



Deletion Proposal

To delete a paper or programme (i.e. major or minor subject, qualification, or endorsement)
(Formerly labelled Form 5)

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 deletion proposals](#)

Please note that most programme deletions must be reported to CUAP for noting. However, the University may approve and implement programme deletions prior to formal CUAP notification.

(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)	
Programme, Subject Code, Number and Title of Paper(s)	
Proposed year of Deletion (current students may be able to complete the programme after this date)	

If you are making a series of related deletions, please include all of these in one proposal rather than filling out a separate form for each. If the proposed deletions have already been clearly identified in a related proposal, you do not need to complete this form.

Academic proposals are subject to [annual deadlines](#). 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.

Qualification(s) and/or Paper(s) Being Deleted

(Please list any qualifications and/or papers being deleted.)

SECTION 1 – JUSTIFICATION AND CONSULTATION

Justification

(Briefly state the reason for the deletion(s) and explain the effect of the deletion(s) on your academic unit's curriculum. If the deleted paper(s) will be replaced, but you have not yet completed a [New Paper Proposal](#), please indicate the paper(s) to be created and note that a separate [New Paper Proposal](#) will need to be completed.)

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. 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.)

Name or title	Feedback	Response / changes

(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 deletions; for advice, contact the Specialist (Academic Committees and Services) for your Division.)

Name and title Academic unit or area	Feedback	Response / changes

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

External Consultation

(For some deletions, it may be appropriate to undertake consultation with external stakeholders. If any external consultation has been undertaken, append any letters or communications from the external stakeholder(s) to this proposal.)

External consultation is appended to this proposal.

SECTION 2 – CONSEQUENTIAL AMENDMENTS

Qualifications Affected

(Please list any qualifications that are affected by the above deletions, but which are being retained.)

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 deletion 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](#) page numbers. Changes to the programme information in the [Guide to Enrolment](#) are not required.)

Transitional Arrangements

(Are there any transitional arrangements necessary as a result of this deletion? If necessary, special arrangements must be specified for students who are part-way through programmes who would otherwise be disadvantaged. 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

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](#).