

Worktribe Timelines

These are intended to be used alongside existing academic calendars to support business as usual in developing curricula. Distinct processes are colour coded, for example processes required for recruitment are shaded in blue.

Completion Date	Action	Responsibility	Academic Process	Professional Services Process
31 st January 2024	Confirm UG and PGT course structures for next academic year to establish if any substantial changes to delivery are needed. This is particularly important in Schools where rocking modules are taught.	Academic staff – programme and module lead	At programme level will the modules taught in each semester change? Will there be changes to mode of delivery or to the modules taught? Consider modifications to modules such as changes to elements of assessment to account for more than 50% of the total grade	<p>QEU will contact DTLs and College DTLs with a reminder email immediately after return from Christmas break.</p> <p>QEU to assess and accept changes at programme level. If major changes are proposed to modules (more than 50% of assessment, module learning outcomes etc) modules will need to be considered by New Module Panel in February.</p> <p>Planning creates course catalogue for HESA statutory return. Marketing creates UG course pages for following year of entry.</p>
	New module approval - for standalone new modules approved in annual review plans by the CQADG or in exceptional cases.	Academic staff – module lead	New modules input into WT for approval through new module process.	QEU will contact DTLs and College DTLs with a reminder email immediately after return from Christmas break.

				Planning Office will allocate the module code once it reaches the planning approval stage. QEU staff undertake initial checks and prepare validation packs for new module panel, 2 nd week of February.
6 th March 2024	New module approval – for standalone modules	Members of CPADG	Consideration of module design, advice and approval.	QEU to approve new modules or send back for revisions through Worktribe process.
27 th March 2024	New module approval: Changes to new modules made by Module lead in response to feedback from CPADG	Academic staff in response to panel feedback.		Quality Enhancement Unit to check revisions and approve if made.
28 th June 2024	PGT recruitment: Current postgraduate programme information to be complete in Worktribe for September 2024 entry	Programme lead		Planning Office creates course catalogue for HESA statutory return. Marketing creates course pages for following year of entry.
28 th June 2024 or immediately following main exam board.	Annual academic review of modules. Exam Boards discussions using student performance data, student feedback and external examiners' oral comments to prepare QA2s in MyBangor. Update Worktribe with proposed changes	Academic staff	Evidence based discussions on enhancing teaching through special Board of Studies in the week following the external exam board or through equivalent mechanism (T&L committee).	QEU to assess and accept enhancement-based changes. minor changes. Major changes to delivery mode and changing the assessment type of more than 50% of the module should be made earlier in the year but will be picked up through the QA1 process where there is good evidence that

				the change is needed.
31 st July 2024	Annual academic review of programmes: programme lead uses QA2s, external examiner and student feedback and student performance at programme level to discuss and draft QA1s and passes these to HoS. Update programme information in Worktribe.		Schools to have discussions on final draft of QA1s <i>before</i> submitting to College DTLs.	QEU has communicated the expectation that EE oral comments and reports are aligned and has reduce expected turnaround to 3 weeks, When EE reports are received, QEU will send them directly to the School. This should be within a month after the External Exam Board.
30 th August 2024 (recommended start in June)	New Programme Validation: complete the Programme Proposal stage of the workflow in Worktribe for Strategic Approval (entry 24 months hence).	Programme Lead and Heads of School	Benchmarking against sector, discussions with marketing on student demand, stakeholder engagement.	Planning office undertakes checks for completion and prepares proposals for strategic approval.
Week of 15 th September 2024	Annual Academic Review: CQADG considers annual review plans including proposed enhancements in WT.	Members of CQADG for QA1 assigned to them.	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.	QEU staff approve programme changes based on Quality Enhancement Group approval. QEU staff communicate feedback on good practice, training needs and areas for enhancement to Head of School.
2 nd December 2024 for student entry 22 months hence (UCAS) or 10 months	New programme validation. Input structures and modules into Worktribe for those new programmes for	Academic staff	Submissions must be complete, for example programme learning outcomes must be defined, the assessment	QEU to add programme & UCAS code

<p>hence non-UCAS.</p> <p><i>Please note: this date is 29th April 2024 for January and March entry.</i></p>	<p>which outline was approved.</p>		<p>strategy and structure agreed and set out in full. All modules to be offered must be input or linked to and admissions criteria and delivery details finalised</p>	
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Additional Validation process for 5-6 year subject-level revalidation

<p>Ensure programme information is entered into WT 12 weeks in advance of validation.</p>	<p>Input programme for revalidation: Programme lead. Head of School and DTLs sign off.</p>			<p>QEU undertakes detailed checking for completion, queries, allocating to approval route. 12 weeks enables expert advice to be sought and responded through before panel in case of CPADG so that approval can be swift. Members of panels need time to consider subject wide revalidations and to have the school respond to queries.</p>
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Myfanwy Davies

Head of Quality Enhancement

09/03/23