

**PROVISIONAL TIMETABLE: BMJ GROUP INSTITUTIONAL APPROVAL AND COURSE VALIDATION BY UEA – Version 2**

KEY ACTIVITIES	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Agree to proceed with approval process	FMH/PO										
Prepare outline rationale paper and Letter of Intent	FMH/PO										
School approval	FMH										
FMH approval	FMH										
Sign Letter of Intent with BMJ	PO/BMJ										
Submit outline to <b>LTC 25 Jun 2014</b> for initial support	FMH										
Prepare outline new course proposal incl. business plan and programme spec	FMH/BMJ	FMH/BMJ									
Submit outline new course proposal incl. business plan and programme spec to LTC and seek Chair's action for Approval in Principle to proceed to Institutional Approval and Course Validation (virtual circulation to members if required)		FMH									
Agree provisional date of Institutional Approval and Course Validation event		FMH/PO /BMJ									
Book venue		PO									
Book external academic and internal panel members		PO									
Chair's approval of approval panel and event timetable		PO									
Prepare full Institutional Approval and Course Validation documentation	BMJ	BMJ	BMJ								
Work on revisions to academic partnership agreement as required		PO/BMJ/ FMH	PO/BMJ/ FMH								
Submit Institutional Approval and Course Validation documentation to PO				BMJ							
Circulate documentation to panel (via drop-box)				All							
Briefing meetings with Chair and panel members				PO							
Institutional Approval and Course Approval event				PO							
Circulate outcomes to BMJ after event				PO							
Produce draft report of event for Chair				PO							
Formal response to event outcomes (7 Oct)											
Submit final report of event and recommendations of panel, plus BMJ response to outcomes, to <b>LTC 22 Oct 2014</b>				PO							
Finalise and sign academic partnership agreement						PO/BMJ/ FMH					
Appoint UEA Academic Link						PO/FMH					
Course start						BMJ					

**KEY: BMJ - BMJ Group**

**FMH - UEA Faculty of Medicine and Health Sciences**  
**LTC - UEA Learning & Teaching Committee**

**PO - UEA Partnerships Office**