted changes:

Operational Changes

Operational Changes

Operational Changes

Material changes

Status:

Teaching

Teaching

Currently recruiting and applications received

Recruiting from Spring