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**Timetable for Annual Programme Monitoring- Key Activities**


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<b>Deadline</b>	<b>Activity</b>	<b>Person responsible</b>
<b>Week 1, February</b>	Plans for Spring semester's programmes including module plans developed and endorsed	Dean AA, Programme Committee (Programme Leader, Module coordinators/ tutors)
<b>16 March</b>	APM reports to be sent to Academic Affairs (OVC) <i>(for programmes commencing in Spring Semester)</i>	Dean AA
<b>Week 3, April</b>	Mid Semester Review to check progress in semester plan	Programme Committee
<b>Week 3, June</b>	Review of Spring semester's programmes including modules	Programme Committee
<b>Week 4, June</b>	Submission of Module Report to programme Leader	Module coordinator/ tutor
<b>Week 4 July</b>	APM report prepared and considered by programme committee <i>(for programmes commencing in Autumn Semester)</i>	Programme Committee
<b>Week 2, August</b>	APM reports considered and endorsed by the CAC <i>(for programmes commencing in Autumn Semester)</i>	Dean AA and CAC
<b>Week 3, July</b>	Plans for Autumn semester's programmes including module plans developed and endorsed	Dean AA, Programme Committee (Programme Leader, Module coordinators / tutors)
<b>7 September</b>	APM reports sent to Academic Affairs (OVC). <i>(for programmes commencing in Autumn Semester)</i> <i>Consolidated University-wide module reports sent to Academic Affairs (OVC) to Chief PTL</i>	Dean AA
<b>Week 2, October</b>	Mid Semester Review to check progress in semester plan	
<b>Week 1, December</b>	Review of Autumn semester's programmes including modules	Programme Committee
<b>Week 2, December</b>	Submission of Module Report to programme leader	Module coordinators/ tutors
<b>Week 4 February</b>	APM report prepared and considered by programme committee <i>(for programmes commencing in Spring Semester)</i>	Programme Committee
<b>Week 1 March</b>	APM reports considered and endorsed by the CAC <i>(for programmes commencing in Spring Semester)</i>	Dean AA and CAC

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