

GOVERNANCE APPROVAL TIMELINES FOR 2022 OFFERINGS

This timeline is provided to guide staff involved in the development and approval of proposals for new and revised offerings for delivery in 2022.

The table below includes the dates of **key** university level committee meetings (a full calendar of university level committee dates is included below the table). Proposal proponents also need to factor in the timelines for the preceding Faculty level committees, as these vary. It is important to note that delays to the progress of proposals can occur if committees require additional information or if they refer proposals back to subordinate committees for the resolution of issues. Following final approval of new programs, a small window of time (typically a week) needs to be factored in for entry of the relevant configuration in administrative systems such as SIMS and Apply Online.

Please note: new programs that are to be offered to international students studying in Australia on student visas require CRICOS registration to be approved by TEQSA. This is managed through the Office of the DVC A and typically takes a month following final approval of the program by UNSW (this does not happen automatically, and the relevant Faculty needs to liaise with the Manager, Compliance & Quality, Office of the DVC A, to organise submission of an application to TEQSA).

KEY DATE/DEADLINE	ACTIVITY
September 2020	2022 direct applications (international and postgraduate) open approximately 18 months in advance of term commencement: Suspending or terminating a program at short notice is problematic. In addition to the impact on all students who have received an offer (including deferments), there is an additional issue with international students who don't meet English requirements and have been issued a Conditional Package offer that provides them with a visa to come to Australia to enrol with UNSWIL to study English. When a program is cancelled in the 12 months prior to an intake, it puts the University and applicants in a very difficult position, particularly UNSWIL students who are already in Australia.
IDEAL APPROVAL TIMELINE FOR 2022 OFFERINGS	
By 9 September 2020	DEADLINE FOR FACULTY APPROVAL
16 September 2020	ACADEMIC PROGRAMS ADVISORY GROUP
2 October 2020	ACADEMIC BOARD PROGRAMS COMMITTEE
20 October 2020	ACADEMIC BOARD (15 months lead time) for approval or suspension/disestablishment of programs to maximise opportunities for promotion and recruitment and to minimise impact on prospective students.
January 2021	Recruitment cycle for 2022 commences.
Jan – April 2021	Majority of 2022 Guides and Marketing Collateral produced for distribution to prospective students.

**FINAL APPROVAL DEADLINE FOR 2022 PROGRAM/SPECIALISATION PROPOSALS
NEW OFFERINGS AND SUBSTANTIAL REVISIONS**

By 5 May 2021	FACULTY APPROVAL
12 May 2021	ACADEMIC PROGRAMS ADVISORY GROUP
28 May 2021	ACADEMIC BOARD PROGRAMS COMMITTEE
22 June 2021	<p>ACADEMIC BOARD</p> <p><i>Section 5.3 of the Academic Offerings Approval Procedure:</i> All new and revised academic offerings must be approved by 30 June in the year prior to the first intake to ensure that all necessary arrangements (e.g. Handbook publication, CRICOS registration, marketing and agent notification, student load planning, student enrolment planning, and resource development) are in place before commencement, and to meet key administrative deadlines for curriculum planning, publishing and enrolment. The exception is new research programs or coursework programs which are fully online and associated new courses. These must be approved at least six months prior to the first intake. APAG can recommend a shorter cut-off date in exceptional circumstances.</p>
May – July 2021	Peak undergraduate careers market period
Mid July 2021*	Term of offering deadline for courses to be offered in all teaching terms in 2022. Given that students enrol for all 2022 terms from October, delivery patterns need consideration for the full year in advance and this information is an input to term planning and the creation of course enrolment (CRS) classes.
Early August	UAC applications open. Note that programs must be CRICOS registered before they can be made available to onshore international year 12 students.
Mid-August*	Summer Term and Term 1 2022 Term Planning deadline (timetabling requirements and clash free course combinations)
Late August 2021*	Release of 2022 Online Handbook.
4 September 2021	Open Day. Absolute last opportunity to promote new programs that have missed previous recruitment collateral and events.
Early October 2021*	2022 enrolment begins for all teaching terms. Course offerings for all terms and relevant fees/CSP amounts reported to the Department of Education as required by legislation.
IDEAL APPROVAL TIMELINE FOR 2023 OFFERING	
1 September 2021	DEADLINE FOR FACULTY APPROVAL TO MEET 2023 IDEAL TIMELINE
8 September 2021	ACADEMIC PROGRAMS ADVISORY GROUP
24 September 2021	ACADEMIC BOARD PROGRAMS COMMITTEE
19 October 2021	ACADEMIC BOARD (15 months lead time) for approval or cancellation of programs to minimise impact on prospective students and maximise opportunities for promotion and recruitment

**Exact dates subject to confirmation and will be communicated in due course.*

2021

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Academic Board
- ABPC
- UAQC
- APAG
- Public Holiday/Uni shutdown

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Note that the deadline for notifying Governance of agenda items is typically two weeks prior to the relevant meeting, and the agenda is typically distributed one week in advance of the meeting.

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	