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**Indicative Proposal for a New Programme**

**Including new qualifications, major subjects, endorsements, and minor subjects**

**To be completed before starting work on a full New Programme Proposal**

**(Formerly labelled Form 1S)**

**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 new programme proposals***](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources)

#### (Please retain the small font prompts for submission to the DVCs/PVCs Advisory Group,

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

|  |  |
| --- | --- |
| **Name of Division/School/Academic Unit:** |  |
| **Proposer**(name and position; usually the programme coordinator) |  |
| **Type**(new qualification, new major subject, etc.) |  |
| **Name** | (*e.g. Master of Programming, Celtic Studies for BA*) |
| **Proposed year of introduction** |  |

*Academic proposals are subject to* [*annual deadlines*](https://www.otago.ac.nz/administration/academiccommittees/proformas.html)*. Implementation of any proposed changes – including the introduction of new programmes – 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

(Provide a succinct summary of the purpose of the proposal, including the introduction of new programmes and any consequential or related amendments, such as new papers, deletions of existing papers or programmes, and amendments to schedules (e.g. To introduce a new Master of X degree and a Postgraduate Diploma in X, including two new papers).)

# Description of the Proposed Programme

(Provide a brief description of the programme structure, levels, and papers. Include paper titles, points, and NZQF Level. Describe succinctly, but in sufficient detail so that the programme structure may be understood without reference to a programme schedule (such as those found in the Calendar or on the University website), and write for a non-specialist audience. The description should be no more than around 200 words. For new 180-point master’s programmes please refer to the [Guidelines for the Introduction of Coursework (180 point) Masters’ Degrees](http://www.otago.ac.nz/administration/policies/otago051887.html).)

**SECTION 1 – JUSTIFICATION AND ALIGNMENT**

# Justification

(Summarise the academic and pedagogical reasons why you are proposing this new programme. Indicate its relevance to your academic discipline or profession nationally and internationally, with reference to perceived demand (evidence of demand will be required with the full New Programme Proposal).)

# Relationship to Strategic Planning Goals

(Explain how the new programme aligns with the strategic direction of your academic unit and Division and of the University. In order to attract funding the new programme must also align with the Tertiary Education Strategy (TES). Please see the Tertiary Education Commission website for further information <https://www.tec.govt.nz/focus/our-focus/tes/>.)

**Te Tiriti o Waitangi**

(In consultation with the Associate Dean (Māori) for your Division, provide a statement indicating how this proposal is consistent with the University’s commitment to the principles of the Te Tiriti o Waitangi.)

# Internationalisation

(Provide a statement identifying the objectives and targets of the University’s [Internationalisation Framework](https://www.otago.ac.nz/otago829857.pdf) the programme meets and identifying the internationalisation goals of your academic unit and Division the programme meets. Specifically you should address, having consulted with the International Office (international@otago.ac.nz), the potential for international student recruitment, the possibility for international partnerships and collaboration, as well as the possibility of international mobility experiences, such as student exchange. Staff should also consult with the Divisional Associate Dean (International) and the International Office prior to submission of the proposal to the Divisional Board.)

# Predicted Programme Enrolments

(In consultation with the Strategy, Analytics, and Reporting Office (SARO@otago.ac.nz), estimate the number of students (i.e. head-count rather than EFTS) who will be enrolled in the programme in each of the first four years that it is offered. You will need to report on these predictions in the Annual Programme Report (APR) process should the programme be approved. Predicted enrolment numbers should be cumulative (i.e. the number of students enrolled in the programme across all years of study) to align with enrolment data provided during review processes.)

|  |  |  |
| --- | --- | --- |
| **Year** | **Estimated full-time programme enrolments (head-count)** | **Estimated part-time programme enrolments (head-count)** |
| First year offered  |  |  |
| Second year offered |  |  |
| Third year offered  |  |  |
| Fourth year offered |  |  |

# Predicted New Student Enrolments

(Expanding on the predicted programme enrolments above, please indicate whether the programme is likely to attract new students to the University and explain why or confirm that the programme will primarily redistribute enrolments from other areas of the University, noting that there should be strong academic and pedagogical reasons for doing so.)

# Admission Criteria

(Provide an informal description of the intended admission criteria for the proposed programme.)

# Existing or Similar Programmes

(In the table below, list and briefly comment on similar programmes offered by tertiary institutions in New Zealand and, if relevant from a competitive point of view, internationally. Add more rows as necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider** | **Qualification/subject** | **Summary of admission criteria** | **Comment / description** |
|  |  |  |  |

# Risks

(Consider the reputational, financial, and other risks inherent in the proposed programme. Explain any risks identified and what further risk analysis will be conducted in the development of the full proposal. What risks, if any, are involved in not proceeding with the proposal? If the proposal involves other universities, explain the benefits and risks associated with collaboration.)

