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**Programme Amendment Proposal**

**To amend the name, regulations, or schedule**

**of an existing programme (i.e. major or minor subject, qualification, or endorsement)**

**(Formerly labelled Form 2)**

**Before completing this form, please contact the Associate Dean (Academic) or Associate Dean (Postgraduate) (or equivalent) or Specialist (Academic Committees and Services) for your Division and read the document entitled**

[***Important notes for completing programme amendment proposals***](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources)

***Please note that amendments to programme names, lowering of minimum entry criteria, and substantial changes to the programme’s structure require CUAP approval***

#### **(Please retain the small font prompts for submission to the**

#### **Board of Undergraduate Studies and Board of Graduate Studies.)**

|  |  |
| --- | --- |
| **Name of Division/School/ Academic Unit:** |  |
| **Proposer**  (name and position) |  |
| **Heading/Title/Subject** |  |
| **Proposed year of implementation** |  |

*Academic proposals are subject to* [*annual deadlines*](https://www.otago.ac.nz/administration/academiccommittees/proformas.html)*. Implementation of any proposed changes may be delayed if the proposal is submitted after the relevant deadline. Please consult the Specialist (Academic Committees and Services) for your Division for further information.*

# Purpose of Proposal

(A succinct description of the purpose of the proposal, including amendments to the programme’s name, regulations, and/or schedule and any consequential or related amendments, such as the introduction of new papers, deletions of existing papers, and amendments to other programmes’ schedules. Note that if you are proposing a number of related amendments, you may include them in one proposal rather than filling out a separate form for each amendment if the proposal remains clear and readable.)

**SECTION 1 – JUSTIFICATION AND CONSULTATION**

# Justification for Proposal

(Summarise the academic and pedagogical reasons why you are proposing this amendment. Indicate any relevance to your academic discipline or profession nationally and internationally.)

# Consultation with Students

(Consultation with students should be undertaken in parallel with consultation with other academic units, other Divisions, and support areas prior to submission of this proposal to your Divisional Board. The consultation shall include contacting the OUSA Academic Representative ([academic@ousa.org.nz](mailto:academic@ousa.org.nz)) or OUSA Postgraduate Students’ Representative ([postgrad@ousa.org.nz](mailto:postgrad@ousa.org.nz)), who will contact relevant academic student associations and/or a relevant sample of students. Academic staff are encouraged to consult more widely than OUSA. Unless a student is acting in an official role (e.g. OUSA Academic Representative), students’ names should be redacted in the consultation table and elsewhere throughout the proposal.)

|  |  |  |
| --- | --- | --- |
| **Name or title** | **Feedback** | **Response / changes** |
|  |  |  |
|  |  |  |

(Add more rows as required. If the feedback is extensive, it may be added as an appendix.)

# Consultation with Other Academic Units, Other Divisions, and Support Areas

(Outline the consultation that has been undertaken with interested parties, including other academic units, other Divisions, and relevant support areas, such as Student Development ([student.development@otago.ac.nz](mailto:student.development@otago.ac.nz)). For, any amendments to the structure of the programme or amendments affecting admission or enrolment process, consultation with ITS Applications Support ([evisiondata@otago.ac.nz)](mailto:evisiondata@otago.ac.nz)) is strongly recommended early in the proposal development process.)

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| --- | --- | --- |
| **Name and title**  **Academic unit or area** | **Feedback** | **Response / changes** |
|  |  |  |
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(Add more rows as required. If the feedback is extensive, it may be added as an appendix.)

# Library Resources

(Please request a statement from the Library if this amendment proposes any changes in the programme’s structure. Your Library contact may ask you to identify any resources that will be essential for the ongoing delivery of this programme, including monographs, serials, and electronic databases. Written confirmation from your library contact is required:

#### **Commerce and Humanities**

Scott Venning, Library Divisional Manager

(extn 7155, [scott.venning@otago.ac.nz](mailto:scott.venning@otago.ac.nz))

#### **Sciences and Health Sciences (Dunedin campus)**

Richard German, Library Divisional Manager

(extn 7403, [richard.german@otago.ac.nz](mailto:richard.german@otago.ac.nz))

