

REINSTATEMENT OF SUSPENDED PAPERS

A) Context

Section of policy approved by Senate in 2008 relating to suspending and reinstating papers

1. That papers which are taught every two or three years, or distance learning papers taught every four years, be tagged in the *Guide to Enrolment* and other similar publications “not offered in [year] - expected to be offered in [year]”
2. That, where a paper is not to be offered in a particular year but may be offered again in the future without any firm commitment to do so, the paper be suspended, and reinstated when appropriate, by a simplified process through the appropriate Divisional Board. **If significant changes are made to the paper when it is reinstated, a New Paper proposal will be required.** Generic Special Topic papers are exempted from this requirement.

B) Process for suspending and re-instating papers

Suspending papers

In April each year Admissions and Enrolments ask departments for material to be included in the *Guide to Enrolment* for the following year. During this process departments are asked to identify:

- a) Papers to be included in the *Guide to Enrolment*, to be offered either in the following year or within a 2/3 year (4 years for distance papers) timeframe (year of offer to be specified).
- b) Papers which may be offered in the future but which they do not have a committed timeframe on (i.e. papers to be suspended).
- c) Papers which do not fall into either of the above categories (i.e. papers to be deleted).

Reinstating papers

When departments wish to re-instate papers that have been suspended, a Reinstatement Proposal should be submitted to the relevant Divisional Board for endorsement and to the Board of Undergraduate Studies (BUGS) or the Board of Graduate Studies (BoGS) for approval.

Once approved by BUGS or BoGS, the proposal will be actioned by the staff in Student Experience responsible for Information Collection.

Note:

If you have any queries about the status of a paper or papers (e.g. whether a paper has been suspended or deleted, as deleted papers cannot be reinstated by this method) you should check with Information Collection at ae.info.collection@otago.ac.nz.