

GOVERNANCE APPROVAL TIMELINES FOR 2021 OFFERINGS

The timeline below is provided to guide those involved in developing proposals for new and revised offerings for delivery in 2021. The dates are intended to provide some context around governance timelines by setting out key promotional/recruitment and administrative activities that need to be taken into account.

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 by Faculty. 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 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 Division of External Relations (DEx) and can take up to a month following final approval of the program by UNSW (this does not happen automatically, and the relevant Faculty needs to liaise with DEx to organise submission of an application to TEQSA).

KEY DATE/DEADLINE	ACTIVITY
September 2019	Direct applications (international and postgraduate) open approximately 18 months in advance of commencement: <ul style="list-style-type: none"> 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.
By 11 September 2019	DEADLINE FOR FACULTY APPROVAL
18 September 2019	ACADEMIC PROGRAMS OPERATIONAL REVIEW GROUP
4 October 2019	ACADEMIC BOARD PROGRAMS COMMITTEE
22 October 2019 IDEAL APPROVAL TIMELINE FOR 2021 OFFERINGS	ACADEMIC BOARD (15 months lead time) for approval or cancellation of programs to maximise opportunities for promotion and recruitment and to minimise impact on prospective students.
Mid-January 2020	<ul style="list-style-type: none"> Recruitment cycle for 2021 commences. Printed 2021 Undergraduate Guides go to print.
End February 2020	Printed 2021 International Student Guides deadline for inclusion of programs (must have CRICOS approval).
Early March 2020	<ul style="list-style-type: none"> Printed 2021 Undergraduate Guides distributed widely to prospective students. UAC publications start going to print.
April 2020	Additional promotional collateral (e.g. inserts) produced in time for the main undergraduate recruitment period i.e. although the guides have already been produced, marketers still have a reasonable opportunity to tell prospective students about additional offerings.
Mid-May 2020	2021 UAC Guide signed off.

May – July 2020	Peak undergraduate careers market period including many local careers markets, local and interstate expos and rural roadshows.
By 18 May 2020	FACULTY APPROVAL
25 May 2020	ACADEMIC PROGRAMS OPERATIONAL REVIEW GROUP
10 June 2020	ACADEMIC BOARD PROGRAMS COMMITTEE
23 June 2020 DEADLINE FOR 2021 PROGRAM/SPECIALISATION PROPOSALS – NEW OFFERINGS AND REVISIONS*	ACADEMIC BOARD This deadline is in time to meet key internal administrative deadlines but misses important promotional/recruitment activities.
Mid July 2020**	BRIDG extracts from program records from SIMS for the following year for inclusion in the student load planning system (required for University budget planning purposes)
Mid July 2020**	Course term of offering change request deadline for all 2021 teaching terms. This is a new process introduced to sustain student study plans under the 3+ calendar. Changes to the terms of offering and sequencing of courses are assessed for impacts to student study plans, taking into account considerations such as flexibility, sufficient course choice, and the ability for students to complete in their program’s advertised duration. As students enrol for all 2021 terms from October, this has to be considered for the full year in advance and 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 2021 Term Planning deadline (timetabling requirements and clash free course combinations)
Late August 2020**	Release of 2021 Online Handbook.
5 September 2020	Open Day. Absolute last opportunity to promote new programs that have missed previous recruitment collateral and events.
Late September/early October 2020**	2021 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.
9 September 2020	DEADLINE FOR FACULTY APPROVAL TO MEET 2022 IDEAL TIMELINE
16 September 2020	ACADEMIC PROGRAMS OPERATIONAL REVIEW GROUP
2 October 2020	ACADEMIC BOARD PROGRAMS COMMITTEE
20 October 2020 IDEAL APPROVAL TIMELINE FOR 2022 OFFERING	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

*The only exception is for research programs and **new fully online** programs which will make offers from Term 3 (or Semester 2) 2021, where annual enrolment from October 2020 isn’t a factor. These programs should be fully approved by November 2020 Academic Board at the very latest.

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

2020

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DECEMBER						
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- Academic Board
- ABPC
- UAQC
- APORG
- Public Holiday/Uni shutdown

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.