

2011 DEADLINES FOR PROGRAMS AND COURSES

These deadlines are designed to meet the approval processes of the University in time to adequately advertise our courses and programs. The University is legally obliged to ensure that 2012 program information is correct as of the 1st of October 2011. Please contact either your School Executive Officer or the Faculty QA & TL Officer for advice.

REVISED PROGRAMS

All revised program revisions must be approved by Head of School before submitting to the Faculty Teaching & Learning Committee (FT&LC). **Please note that revised program proposals not received by the advertised deadline for submissions will go to the subsequent meeting.**

	FT&LC Papers Deadline	FT&LC Meeting	Faculty Board Meeting	PCAC Meetings
Revised Programs for 2012	4 July 2011 25 July 2011	21 July 2011 11 August 2011	25 August 2011	1 September 2011 and 15 September 2011 <i>(only if required)</i>

PROGRAM APPROVAL PROCESS

- Step 1 - Program Convenor to prepare your program revision documentation with Sign off by Head of School
- Step 2 - The Faculty Teaching and Learning Committee (FT&LC) reviews and endorses revised program proposals (subject to the satisfaction of the Chair of FT&LC) and forwards to Faculty Board.
- Step 3 - The Faculty Board endorses revised program proposals (subject to the satisfaction of the Chair of Faculty Board)
- Step 4 - Appraisal and approval of revised programs at the Program and Course Approval Committee (PCAC) (subject to the satisfaction of the Chair of PCAC) and forwards to UTLC and Academic Senate for noting. **Please Note: Program revisions are not official until this stage is completed.**

NEW AND REVISED COURSES

Course Tracking System (CTS) entries must be completed in time to reach the Faculty Board before the Teaching Term (eg Block, Semester or Trimester) commences. All course revisions must be approved by Head of School before submitting to the Faculty Teaching & Learning Committee (FT&LC). **Please note that course proposals not received by the advertised deadline for submissions will go to the subsequent meeting**

	Teaching Term Commences	FT&LC Papers Deadline	FT&LC Meeting	Faculty Board Meeting
Block 1, 2011 UoN Singapore	3 January 2011	22 October 2010	4 November 2010	25 November 2010
Trimester 1, 2011 UoN Singapore	3 January 2011	22 October 2010	4 November 2010	25 November 2010
Trimester 1, 2011	31 January 2011	22 October 2010	4 November 2010	25 November 2010
Semester 1, 2011 courses	28 February 2011	22 October 2010	4 November 2010	25 November 2010
Block 2, 2011 UoN Singapore	28 February 2011	7 February 2011	24 February 2011	10 March 2011
Trimester 2, 2011 UoN Singapore	2 May 2011	7 February 2011	24 February 2011	10 March 2011
Block 3, 2011 UoN Singapore	2 May 2011	7 February 2011	24 February 2011	10 March 2011
Trimester 2, 2010	23 May 2011	28 March 2011	14 April 2011	5 May 2011
New Courses for 2012	2012	4 July 2011	21 July 2011	25 August 2011
Block 4, 2011 UoN Singapore	27 June 2011	30 May 2011	16 June 2011	30 June 2011
Revised Courses for 2012	2012	25 July 2011	11 August 2011	25 August 2011
Semester 2, 2011 courses	25 July 2011	30 May 2011	16 June 2011	30 June 2011
Trimester 3, 2011 UoN Singapore	29 August 2011	25 July 2011	11 August 2011	25 August 2011
Block 5, 2011 UoN Singapore	29 August 2011	25 July 2011	11 August 2011	25 August 2011
Trimester 3, 2011	5 Sept 2011	25 July 2011	11 August 2011	25 August 2011
Block 6, 2011 UoN Singapore	24 October 2011	26 Sept 2011	13 October 2011	20 October 2011

COURSE APPROVAL PROCESS

- Step 1 - The School prepares & submits new and revised course proposals via the CTS
- Step 2 - The Faculty Teaching and Learning Committee (FT&LC) reviews and endorses new and revised course proposals (subject to the satisfaction of the Chair of FT&LC) and forwards to Faculty Board.
- Step 3 - The Faculty Board approves new and revised course proposals (subject to the satisfaction of the Chair of Faculty Board) **Please Note: Course revisions are not official until this stage is completed.**
- New courses and some courses revisions (eg. Course Requisites) must be also approved by Program and Course Approval Committee (PCAC)