

## Humanities Committees & Divisional Board – 2025 Meeting Schedules

The information below is a summary of key dates relevant to the Humanities Divisional Board. Schools & Programmes also need to be aware of University-wide annual deadlines for academic proposals and plan accordingly. The Board months noted below correspond to key University-wide annual deadlines for academic proposals and reports.

All academic proposals should be submitted as electronic WORD documents. Email your proposals to the Humanities Specialist – [carol.forbes@otago.ac.nz](mailto:carol.forbes@otago.ac.nz)

	February	March	April	May	June	July	August	September	October	November
<b>Submission deadlines for Academic Proposals</b>	<b>27 Jan</b>	<b>24 Feb</b>	<b>24 March</b>	<b>28 April</b>	<b>26 May</b>	<b>23 June</b>	<b>28 July</b>	<b>25 Aug</b>	<b>22 Sept</b>	<b>24 Oct</b>
<b>Graduate Studies</b> Tuesday 9.00am	4 Feb	4 March	1 April	6 May	3 June	1 July	5 Aug	2 Sept	30 Sept	4 Nov
<b>Academic Committee</b> Thursdays 9.00am	5 Feb	6 March	3 April	8 May	5 June	3 July	7 Aug	4 Sept	2 Oct	6 Nov
<b>Divisional Board</b> Wednesdays 9.00am	19 Feb	19 March	16 April	21 May	18 June	16 July	20 Aug	17 Sept	15 Oct	19 Nov
<b>Academic Committee</b> Wed 2.00pm	12 Feb	12 March	9 April	14 May	11 June	9 July	13 Aug	10 Sept	8 Oct	12 Nov

### Notes:

- Indicative Proposals to introduce a new qualification, major, minor, endorsement will only be considered at the August DVCs/PVCs meeting
- New papers with no consequential deletion of an existing paper require prior consultation with PVC
- Inclusion in 2025 Guide to Enrolment & CUAP Round 2 approval – due at **March Divisional Board**
- NEW papers being introduced in Pre-Christmas Summer School (PXSS) 2024 and/or Summer School (SS) 2025 – due at **March Divisional Board**
- Annual Programme Reports (APR's) – due to **September Divisional Board**
- Graduating Year Reviews (GYR's) – due to the **August Divisional Board**
- NO academic proposals will be considered at the August Divisional Board meeting (reserved for strategic items), carried over to September

Click [here](#) for the University Proformas, Resource documents and Deadline Information