#### **Health Sciences Christchurch**

Marg Walker, Health Sciences Librarian, Canterbury Medical Library

(extn 364 0505, [marg.walker@otago.ac.nz](mailto:marg.walker@otago.ac.nz))

#### **Health Sciences Wellington**

Kareen Carter, Medical Librarian, Wellington Medical Library

(04 385 5348, [kareen.carter@otago.ac.nz](mailto:kareen.carter@otago.ac.nz))

|  |  |
| --- | --- |
|  | A Library statement is attached to this proposal. |

# External Consultation

(For some amendments, it may be appropriate to undertake consultation with external stakeholders (e.g. professional or accrediting bodies, potential host organisations for placements, etc.). If any external consultation has been undertaken, append any letters or communications from the external stakeholder(s) to this proposal and detail any professional accreditation requirements.)

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|  | External consultation is appended to this proposal. |

**SECTION 2 – DESCRIPTION AND REGULATIONS**

# Current Regulations and/or Schedule(s)

(Please use the [Calendar](https://www.otago.ac.nz/about/official-documents/calendar/index.html) format and list Calendar page references, as well as headings and clause numbers. Include all portions being amended, and include any other references in the Calendar that will need amending. Please also note any previously approved amendments that have not yet been published.)

# Proposed Regulations and/or Schedule(s)

(Please use the [Calendar](https://www.otago.ac.nz/about/official-documents/calendar/index.html) format. Indicate changes with bold or italic type.)

**Second Semester Intake**

(Indicate whether this amendment affects new students’ ability to commence the programme in the Second Semester (i.e. halfway through the academic year.)

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | This amendment makes S2 intake **newly possible.** |  |  | This amendment makes S2 intake **no longer possible.** |  |  | This amendment **does not affect** S2 intake. |
|  |  |  |

# Qualifications Affected

(List any qualifications affected by this amendment. For guidance, please contact ITS Applications Support ([evisiondata@otago.ac.nz)](mailto:evisiondata@otago.ac.nz)).)

# Consequential Amendments to Regulations and/or Schedules and/or Other Papers

(All changes to regulations, schedules (e.g. major subject requirements, etc.), and the paper rules of related papers (e.g. prerequisites, corequisites, and restrictions) as a result of this amendment must be detailed below. Please provide both the current and proposed information for publication, with changes or additions in bold or italic type. This includes changes that will need to be made to schedules, including Schedules A, B, and C. Include [Calendar](https://www.otago.ac.nz/about/official-documents/calendar/index.html) page numbers. Changes to the programme information in the [Guide to Enrolment](https://www.otago.ac.nz/study/guidetoenrolment.html) are not required. Consequential deletion(s) of papers must also be reported here (in which case a separate deletion proposal does not need to be completed).)

# Implications

(Describe any academic, administrative and resource implications of this amendment)

# Transitional Arrangements

(Are there any transitional arrangements necessary as a result of amending this programme? If necessary, special arrangements must be specified for students who are part-way through programmes who would otherwise be disadvantaged (e.g. by changes to prerequisites or the redistribution of course content among a number of papers). Information in this section may be used by Student Experience staff to advise students, but this does not exempt your academic unit from responsibility for ensuring that affected students are informed about changes and transitional arrangements.)

**Children’s Act Compliance**

(If the programme involves students working with children then it is possible the Children’s Act will apply; if so, under the Act, safety checking of students planning to enrol in the programme will be required, and this must be referenced in admissions and/or progression regulations. Please review information regarding the University’s commitment, policy, and requirements regarding the Protection of Children: <https://www.otago.ac.nz/administration/protection-of-children/>)

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| --- | --- |
|  | The Children’s Act does not apply to this programme. |
|  |  |
|  | The Children’s Act applies and compliant student safety checking processes are, or shall be put, in place (at programme and/or paper level as appropriate). Please refer to the [Protection of Children](https://www.otago.ac.nz/administration/protection-of-children/) webpage. |
|  |

# Consent to Use this Proposal as an Example

|  |  |
| --- | --- |
|  | Please place a mark in this box if you do **not** consent to this proposal – if approved – being posted on the University website as an [example of a recently approved academic proposal](https://www.otago.ac.nz/administration/academiccommittees/proformas.html#Bestpracticeexemplars). |