

**Request for a new**

**Empty-Shell Code**

**This form may be used to request the establishment of a new empty-shell special topic paper code. To add content to an empty-shell cope, please complete a** [**Special Topic Proposal**](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Forms)**.**

**Please read the document** [***Guidelines for Establishing New Empty-Shell Codes***](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources) ***before completing this form and submit the completed form to the*** [***Specialist (Academic Committees and Services)***](https://www.otago.ac.nz/administration/academiccommittees/index.html) ***for your Division.***

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| --- | --- |
| **Name of Division/ School/Academic Unit** |  |
| **Proposer** (name and position) |  |
| **Proposed year of** **introduction** |  |

**Paper Code of Requested New Empty-Shell**

(E.g. CLAS 230; contact the [Specialist (Academic Committees and Services)](https://www.otago.ac.nz/administration/academiccommittees/index.html) for your Division if you require advice.)

**Reason for Request**

(Please provide a brief explanation for why a new empty-shell code is required (e.g. there are no available codes for a planned special topic in the next academic year, etc.).)

**Qualifications Affected**

(Qualifications for which the special topic code will be offered. Please note that special topic codes should not normally be listed in any schedule of subject requirements unless they fall within an existing range of papers (e.g. 300-level ENGL papers).)

**Signature of Approving Specialist (Academic Committees and Services)**

(The approving Specialist will escalate this request to the relevant Pro-Vice-Chancellor or Deputy Vice-Chancellor (Academic) for additional approval where required, as outlined in the document [*Guidelines for Establishing New Empty-Shell Codes*](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources)*.)*

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*Name Signature Date*

Academic Committees and Services (ACS) will contact you regarding the outcome of this request. If approved, ACS will contact staff in Student Experience to set up the new empty-shell code in University systems and publications. The new empty-shell code will not be available for enrolment and will not have any content until a separate [Special Topic Proposal](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Forms) is approved by the relevant Divisional Board(s). Until such time, Student Experience will add generic occurrence details (i.e. teaching period, etc.) as a placeholder in eVision. These details may be updated within any future [Special Topic Proposal](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Forms).