

SPECIAL TOPICS APPROVAL PROCESS

Step 1: Establish an “empty shell” Special Topic Paper

Submission of a Form 3ST to Academic Board

This creates a new “empty shell” paper code
e.g., PSYC 399 Special Topic



Form 3ST
Approved by
Divisional Board and
BUGS/BoGS

Step 2: Prior to offering the Special Topic Paper*, create content for the Special Topic paper and have this content approved

Submission of a Form DIV ST to Academic Board

Provides content for the existing “empty shell” paper code and enables the
Special Topic to be offered
e.g., PSYC 399 Special Topic: Cognitive Development



Form DIV ST
Approved by
Divisional Board
Noted and audited by
BUGS/BoGS

* The purpose for offering a Special Topic should be one of the following:

- i. to allow a department to offer a paper with a particular content once only in response to particular circumstances e.g., special interests or abilities of staff or students, a changeover of staff, hosting a visiting lecturer, to solve an anomalous situation in a student’s programme, or
- ii. to trial a paper before offering it as a named paper.

The Form 3ST, Form DIV ST and Special Topic Guidelines can be found at: <http://www.otago.ac.nz/administration/academiccommittees/proformas.html>