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**Special Topic Transition Proposal**

**To transition an existing special topic into a permanent paper**

**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)

#### The proposed permanent paper should utilise a different paper code from the existing special topic. The empty-shell code used for the special topic should either be retained for use by a future special topic or deleted.

#### This form may not be used to transition a special topic originally proposed as a one-off topic.

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

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

|  |  |
| --- | --- |
| **Name of Division/School/ Academic Unit** |  |
| **Proposer**  (name and position) |  |
| **Subject Code, Number, Title**  (60 characters max.) |  |
| **Proposed year of introduction** |  |

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

# Purpose of Proposal

(A succinct description of the purpose of the proposal, including the introduction of the new permanent paper and any consequential or related amendments, such as deletions of existing papers and amendments to schedules.)

# Original Special Topic Proposal

(Please attach a copy of the original Special Topic Proposal approved by your Division for the special topic being transitioned.)

|  |  |
| --- | --- |
|  | The original Special Topic Proposal for this content is attached. |

**SECTION 1 – JUSTIFICATION AND ALIGNMENT**

# Justification

(Summarise the academic and pedagogical reasons why you are proposing that this content be retained as a permanent paper. Indicate its relevance to your academic discipline or profession nationally and internationally.)

# Student Numbers

(Please list the number of students who enrolled in the special topic being transitioned each time it was offered. If you expect more or fewer students will enrol for this content once it is offered as a permanent paper, please indicate how you expect student numbers to change and explain why you have this expectation.)

|  |  |
| --- | --- |
| **Occurrence** | **Enrolments** |
| First occurrence offered |  |
| Second occurrence offered |  |
| Third occurrence offered |  |

# Feedback from Students and Other Stakeholders

(Please list some examples of feedback from students and/or from other stakeholders within or outside the University that were received for this content when it was offered as a special topic or in the preparation of this proposal. 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.)

|  |  |  |
| --- | --- | --- |
| **Name or title** | **Feedback** | **Response / changes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Add more rows as required. If the feedback is extensive, it may be added as an appendix.)

# Further Information on Justification and Alignment

(Please provide any further information that you wish to include regarding the justification and alignment for transitioning this content into a permanent paper that has not already been covered above or in the original special topic proposal, including anything learned while offering this content as a special topic.)

**SECTION 2 – DESCRIPTION AND REGULATIONS**

# Prescription

(Please provide the prescription information for the proposed permanent paper. Be sure to include a new paper code, remove ‘Special Topic’ from the title, and provide a note indicating that the permanent paper may not be credited with the special topic offering of this content in the year(s) it was offered.

Refer to [Guide to Enrolment](https://www.otago.ac.nz/study/guidetoenrolment.html)for format. The description of the content should be no longer than 30 words. Include proposed subject code, paper number, points value and anticipated EFTS, prerequisites, restrictions, programmes the paper is ‘limited to’, whether it is supported by an online learning management system (OL), whether it will offered on-campus (OC) and/or by distance learning (DL), and whether it is to be taught in First Semester, Second Semester, the Full Year period, Summer School or a Non-Standard teaching period.)

# Prescription Updates

(If any of the prescription information from the special topic has been changed for the permanent paper – other than the paper code and removing ‘Special Topic’ – please explain the reason for these changes.)

# 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 introducing this paper 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).)

# Transitional Arrangements

(Are there any transitional arrangements necessary as a result of introducing this new 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.)

# Further Information on Description and Regulations

(Please provide any further information that you wish to include regarding the description and regulations for the permanent paper that has not already been covered above or in the original special topic proposal, including any changes made to the details provided in the original special topic proposal.)

**SECTION 3 – STRUCTURE AND WORKLOAD**

# Updates and Further Information on Structure and Workload

(Please list and describe any changes to the structure and workload information provided in the original Special Topic Proposal and explain the reasons for these changes. You may also provide any further information that you wish to include regarding the structure and workload for the permanent paper that has not already been covered in the original special topic proposal, including anything learned in the course of offering this content as a special topic.)

**SECTION 4 – DIVISIONAL AND UNIVERSITY RESOURCING**

(Information provided in this section should not be copied from the original Special Topic Proposal, and new consultation should be undertaken with the Strategy, Analytics, and Reporting Office (SARO), Timetables, and the Library.)

# Divisional Resources

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

### Will any new staff be required to retain this content as a permanent paper? If so, what percentage of their time will this paper require?

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

### Will the permanent 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 permanent 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 paper.)

# University Resources

|  |  |
| --- | --- |
|  | A Strategic Assessment from the Strategy, Analytics and Reporting Office ([SARO@otago.ac.nz](mailto:SARO@otago.ac.nz)) is attached to this proposal. |

**Timetable**

(Contact [timetables@otago.ac.nz](mailto:timetables@otago.ac.nz) to request a statement confirming that this content can continue to be accommodated as a permanent paper within current timetable resources.)

|  |  |
| --- | --- |
|  | Timetables have provided a statement confirming that the proposed 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

Marg Walker, Health Sciences Librarian, Canterbury Medical Library

(extn 364 0505, [marg.walker@otago.ac.nz](mailto:marg.walker@otago.ac.nz))

#### Health Sciences Wellington

Kareen Carter, Medical Librarian, Wellington Medical Library

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

|  |  |
| --- | --- |
|  | 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)

|  |  |
| --- | --- |
|  | **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

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