Prospectus and UCAS Entries

**Scope**
Undergraduate and Postgraduate Taught Programmes

**Date approved/re-approved**
Last published November 2011

**Date for review**
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required

**To be read in conjunction**
Programmed Approval Policy in Section 3 of the Quality Manual
Programme Amendment Policy in Section 3 of the Quality Manual
Publicising Programmes of Study in Section 4 of the Quality Manual

**Equality and Diversity Statement**
City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
**Prospectus and UCAS Entries**

The University requires appropriate entries to be made in the prospectus and UCAS handbook. Any such entries should be relevant and accurate at the time of publication.

The process for updating the prospectus entry commences in September for the Undergraduate Prospectus and in March for the Postgraduate Prospectus. The Undergraduate Prospectus is published 18 months ahead of the entry date for that prospectus and the Postgraduate Prospectus is published 14 months ahead of the entry date for that prospectus.

The Programme Director/Service Provider, Admissions Tutor and School Marketing Manager checks the accuracy of the entry and suggests any changes to be made. Marketing edits entries and ensure consistency, produce the prospectus. The Admissions team liaises with admissions tutors and UCAS regarding the update of UCAS publications/information.