

Division of Sciences
Academic Board Meeting Dates for 2020/University-wide Annual Deadlines for Academic Proposals for 2020

The information below is a summary of key dates relevant to the Division of Sciences Academic Board. Departments also need to be aware of University-wide annual deadlines for academic proposals and plan accordingly. The dates that are highlighted and numbered 1, 2, 3 and 4 below correspond to key University-wide annual deadlines for academic proposals (**please see detailed information on pages 2 and 3 to ensure academic proposals are submitted on time**).

Deadline for the Submission of Academic Proposals to Divisional Office Fridays by 9am	Standing Committee Fridays at 2pm Venue: Division of Sciences Meeting Room	Division of Sciences Academic Board Mondays at 4pm Venue: Council Chamber	BUGS Wednesdays at 2pm	BoGS Thursdays at 2pm
<i>25 October 2019</i>	<i>1 November 2019</i>	<i>18 November 2019</i>	12 February 2020	13 February 2020
24 January	31 January	17 February	4 March	5 March
21 February (1)	28 February	16 March	1 April CUAP Round 1	2 April CUAP Round 1
27 March	3 April	20 April	6 May	7 May
24 April (2)	1 May	18 May	3 June	4 June
22 May (3)	29 May	15 June	1 July CUAP Round 2	2 July CUAP Round 2
19 June	26 June	13 July	5 August	6 August
24 July	31 July	17 August	2 September	3 September
21 August	28 August	14 September	7 October	8 October
18 September (4)	25 September	12 October	4 November	5 November
23 October	30 October	16 November	February 2021	February 2021

Please view the Annual Deadlines for Academic Proposals document on the Proformas page of the Academic Committees website for additional information – including information regarding Special Topics and Requesting an Exemption to the Annual Deadlines.

<http://www.otago.ac.nz/administration/academiccommittees/proformas.html>

2020 Submission Deadlines (to meet University-wide annual deadlines for Academic Proposals)

<p>21 February (1)</p>	<p>LAST date for CUAP approval Round 1 for new 'programmes' for introduction (or deletion) in the following year and printed (or omitted) in the Guide to Enrolment:</p> <ul style="list-style-type: none"> • new qualifications • new major subjects • new minor subjects (where a major in the subject does not already exist) • new endorsements • programme deletions (Form 1, Form 5) <p><i>[Note the full proposal for a 'programme' (i.e. qualification, or major, or endorsement, or minor) MUST have been preceded at least 4 months earlier by an Indicative Proposal (Form 1S).]</i></p> <p>LAST date for introduction in the following year and printed in the Guide to Enrolment:</p> <ul style="list-style-type: none"> • new minor subject (where major in the subject already exists) • programme regulation changes that affect the 'Structure of the Programme' clause and associated schedule changes (Form 1, Form 2) <p>LAST date for introduction in the following year and printed in the Guide to Enrolment:</p> <ul style="list-style-type: none"> • new papers and reinstatement of papers • changes affecting pre-requisites, co-requisites, recommended preparation, recommended concurrent study, restriction, 'limited to' enrolment paper rules and Schedule C • changes to titles or descriptions of papers • changes to point value • deletions of papers • changes to teaching period or teaching mode of an existing papers (Form 3, Form 4, Form 5, Form 6, Form 7 (Summer School), Form 9)
<p>24 April (2)</p>	<p>LAST date for introduction in the following year and available on the website but NOT the Guide to Enrolment:</p> <ul style="list-style-type: none"> • new papers and reinstatement of papers • introduction of special topics papers ("empty shell") • changes affecting pre-requisites, co-requisites, recommended preparation, recommended concurrent study, restriction, 'limited to' enrolment paper rules and Schedule C • changes to titles or descriptions of papers • changes to point value • deletions of papers and programmes • changes to teaching period or teaching mode of an existing papers (Form 3, Form 3ST, Form 4, Form 5, Form 6, Form 7 (Summer School), Form 9)

2020 Submission Deadlines (to meet University-wide annual deadlines for Academic Proposals)	
22 May (3)	<p>LAST date for CUAP approval Round 2 (<i>not able to be introduced in the following year</i>):</p> <ul style="list-style-type: none"> • new qualifications • new major subjects • new minor subjects (where a major in the subject does not already exist) • new endorsements (Form 1) <p>LAST date for CUAP approval Round 2:</p> <ul style="list-style-type: none"> • programme deletions (that can occur in the following year providing there are no new enrolments for the following year). (Form 5)
18 September (4)	<p>LAST date for Programme Regulation changes that do not affect the papers in the clause 'Structure of the Programme' or associated schedules (regulation changes will be captured in time for the next year's Calendar) or require CUAP approval. (Form 2)</p>

Proformas for Academic Proposals	
Form 1S	Indicative or Concept Proposal form for a new Qualification, Major Subject, Endorsement or Minor subject where there is no corresponding major subject
Form 1	Proposal for new Qualification, or new Major Subject or Endorsement or new minor subject where there is no established major in the subject (CUAP approval required - template based on CUAP requirements)
Form 2	Proposal to Amend Regulations or Schedules
Form 3	(or Section B of Form 1 Proposal): Proposal for New Paper
Form 3ST	Proposal for New Special Topic Paper (to introduce a new Special Topic code (an "empty shell")
Form DIV ST	Proposal for Content of a Special Topic Paper (to fill an existing Special Topic code with content, or create a new trial paper).
Form 4	Proposal to Amend Title of Paper, Prescriptions, Prerequisites, Restrictions or Points Value
Form 5	Proposal to Delete a Programme (qualification, major subject, endorsement, minor subject) or Paper
Form 6	Proposal to Change the Teaching Period or the Teaching Mode of an Existing Paper
Form 7	Proposal for Summer School Paper (submitted to Summer School and Continuing Education Board)
There is no Form 8 for historical reasons	
Form 9	Re-instatement of a suspended paper
Form 10	Micro-credentials (TBC)

(The Proformas and their Resource documents are found at the following link: <http://www.otago.ac.nz/administration/academiccommittees/proformas.html>)