

**Prescription Amendment Proposal**

**To amend a paper’s prescription information,**

**including title, description, and prerequisite (or other paper rules)**

**(Formerly labelled Form 4)**

**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 proposals***](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources) ***for existing papers***

#### **(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** **implementation** |  |

**Please note: If the amendments you wish to make have already been dealt with in another form (e.g. a New Paper Proposal or a New Programme Proposal) do not fill out a Prescription Amendment Proposal. Also please note that if you are making a series of related amendments (e.g. changing prescriptions of a number of related papers), you may include all the amendments on one proposal form rather than filling out a separate form for each paper if the proposal remains clear and readable.**

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

(A succinct description of the purpose of the proposal, including any consequential or related amendments, such as deletions of existing papers and amendments to schedules. Note that if you are proposing a number of related amendments, you may include them in one proposal rather than filling out a separate form for each amendment if the proposal remains clear and readable.)

**SECTION 1 – JUSTIFICATION AND CONSULTATION**

# Justification for Proposal

(Summarise the academic and pedagogical reasons why you are proposing this amendment. You should include a statement as to the effect on the overall programme to which the paper belongs if appropriate. Please note that if amendments to an existing paper constitute a change of 25% or more to the content of the paper a [New Paper Proposal](https://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources) would be required.)

# Consultation with Students

(Consultation with students should be undertaken in parallel with consultation with other academic units, other Divisions, and support areas prior to submission of this proposal to your Divisional Board. Outline the consultation that has been undertaken with students and present it in the same format as Consultation with Other Academic Units, Other Divisions, and Support Areas below. The consultation shall include contacting the OUSA Academic Representative (academic@ousa.org.nz) or OUSA Postgraduate Students’ Representative (postgrad@ousa.org.nz), who will contact relevant academic student associations and/or a relevant sample of students. Academic staff are encouraged to consult more widely than OUSA. Unless a student is acting in an official role (e.g. OUSA Academic Representative), students’ names should be redacted in the consultation table and elsewhere throughout the proposal.)

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| --- | --- | --- |
| **Name or title** | **Feedback** | **Response / changes** |
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(Add more rows as required. If the feedback is extensive, it may be added as an appendix.)

# Consultation with Other Academic Units, Other Divisions, and Support Areas

(Outline the consultation that has been undertaken with interested parties, including other academic units, other Divisions, and relevant support areas, such as Student Development (student.development@otago.ac.nz). This consultation may not be necessary for some prescription amendments; for advice, contact the Specialist (Academic Committees and Services) for your Division.)

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| --- | --- | --- |
| **Name and title****Academic unit or area** | **Feedback** | **Response / changes** |
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(Add more rows as required. If the feedback is extensive, it may be added as an appendix.)

# Library Resources

(Please request a statement from the Library if this amendment reflects any changes in the paper’s content. 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)

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

Richard German, Library Divisional Manager

(extn 7403, 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)

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

# External Consultation

(For some papers, it may be appropriate to undertake consultation with external stakeholders (e.g. professional or accrediting bodies, potential host organisations for placements, etc.). If any external consultation has been undertaken, append any letters or communications from the external stakeholder(s) to this proposal and detail any professional accreditation requirements.)

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|  | External consultation is appended to this proposal. |

# Current Prescription Information

**SECTION 2 – DESCRIPTION AND REGULATIONS**

(Please use the [Guide to Enrolment](https://www.otago.ac.nz/study/guidetoenrolment.html) format. Current prescription information may also be found on the [University website](https://www.otago.ac.nz/courses/subjects/). Please also note any previously approved amendments that have not yet been published.)

# Proposed Prescription Information

(Please use the [Guide to Enrolment](https://www.otago.ac.nz/study/guidetoenrolment.html) format. The description of content should be no longer than 30 words.)

# Qualifications Affected

(Qualifications in which this paper may be included. For guidance, please contact ITS Applications Support (evisiondata@otago.ac.nz).)

# Consequential Amendments to Regulations and/or Schedules and/or Other Papers

(All changes to regulations, schedules (e.g. major subject requirements, etc.), and the paper rules of related papers (e.g. prerequisites, corequisites, and restrictions) as a result of this amendment must be detailed below. Please provide both the current and proposed information for publication, with changes or additions in bold or italic type. This includes changes that will need to be made to schedules, including Schedules A, B, and C. Include [Calendar](https://www.otago.ac.nz/about/official-documents/calendar/index.html) page numbers. Changes to the programme information in the [Guide to Enrolment](https://www.otago.ac.nz/study/guidetoenrolment.html) are not required. Consequential deletion(s) of papers must also be reported here (in which case a separate deletion proposal does not need to be completed).)

# Implications

(Describe any academic, administrative and resource implications of this amendment)

# Transitional Arrangements

(Are there any transitional arrangements necessary as a result of amending this paper? If necessary, special arrangements must be specified for students who are part-way through programmes who would otherwise be disadvantaged (e.g. by changes to prerequisites or the redistribution of course content among a number of papers). Information in this section may be used by Student Experience staff to advise students, but this does not exempt your academic unit from responsibility for ensuring that affected students are informed about changes and transitional arrangements.)

# 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).  |