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
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.