# **CPC4 – Key dates and activities associated with the academic approval process.**

This table has been produced to provide a quick reference point of the key dates and associated activities leading up to the approval event at the partner institution.

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| **DATE** | **ACTIVITY** |
| A minimum of six weeks before the date of the approval event. | The programme proposal(s) and supporting documents are completed by the programme team(s) including taking account of comment from internal and external academic peers as appropriate. |
| A minimum of 28 working days before the date of the approval event. | The programme proposal and supporting documents are subjected to a process of internal scrutiny through CME workflows overseen by the School Academic Lead for Quality. |
| A minimum of 21 working days before the date of the approval event. | The School Academic Lead for Quality authorises the release of the programme proposal and supporting documents to the Clerk to Collaborative Provision Committee. |
| A minimum of 14 working days before the date of the approval event. | The Clerk to Collaborative Provision Committee forwards programme proposal and supporting documents to panel members. |
| A minimum of seven working days before the date of the approval event. | Approval panel members send their comments on the proposal to the clerk to the approval panel. |
| A minimum of one day before the approval event. | Clerk to the approval panel sends a summary of panel members’ comments to the programme team for information. |
| Day 0 | Approval event at the partner institution. |
| A maximum of 10 working days after the date of the approval event. | Clerk to the approval event ensures that the report is completed, approved by the convenor and sent to panel members and the programme team for comment on matters of factual accuracy. |
| A maximum of 14 working days after the date of the approval event. | Clerk to the approval event ensures that a final report is agreed by all panel members. |
| A maximum of 15 working days after the date of the approval event. | Clerk to the approval event publishes the report. |