

NEW AND EXISTING PROGRAMMES OF STUDY – TIMELINE OF REQUIRED ACTIONS

Date	Action	Entity Responsible	Required Information	Other Remarks
By not later than end of October	Set meeting of Boards of Studies for programmes currently running to conduct APR's	Faculty Managers / Departmental Secretaries	- List of programmes - Staff availability for next academic year - Student statistics	
By the first week in November	Submission of Stage 1 Proposals for new programmes of study for commencement during the next academic year	Faculty Board	Consolidated list of new programmes by FICS	
By not later than the last week in December	Boards of Studies to conclude APRs and submit to QSU	Board of Studies		
By not later than mid-February	Submit revised PoS based on APR/PPR through the Faculty Board to APQRU	Faculty Manager	- Programmes of study in track changes for cohorts which will be running during the next academic year - APR/PPR reports	
	Confirm changes to study-units lists for the next academic year	Faculty Managers / Departmental Secretaries	Study-unit lists	Study-unit lists can be generated through the MAV screen on SIMS
By the end of February	Submission of Stage 2 Proposals for new courses which will be commencing in the subsequent October	Faculty Managers	- Stage 2 Proposal Form - Study-Unit approval forms	

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By end of April	Checking of existing programmes and changes to study-units	APQRU	Revised programmes of study in track changes	
	Inputting of existing and new programmes through the Course Finder	APQRU		
By the end of June	Submission of Stage 2 Proposals for courses which will be commencing in the subsequent February	Faculty Managers	- Stage 2 Proposal Form - Study-Unit approval forms	
May to end of June	Input lecturer details through PHRR task	Departmental Secretaries		
Mid-July	Publication of time-tables for UG Students	FICS/Scheduling Office		
End of July	Publication of time-tables for PG Students	FICS/Scheduling Office		
Last week in July	Online registration for continuing students	SIMS Office		

28 July 2026