

## Division of Sciences – 2026 Meeting Schedule

The information below is a summary of key dates relevant to the Division of Sciences Academic Board. Departments also need to be aware of University-wide annual deadlines for academic proposals and plan accordingly. The Board months noted below correspond to key University-wide annual deadlines for academic proposals.

All academic proposals should be submitted as electronic WORD documents. Email your proposals to [charles.gibson@otago.ac.nz](mailto:charles.gibson@otago.ac.nz)

	February	March	April	May	June	July	August	September	October	November
<b>Submission deadlines</b> Academic Proposals due on Mondays 5pm	26 Jan	23 Feb	27 March (Friday)	24 April (Friday)	25 May	29 June	27 July	31 Aug	28 Sept	23 Oct (Friday)
<b>Standing Committee</b> Fridays at 2.00pm, Division of Sciences Meeting Room	30 Jan	27 Feb	2 April (Thursday)	1 May	29 May	3 July	31 July	4 Sep	2 Oct	30 Oct
<b>Academic Board</b> Mondays at 4.00pm, Council Chamber	16 Feb	16 March	20 April	18 May	15 June	20 July	17 Aug	21 Sep	19 Oct	16 Nov
<b>Academic Committee (Tentative)</b> Wed 2.00pm	11 Feb	11 March	8 Apr	13 May	10 June	8 July	12 Aug	9 Sep	7 Oct	11 Nov

### Notes:

- ✓ Graduating Year Reviews (GYR's) – due at August Divisional Academic Board
- ✓ Annual Programme Reports (APR's) – due at September Divisional Academic Board
- ✓ Indicative Proposals for new programmes in 2028 – due to Academic Specialist in June
- ✓ Proposals for new programmes in 2028 – due to November Divisional Academic Board

Click [here](#) for the Proformas, Resource documents and Deadline information

## Proposal Submission Timelines for 2027 implementation

	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	February 2026	March 2026	April 2026	May 2026	June 2026
Indicative Proposal											
New Programme											
Update Programme											
Curriculum Redesign											
CUAP Approval Round 1											
CUAP Approval Round 2											
CUAP Approval Round 3											
Update Paper											
Amend Paper											
Special Topic											
Special Topic Transition											
Expedited Proposals											

### Important Notes:

1. All new programmes and subject require an approved indicative proposal before they can be developed into a full proposal. Indicative proposals need to be received in early July so that SARO can complete their analysis prior to the annual meeting of the senior leadership team.
2. The target timeline for new programme proposals is November DAB so that they can be considered by Academic Committee in February.
3. Curriculum redesigns and other significant changes to programme structure normally require approval from CUAP.
4. CUAP now has three rounds per year. Only proposals approved in the first two rounds can be included in the University's physical marketing materials.
5. Special Topics may be proposed in any month of the year provided that there is sufficient time to approve and set up the paper.
6. Minor changes to programmes and papers that are routine and low risk may be expedited in lieu of the normal board processes.

### Timeline Key

	Proposal submitted within deadlines
	Submission may not be approved in time for the 2027 physical publications
	Late justification required to submit proposal

**Please email your embedded academic specialist to discuss any matters related to academic proposals.**

**[charles.gibson@otago.ac.nz](mailto:charles.gibson@otago.ac.nz)**