

Humanities Committees & Divisional Board – 2024 Meeting Schedules

The information below is a summary of key dates relevant to the Humanities Divisional Board. Schools & Programmes 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 and reports.

All academic proposals should be submitted as electronic WORD documents. Email your proposals to the Humanities Specialist – carol.forbes@otago.ac.nz

	February	March	April	May	June	July	August*	September	October	November
Submission deadlines for Academic Proposals	29 Jan	26 Feb	22 March	22 April	27 May	24 June	29 July	26 Aug	23 Sept	25 Oct
Graduate Studies Tuesday 9.00am	7 Feb	5 March	3 April (mid-semester break)	7 May	4 June	9 July	6 Aug	3 Sept (mid-semester break)	8 Oct	5 Nov
Academic Committee Thursdays 9.00am	8 Feb	7 March	4 April (mid-semester break)	9 May	6 June	11 July	8 Aug	5 Sept (mid-semester break)	10 Oct	7 Nov
Divisional Board Wednesdays 9.00am	21 Feb	20 March	17 April	22 May	19 June	24 July	21 Aug	18 Sept	23 Oct	20 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:

- New papers with no consequential deletion of an existing paper require prior consultation with PVC and SARO.
- Inclusion in 2025 Guide to Enrolment & CUAP Round 1 approval – due at **March Divisional Board**
- NEW papers being introduced in Pre-Christmas Summer School (PXSS) 2024 and/or Summer School (SS) 2025 – due at **March Divisional Board**
- Annual Programme Reports (APR's) – due to **July Divisional Board**
- Graduating Year Reviews (GYR's) – due to the **September Divisional Board**
- NO academic proposals will be considered at the August Divisional Board meeting (reserved for strategic items)

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