

REVIEW DEFERRAL



Reviews Schedule – Background and Expectations

Each aspect of the University’s operations is reviewed once every five to seven years on a “rolling schedule” managed by the Quality Advancement Unit as prescribed by Senate and Council in 1995. The rolling schedule extends 5 years into the future and is approved by Divisions annually. Through this process Divisions can negotiate any necessary schedule changes well in advance of reviews becoming due.

Each year the Quality Advancement Unit also prepares an “annual schedule” of reviews to be held in the upcoming year (in conjunction with the 5 year rolling schedule). This annual schedule is circulated to Divisions for *final confirmation* in January/February of the preceding year (prior to budget preparation). When confirmed, the annual schedule becomes the basis of the Quality Advancement Unit’s reviews budget for that year. Once confirmed and budgeted, it is expected that all scheduled reviews will take place as planned.

Deferrals

Under **exceptional circumstances*** confirmed reviews may be deferred to another year. Such deferrals will be granted rarely and only when well justified. To obtain a deferral, applicants must submit a Review Deferral Application to the Quality Advancement Unit. Deferrals require endorsement by all relevant parties but “final approval” rests with the Deputy Vice-Chancellor (Academic & International). Please see application process below for details.

Application Process

The Reviews Deferral Application can be downloaded from the Quality Advancement website at www.otago.ac.nz/quality/reviews. Applications should be completed and endorsed by the relevant Head of Unit, Dean (if applicable) and Divisional Head *prior to* submission with Quality Advancement. The Quality Advancement Unit will then consider and submit completed applications to the Deputy Vice-Chancellor (Academic and International) for final approval. All relevant parties will be notified of the outcome by the Quality Advancement Unit.

Further Information

For more information about review deferrals, please contact Megan Wilson, Reviews Coordinator, at ext 6528 or m.wilson@otago.ac.nz.

* “Exceptional circumstances” do **not** include change of senior staff (e.g. HoD) during/near the year of the review.