

Division of Sciences – 2024 Meeting Schedules

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

	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August* 2024	September 2024	October 2024	November 2024
Submission deadlines for Academic Proposals Due – Fridays 9.00am	19 Jan	23 Feb	22 March	26 April	24 May	27 June (Thursday)	26 July	23 Aug	27 Sept	25 Oct
Standing Committee Fridays at 2.00pm Division of Sciences Meeting Room	26 Jan	1 March	5 April (mid semester break)	3 May	31 May	5 July	2 Aug	30 Aug	4 Oct	1 Nov
Academic Board Mondays at 4.00pm Council Chamber	12 Feb	18 March	15 April	20 May	17 June	22 July	19 Aug	16 Sept	21 Oct	18 Nov
BUGS/BoGS Wed/Thurs 2.00pm	7/8 Feb	6/7 March	10/11 Apr	1/2 May	5/6 June	3/4 July	7/8 Aug	4/5 Sept (mid semester break)	2/3 Oct	6/7 Nov

Notes:

- ✓ Inclusion in 2025 Guide to Enrolment and CUAP (R1) Approval – due at March Academic Board
- ✓ NEW papers being introduced in Pre-Christmas Summer School (PXSS) 2024 and/or Summer School (SS) 2025 – due at March Academic Board
- ✓ Annual Programme Reports (APR's) – due to July Academic Board
- ✓ Graduating Year Reviews (GYR's) – due to the September Academic Board

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