Non-Standard Start Date Approval Checklist

**Who should complete the checklist?**

The checklist below must be completed for any new or existing programmes that are proposing a new or additional start date which is non-standard. Standard start dates are those shown as [Key Academic Dates](http://www.bris.ac.uk/university/dates/#academic).

**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 start dates have been informed and consulted with and can be prepared to support students at the proposed dates. Confirmation that the required consultations have taken place will ensure that university-level of non-standard start dates has been informed following the appropriate level of due diligence.

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

The consultations should be carried out once the business case (or 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).

**Other considerations for non-standard start 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 optional unit choice, assessment and marking deadlines, timing of examination boards. Early discussion with the Faculty Education Manager would be helpful. Please see the BEAM guidance here: [Non-standard programme starts (sharepoint.com)](https://uob.sharepoint.com/sites/beam/SitePages/Non-standard-programmes.aspx)

Please note that if the non-standard start date also results in a non-standard registration deadline, the [Non-standard registration deadline approval checklist](https://www.bristol.ac.uk/academic-quality/approve/approvalguidance/formsbank.html) will need to be completed.

**Contact for further information and queries**

Please contact approval-help@bristol.ac.uk if you have any queries

|  |
| --- |
|  **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 start date. |  |
| 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 start date. Please highlight any unresolved issues.  |   |

|  |
| --- |
|  **SECTION B: Consultation checklist**  |
| **Contact Area** | **Contact Name(s)** | **Relevance and Issues** | **Consulted or Informed** |
| Timetabling and Room Booking | etg-support@bristol.ac.uk (Mark Perrins | * Multiple impacts around scheduling and timetabling
 | C |
| Student Visa Services | 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, edd.richardson@bristol.ac.uk Head of Student Life and Wellbeing 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 (Sam Prince) | * SLC returns
* SITS data maintenance
 | I |
| Card Services | card-services@bristol.ac.uk (Guy Worrall) | * Delivery requirements/ workload planning
 | I |
| Libraries | Library-enquiries@bristol.ac.uk (Sarah Newbold) | * Study skills inductions
 | I |
| Sports Centres | Jo.Blackett@bristol.ac.uk (Jo Blackett) | * Service planning
 | I |
| Admissions | Admo-pgmanagers@bristol.ac.uk (Amy Harris (PG))lauren.bourne@bristol.ac.uk (UG Admissions) | * Admissions data maintenance
* CAS issuance
 | I |
| Student Funding | student-funding@bristol.ac.uk (Joshua Gibbs) | * Service planning
 | I |
| Students’ Union | Bristol-su@bristol.ac.uk  | * Service planning
* Student representation support
* Other delivery requirements/ workload planning
 | I |
| Welcome Week team | Welcome-team@bristol.ac.uk (Steve Hall) | * Availability of student app
* Inductions
 | I |
| Campus Division | Jenny Lee (jenny.lee@bristol.ac.uk)   | * Building readiness, opening
 | I |
| International Office | international-office@bristol.ac.uk  | * Comms to students
* Arrivals
* Sponsored students
 | I |
| Student Information Service | Liam.Tarvit@bristol.ac.uk (Liam Tarvit) | * Service planning
 | I |
| Income Office | paymentacceptance-office@bristol.ac.uk  | * Service planning
 | I |
| Student Services (Health and Inclusion) | alison.golden@bristol.ac.uk (Alison Golden-Wright) | * To manage any demand
 | I |
| Careers Service | careers-admin@bristol.ac.uk (Stuart Johnson) | * Awareness
 | I |
| Marketing | marketing-team@bristol.ac.uk  | * Comms to students
 | I |