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Non-Standard Registration

Deadline Approval Checklist

**Who should complete the checklist?**

The checklist below must be completed for any new or existing programmes that are proposing a latest registration deadline which is non-standard. Standard UG and PGT registration deadline dates are those specified in the [Regulations and Code of Practice for Taught Programmes](https://www.bristol.ac.uk/academic-quality/assessment/codeonline.html).

**Why is the checklist required?**

Completion of the required consultations as set out below will ensure those parts of the University who will be impacted by non-standard registration deadline dates have been informed and consulted with and can be prepared to support students with the non-standard deadlines. Confirmation that the required consultations have taken place will ensure that at university-level, relevant offices have been informed of non-standard registration deadline dates, following the appropriate level of due diligence.

**How and when do I submit the checklist?**

For new programmes, the consultations should be carried out once the business case (or low-risk approval form) has been agreed. The completed checklist should then be submitted alongside the academic case, which will need to be approved by the school and faculty before being submitted for university-level consideration at the Academic Quality and Standards Committee (AQSC), and final approval by the University Education Committee (UEC). For existing programmes, the checklist should be approved by the school and faculty before being submitted for consideration at the AQSC and UEC.

**Other considerations for non-standard registration deadline dates**

In addition to these points noted below for central divisions, there would be education administration implications for school and faculty teams, for example, managing student communications around their registration deadline. Early discussion with the Faculty Head of Student Administration would be helpful.

Please note that if the non-standard registration deadline is related to a non-standard start date, the [Non-standard start date approval checklist](https://uob.sharepoint.com/:w:/r/teams/grp-qaframeworkdocuments/_layouts/15/Doc.aspx?sourcedoc=%7B2B22C677-B204-403E-AD11-079C6E330DCF%7D&file=Non%20Standard%20Start%20Dates%20Approval%20Checklist%20.docx&action=default&mobileredirect=true) will also need to be completed.

**Contact for further information and queries**

Please contact [approval-help@bristol.ac.uk](mailto:approval-help@bristol.ac.uk) if you have any queries

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| --- | --- |
| **SECTION A: Proposal details and confirmation that issues arising from the consultation have been addressed** | |
| Programme title(s): |  |
| Academic Lead: |  |
| Please provide a rationale for the proposal of the non-standard registration deadline. |  |
| Please provide a written statement confirming that any issues identified with the key contacts who were consulted with below have been resolved, and that colleagues flagged as Kept Informed (KI) have been notified of the proposed registration deadline. Please highlight any unresolved issues. |  |

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| **SECTION B: Consultation checklist** | | | |
| **Contact Area** | **Contact Name(s)** | **Relevance and Issues** | **Consulted or Informed** |
| Student Visa Services | [student-visa-advice@bristol.ac.uk](mailto:student-visa-advice@bristol.ac.uk) (Ri’Anna Stueber or  Rachel Meredith) | * Compliance advice * Workload/ service planning | C |
| Residential Life and Wellbeing, Accommodation | [stella.eastwood-quinn@bristol.ac.uk](mailto:stella.eastwood-quinn@bristol.ac.uk), [edd.richardson@bristol.ac.uk](mailto:edd.richardson@bristol.ac.uk) Head of Student Life and Wellbeing  [student-accommodation@bristol.ac.uk](mailto:student-accommodation@bristol.ac.uk) | * Arrivals * Other delivery requirements/ workload planning | C |
| Education Data and Insight Team  (EDIT) | ed-serv-student-records@bristol.ac.uk (Beccy Bridges/Zoe Redgrove) | * Statutory reporting * Student Registration * Application of the Education Cycle * Updating data collection list | C |
| Student Systems | [Ssio-systems@bristol.ac.uk](mailto:Ssio-systems@bristol.ac.uk) (Sam Prince) | * SLC returns * SITS data maintenance | I |
| Admissions | [Admo-pgmanagers@bristol.ac.uk](mailto:Admo-pgmanagers@bristol.ac.uk) (Amy Harris (PG))  [lauren.bourne@bristol.ac.uk](mailto:lauren.bourne@bristol.ac.uk) (UG Admissions) | * Admissions data maintenance * CAS issuance | I |
| Student Funding | [student-funding@bristol.ac.uk](mailto:student-funding@bristol.ac.uk) (Joshua Gibbs) | * Service planning | I |
| Students’ Union | [Bristol-su@bristol.ac.uk](mailto:Bristol-su@bristol.ac.uk) | * Service planning * Student representation support * Other delivery requirements/ workload planning | I |
| Welcome Week team | [Welcome-team@bristol.ac.uk](mailto:Welcome-team@bristol.ac.uk) (Steve Hall) | * Availability of student app * Inductions | I |
| International Office | [international-office@bristol.ac.uk](mailto:international-office@bristol.ac.uk) | * Comms to students * Arrivals * Sponsored students | I |
| Student Information Service | [Liam.Tarvit@bristol.ac.uk](mailto:Liam.Tarvit@bristol.ac.uk) (Liam Tarvit) | * Service planning | I |
| Income Office | [paymentacceptance-office@bristol.ac.uk](mailto:paymentacceptance-office@bristol.ac.uk) | * Service planning | I |
| Student Services (Health and Inclusion) | [alison.golden@bristol.ac.uk](mailto:alison.golden@bristol.ac.uk) (Alison Golden-Wright) | * To manage any demand | I |
| Marketing | [marketing-team@bristol.ac.uk](mailto:marketing-team@bristol.ac.uk) | * Comms to students | I |

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| **SECTION E: SIGNATURES\*** | | | |
| **Prepared by** | **Name** | **Signature** | **Date** |
| *Academic Lead* |  |  |  |
| *School Education Director (Chair of the School Teaching and Learning Committee)* |  |  |  |
| *School Administrative contact:*  *Please provide the school contact for queries regarding the non-standard registration deadline.* |  | | |
| **Confirmation implications have been discussed and agreed** | **Name** | **Signature** | **Date** |
| *Faculty Education Director* |  |  |  |
| *Dean of Faculty* |  |  |  |

**\* *If you would prefer to seek approval electronically, this section need not be used. Instead, please send evidence of support and any associated comments to AQPO by email, along with this form.***

**Please forward the completed form to the Academic Quality and Policy Office (AQPO) by email (**[**approval-help@bristol.ac.uk**](file:///\\mis-app1.admin.bris.ac.uk\homedata\tsu\PAG%20-%20previously%20VG%20%26%20NPG\Forms\New%20template%20for%20AQPO%20forms\drafts\approval-help@bristol.ac.uk)**).**

**The programme withdrawal/suspension will be considered by the University Academic Quality and Standards Committee, reporting to the University Education Committee.**