# Consultation Already Undertaken

(Briefly describe any consultation that has already occurred, including consultation with students and OUSA (academic@ousa.org.nz or postgrad@ousa.org.nz), other academic units and other Divisions (particularly for interdisciplinary programmes), relevant support areas, and external stakeholders. Mention relevant existing collaborative agreements, if any.)

|  |  |  |
| --- | --- | --- |
| **Name and title****Academic unit, area or organisation** | **Feedback**  | **Response / changes** |
|  |  |  |
|  |  |  |
|  |  |  |

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

# Planned Consultation

(Describe the further internal, external, and student consultation that will take place as part of the development of the full New Programme Proposal. Consultation with the Schools’ Liaison Office (liaison@otago.ac.nz) is strongly recommended early in the proposal development process. External consultation should contribute to establishing the acceptability of the programme with reference to its relevance to the academic discipline or profession nationally and internationally. This should include seeking letters of support from potential employers, accrediting organisations, etc. Such evidence will need to be supplied with the full New Programme Proposal. Also discuss potential external collaborative agreements, partnerships, and memorandums of understanding that will be developed as part of the full proposal.)

**SECTION 2 – QUALIFICATION AND OUTCOME STATEMENT**

# Qualification

(A statement confirming that the programme meets the relevant CUAP definitions. Definitions are outlined in the [CUAP Handbook](https://www.universitiesnz.ac.nz/sites/default/files/uni-nz/documents/CUAP%20Handbook%202021%20web.pdf) at Section 5. You may also refer to Section 1.2 of the Handbook for an outline of the levels used for qualifications on the New Zealand Qualifications Framework (NZQF).)

# Provisional Outcome Statement

(Provide a provisional Outcome Statement. The Outcome Statement may be further refined for the full New Programme Proposal and once approved will be entered on the New Zealand Register of Quality Assured Qualifications. It is a description of the nature of what a holder of the qualification should be expected to have achieved. The statement will be publicly accessible. Outcomes must be expressed about what the whole qualification represents in terms of the application of knowledge, skills and attributes. It consists of three parts: the Graduate Profile, further education pathways, and further employment pathways.)

# Graduate Profile

(A Graduate Profile is a statement of the expected outcomes or attributes that graduates should achieve from the programme. It could incorporate attributes from the [Otago Graduate Profile](https://www.otago.ac.nz/courses/otago078325.html) (contextualised for the discipline), as well as any programme-specific knowledge, skills, and attributes.)

# Further Education Pathways:

(Describe any higher degrees to which the programme will articulate.)

# Further Employment Pathways:

(Provide examples of possible careers open to graduates of the programme)

**SECTION 3 – DIVISIONAL AND UNIVERSITY RESOURCING**

(Please either provide a detailed “business plan” (or equivalent) or answer the following sections.)

# Divisional Resources

(Please note that resource information regarding the programme being introduced must be provided in this subsection and will be considered by each relevant Division. Indicate if any existing programme or papers are being deleted as part of this proposal. If the academic and/or financial responsibility for the new programme is shared by more than one Division, or the programme resides academically in one Division but is the financial responsibility of another, then this subsection will need to be approved by each relevant Division. You should contact the relevant Divisional Office(s) in case there are any additional requirements regarding information on resources for the new programme. By submitting this proposal, Divisions are not only approving the academic soundness of the new programme, they are also confirming and approving the capacity for the sustained delivery of the new programme taking into account the consideration of relevant resources including teaching facilities, equipment, and staff.)

# Staffing Workload

(Please answer all of the following questions.)

### Who will be involved in teaching new papers for the programme?

### Will any new staff be required? If so, what percentage of their time will this programme require?

### Will any new tutors or demonstrators be required?

### Does the new programme require particular administrative or technical support in addition to the responsibilities of the academic staff?

### How will the involvement of existing teaching staff affect their workload?

### How will the involvement of existing teaching staff affect the workload of your academic unit?

# Laboratories/IT/Other Physical Resources

(Provide details of any additional costs for laboratory, IT, or other resources related to teaching. If new staff are required, will there be a need for additional office or research space (see also Staffing Workload)?)

# Equipment

(Provide details of any major new equipment required for the programme, including computers.)

# Sustainable and Long-Term Resourcing

(Please explain why you are confident that the resources required for the sustainable, long-term delivery of the new programme will be available. This will generally include academic and professional staff (new staff or the time of existing staff), equipment, space, IT, and any other resources particular to the needs of the new programme.)

# University Resources

|  |  |
| --- | --- |
|  | A Strategic Assessment from the Strategy, Analytics and Reporting Office (SARO@otago.ac.nz) is attached to this proposal. |

# Student Management System Requirements

(Explain how you want the SMS (i.e. eVision) to support applications for the programme. This includes any special data to be requested on the application form (such as provision of a CV, authority for Police check, proposed research topic, referees, etc.), details of the required opening and closing dates for applications and whether the closing date is to be strictly enforced, and the expected source of students for the programme (i.e. will all applicants be existing Otago students, or will there also be applicants who are new to Otago). Please discuss your requirements with the ITS Applications Support team (evisiondata@otago.ac.nz) to ensure the system will be able to support your requirements.)

# 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).  |

If approved by the Division, this indicative proposal will be submitted by that Division to the DVCs/PVCs’ Advisory Group for endorsement before proceeding to the Board of Undergraduate Studies and/or Board of Graduate Studies for approval to proceed to full development.