

**Reinstatement Proposal**

**To reinstate a suspended paper**

**(Formerly labelled Form 9)**

**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 paper, special topic, and reinstatement proposals***](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources)

**(Please retain the small font prompts for submission to the**

**Board of Undergraduate Studies and Board of Graduate Studies.)**

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| --- | --- |
| **Name of Division/School/ Academic Unit** |  |
| **Proposer**  **(name and position)** |  |
| **Subject Code, Number, Title** |  |
| **Proposed year of reinstatement** |  |

**(A Reinstatement Proposal should only be used if there are *no changes* to the paper(s) being reinstated. If the paper will change significantly, a** [**New Paper Proposal**](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources) **must be completed and submitted to the Divisional Board. If the paper will only have minor changes, contact the Specialist (Academic Committees and Services) for your Division for advice. If the paper has been suspended for more than three years it may have been deleted. In this case a** [**New Paper Proposal**](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources) **must be completed.)**

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

# Paper Code and Title

(List the paper(s) to be reinstated. If reinstating papers in different years, list the proposed year of reinstatement for each paper.)

**SECTION 1 – JUSTIFICATION**

# Original Reason for Suspension

(Please outline the reasons why the paper was originally suspended.)

# Reason for Reinstatement

(Please outline the reasons and justification for the reinstatement, including how the circumstances that prompted the paper’s suspension may have changed.)

# Predicted Student Numbers

(Estimate the number of students who will enrol in the paper in each of its first four occurrences. Please provide a justification for your estimate.)

|  |  |
| --- | --- |
| **Occurrence** | **Estimated enrolments** |
| First occurrence offered |  |
| Second occurrence offered |  |
| Third occurrence offered |  |
| Fourth occurrence offered |  |

**SECTION 2 – DESCRIPTION AND REGULATIONS**

# Year of Suspension

(List the year of suspension for the paper(s).)

# Prescription

(Please provide the prescription for the paper(s) as listed in the [Guide to Enrolment](https://www.otago.ac.nz/study/guidetoenrolment.html) prior to suspension. This will continue to be the paper’s prescription following reinstatement. As long as the teaching period remains the same length, you may change First Semester to Second Semester or vice versa or change the Non-Standard teaching period information.)

# Limitation on Student Numbers

(Limitations on student numbers – if any existed prior to suspension – are **not** automatically renewed during reinstatement. Most reinstated papers will not have a limitation on enrolment. However, if a limit is required, please list the limit below and append the relevant [request form](https://www.otago.ac.nz/administration/academiccommittees/proformas.html), which will be submitted to Senate and Council for consideration during the annual Limitation of Enrolment requests process.)

*e.g. No Limit*

### Formal Enrolment Limit (maximum number of students)

# Children’s Act Compliance

(If the paper involves students working with children then it is possible the Children’s Act will apply; if so, under the Act, safety checking of students planning to enrol in the paper will be required if this is not already covered at programme level. Please review information regarding the University’s commitment, policy, and requirements regarding the Protection of Children: <https://www.otago.ac.nz/administration/protection-of-children/>)

|  |  |
| --- | --- |
|  | The Children’s Act does not apply to this paper. |
|  |  |
|  | The Children’s Act applies and compliant student safety checking processes are, or shall be put, in place (at programme and/or paper level as appropriate). Please refer to the [Protection of Children](https://www.otago.ac.nz/administration/protection-of-children/) webpage. |
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# Occurrence Details

(Basic details of each occurrence of the paper, each listed separately. Include campus being taught at or from (Dunedin, Christchurch, Wellington, Invercargill, Auckland), teaching period (S1, S2, etc.), indicative start date (for each occurrence – if not standard), indicative end date (for each occurrence – if not standard), mode (i.e. on campus and/or distance learning). These details should be consistent with the paper’s prescription provided above.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Campus Taught From** | **Teaching Period** | **Indicative Start Date (if Non- Standard)** | **Indicative End Date (if Non- Standard)** | **Mode**  **(i.e. on campus and/or distance learning)** | **Offered every year or in alternate years?** |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | The teaching period of the paper being reinstated has been considered in relation to existing papers that could be expected to be taken in combination with it. |

**SECTION 3 – DIVISIONAL AND UNIVERSITY RESOURCING**

# Divisional Resources

(Please note that resource information regarding the paper being reinstated must be provided in this subsection and will be considered by each relevant Division. Indicate if any existing papers are being deleted concurrently with this proposal. If the academic and/or financial responsibility for the reinstated paper is shared by more than one Division, or the paper 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 reinstated paper. By submitting this proposal, Divisions are not only approving the academic soundness of the reinstated paper, they are also confirming and approving the capacity for the sustained delivery of the paper 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 the reinstated paper?

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

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

### Does the reinstated paper 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 paper, 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 reinstated paper 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 paper.)

# University Resources

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| --- | --- |
|  | A Strategic Assessment from the Strategy, Analytics and Reporting Office ([SARO@otago.ac.nz](mailto:SARO@otago.ac.nz)) is attached to this proposal. ( A Strategic Assessment is not needed if the reinstated paper is paired with a concurrent deletion of an existing paper.) |
|  |

# Timetable

(Contact [timetables@otago.ac.nz](mailto:timetables@otago.ac.nz) to request a statement confirming that the reinstated paper can be accommodated within current timetable resources.)

|  |  |
| --- | --- |
|  | Timetables have provided a statement confirming that the reinstated paper can be accommodated within current timetable resources |

# Library Resources

(When you request a statement from the Library please identify any resources that will be essential for the ongoing delivery of this paper. The Library needs to know what they are. You should include all monographs, serials and electronic databases. Written confirmation from your library contact is required:

#### **Commerce and Humanities**

Scott Venning, Library Divisional Manager

(extn 7155, [scott.venning@otago.ac.nz](mailto:scott.venning@otago.ac.nz))

#### **Sciences and Health Sciences (Dunedin campus)**

Richard German, Library Divisional Manager

(extn 7403, [richard.german@otago.ac.nz](mailto:richard.german@otago.ac.nz))

#### **Health Sciences Christchurch or Wellington**

Kareen Carter, Medical Librarian, Wellington Medical Library

(04 385 5348, [kareen.carter@otago.ac.nz](mailto:kareen.carter@otago.ac.nz))

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|  | A Library statement is attached to this proposal. |

# Internet-Based Learning

(Please indicate whether teaching and learning in the paper is available in part or as a whole via the internet by stating which one of the four classifications it falls under)

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| --- | --- |
|  | **No Access** is where no part of the paper or course is accessible online. |
|  |  |
|  | **Web–Supported** is where a paper or course expects students to access limited online materials and resources. Access is optional, as online participation is likely to be a minor component of study. |
|  |  |
|  | **Web–Enhanced** is where a paper or course expects students to access online materials and resources. Access is expected, as online participation is likely to make a major contribution to study. |
|  |  |
|  | **Web–Based** is where a paper or course requires students to access the accompanying online materials and resources. Access is required, as online participation is required. |

# Online Learning Management System Used

(Choose one. If you select Blackboard, Moodle or Other, include OL in the paper’s prescription provided in Section 2 to indicate that it is supported by an online learning management system.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Blackboard** |  | **Moodle** |  | **Other** |  | **None** |

(If you are using Moodle or Other, how will this be supported?)

# Consent to Use this Proposal as an Example

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| --- | --- |
|  | 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). |
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