

### Cohort Delivery - Administrative Process and Timeline

Process Description	Timeframe	Responsible
<p>Cohort Delivery bookings are open to departments. An email will be sent from the Graduate School to provide further details.</p> <p>To note: the Graduate School will open bookings for cohort delivery courses once a year in the month of July. Outside of this timeframe, departments will be encouraged to <a href="#">block book</a> students onto our existing timetabled Professional Development programme.</p> <p><i>*Ad-hoc requests these will be considered where possible.</i></p>	04 July 2022 – 29 July 2022	Graduate School Team
<p>Departmental Cohort Delivery bookings to close.</p> <p>To note, departments with small cohorts will be encouraged to be block book onto courses from the Graduate School's existing Professional Development programme, which will be finalised at the end of August each year.</p> <p><b><i>To ensure that Cohort Delivery courses are viable and to avoid cancellation,</i></b> we recommend that these courses are mandatory for your students. You should guarantee that 90% or more of your cohort will be in attendance (especially if a course is embedded within your programme).</p>	29 July 2022	Departments
<p>The Graduate School will work with tutors and departments to schedule cohort delivery requests.</p>	August – mid-September 2022	Graduate School Team and Departments
<p>The Graduate School will confirm cohort delivery course(s) by email. The email will contain details of the expected administrative process which departments will be required to adhere to. These expectations have been developed to ensure the smooth organisation of all cohort delivery courses.</p>	Mid-late September 2022	Graduate School Team
<p>Departments to write to their students with information regarding how to book as well as giving a booking deadline. Departments will be expected to send regular reminders to their students, reminding them to book their place</p>	Once received the confirmation of cohort course(s) email from the Graduate School	Departments

<p>to ensure maximum registration and attendance.</p> <p>The Graduate School reserves the right to cancel any cohort course (at any time) if 90% or less of the cohort do not book their place by the given deadline.</p>		
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