Course quotas and sub-quota – Reporting and approval requirements

Quota and / or sub-quota - new course proposal

Faculty
CAIDI Course proposal form (Phase 1)
Indicate whether a quota and/or sub-quota is intended to apply to the course; if so, detail consultations with OSPP

End of April

Course approval process

Curriculum Committee
(Phase 1 intention for quota noted and Phase 2)

June

Academic Council
(Phase 1 and Phase 2 course approved)

Change in quota for existing course
(Increase and/or decrease or removal of quota)

OSPP
Commence formulation of new Student Enrolment and Load Plan in liaison with Faculties

OSPP
Finalise Annual Student Enrolment and Load Plan in liaison with Faculties

Student Enrolment and Load Plan to Deputy Vice-Chancellor (Education) or delegate (for approval)

Student Enrolment and Load Plan to Academic Council (for noting)

Student Enrolment and Load Plan to Planning and Resources (for noting)

Student Enrolment and Load Plan to Admissions (for guiding admissions)

OSPP (consultation)

Student Enrolment and Load Plan to Deputy Vice-Chancellor (Education) or delegate (for approval)

Student Enrolment and Load Plan to Academic Council (for noting)

Student Enrolment and Load Plan to Planning and Resources (for noting)

Student Enrolment and Load Plan to Admissions (for guiding admissions)