

GOVERNANCE APPROVAL TIMELINES FOR PROGRAM OFFERINGS

The timeline below is provided to guide those involved in developing proposals for new and revised programs for offering in 2020. 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 International Office and can take up to a month following final approval of the program by UNSW.

KEY DATE/DEADLINE	ACTIVITY
September 2018	Direct applications (international and postgraduate) open approximately 18 months in advance: <ul style="list-style-type: none"> The closer to intake that a program is revised, the greater the impact (both on applicants and staff due to manual configuration, communications etc) 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 with the UNSWIL students who are already in Australia.
By 23 August 2018	DEADLINE FOR FACULTY APPROVAL
30 August 2018	ACADEMIC PROGRAMS OPERATIONAL REVIEW GROUP
14 September 2018	ACADEMIC BOARD PROGRAMS COMMITTEE
16 October 2018 IDEAL APPROVAL TIMELINE FOR 2020 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 2019	<ul style="list-style-type: none"> Recruitment cycle for 2020 commences. Printed 2020 Undergraduate Guides go to print (Future Student Office Guide, Faculty Guides, Foundation Studies Guide).
End February 2019	Printed 2020 International Student Guides deadline for inclusion of programs (must have CRICOS approval).
Early March 2019	<ul style="list-style-type: none"> Printed 2020 Undergraduate Guides distributed widely to prospective students. UAC publications start going to print.
April 2019	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 2019	2020 UAC Guide signed off.

May – July 2019	Peak undergraduate careers market period including many local careers markets, local and interstate expos and rural roadshows.
By 1 May 2019	FACULTY APPROVAL
8 May 2019	ACADEMIC PROGRAMS OPERATIONAL REVIEW GROUP
24 May 2019	ACADEMIC BOARD PROGRAMS COMMITTEE
18 June 2019 DEADLINE FOR 2020 OFFERING*	ACADEMIC BOARD This deadline is in time to meet key internal administrative deadlines, but misses important promotional/recruitment activities
Mid July 2019**	BRIDG extracts from program records from SIMS for the following year for inclusion in the student load planning system.
18 July 2019	Deadline for inclusion of new/revised programs to be configured in SIMS for inclusion in 1st August Campus/Course of Study file submission to the Department of Education . This submission is used to update government databases and websites. Late additions are possible but should be minimised as they must be manually reported and will miss inclusion on government websites etc.
Early August	UAC applications open. Note that programs must be CRICOS registered before we can make them available to onshore international year 12 students.
August 2019**	Course planning deadline for all 2020 teaching terms to support annual enrolment which will commence in October 2019.
Late August 2019**	Release of 2020 Online Handbook.
7 September 2019	Open Day. Absolute last opportunity to promote new programs that have missed previous recruitment collateral and events.
Early October 2019**	2020 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.
11 September 2019	DEADLINE FOR FACULTY APPROVAL TO MEET 2021 IDEAL TIMELINE
18 September 2019	ACADEMIC PROGRAMS OPERATIONAL REVIEW GROUP
4 October 2019	ACADEMIC BOARD PROGRAMS COMMITTEE
22 October 2019 IDEAL APPROVAL TIMELINE FOR 2021 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 **new** programs which will make offers from Term 3 (or Semester 2) 2020, where annual enrolment from October 2019 isn't a factor. These programs should be fully approved by November 2019 Academic Board at the very latest.

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

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2019

	Academic Board
	ABPC
	UAQC
	APORG
	Public Holiday

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.