

# Timescales for the publication of programme and module information for students and applicants 23-24

## Introduction

1. The dates detailed below will be adopted by all Schools to ensure consistent publication of programme and module information to applicants, offer holders and current students.
2. The deadlines for the publication of Course Description Documents (CDD), to be sent to applicants is **16 June 2023** for undergraduate programmes and **14 July 2023** for postgraduate programmes.
3. Applicants and offer holders obtain information about their programme from the web and the CDD, access to which is provided via a link within communications sent by the Global Recruitment and Admissions team.
4. Details of modules and programmes are held in the Curriculum Management System. This data is used to populate the majority of fields on the web, with any further data requirements being mined, e.g. admissions, study time, assessment split.
5. The CDD is extracted from the Curriculum Management System and is held in a publicly accessible repository. The links provided from the repository are used in letters to applicants and offer holders.

## Non-Material Changes

6. After **16 June 2023** for undergraduate programmes and **14 July 2023** for postgraduate programmes, non-material changes can be made to modules and programmes with notification to applicants/offer holders/students undertaken as required by the [modifications to programmes and modules table](#).

7. Schools should aim to ensure that all non-material changes are finalised by **31 July 2023**. This will mean that the programmes are as complete and correct as possible prior to the UCAS results embargo and Clearing.
8. In exceptional circumstances, non-material changes can be made to modules and programmes until **25 August 2023** or until commencement of the programme (if sooner), in consultation with colleagues in the Global Recruitment and Admissions team to manage communications that may impact the UCAS embargo. Requirements for notification to applicants/offer holders/students remains as above.

### Material Changes

9. After **16 June 2023** for undergraduate programmes and **14 July 2023** for postgraduate programmes, material changes can be made to modules and programmes with consultation/notification with/to applicants/offer holders/students undertaken as required by the [modifications to programmes and modules table](#).
10. All material changes should be finalised by **31 July 2022** to ensure that changes are complete prior to the UCAS results embargo and Clearing. No material changes can be made after this time for commencement in September 2023 and must wait until September 2024.

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