

**Division of Humanities
Academic Committee & Divisional Board
Meeting dates
2018**

Both Academic Committee & Divisional Board meetings begin at 9:00am and are held in room 5C13 (5th floor, Arts Building)

	January	February	March	April	May	June	July	August	September	October	November
Proposals to Div Office by...	-	January 29	February 26	March 26	April 30	May 28	June 25	July 30	August 27	October 1	October 29
Academic Committee meets....	-	8	15	5	10	7	5	9	6	11	8
Divisional Board meets....	-	21	28	18	23	20	18	22	19	24	21

IMPORTANT DATES FOR SUBMITTING PROPOSALS:

MARCH Divisional Board – Last date for the introduction of **new programmes, majors and minors**, and *significant* amendments to existing regulations that require CUAP approval for introduction in the following academic year, and printed in the 2019 Guide to Enrolment.

MAY Divisional Board – Last date for the introduction of **new papers, introduction of new Special Topic codes**, and any **prerequisite, title, prescription, point and restriction changes** to existing papers for the following academic year, and available on the website but NOT the 2019 Guide to Enrolment.

Summer School Proposals for the following academic year, must be approved at the May Divisional Board – papers not previously offered at SS before (existing or new papers)

OCTOBER Divisional Board – proposals that require *minor* amendments to schedules and regulations for the following academic year.

Forms can be found at <http://www.otago.ac.nz/acadcomm/proformas.html>