

Curriculum Approval Procedures: Schedule A – Curriculum Approvals Timeline (2017)

Meeting Cycle	Details of Curriculum Changes for 2018	CIMS	College Curriculum Management Meeting			Division Board of Studies		VCAC		Academic Board	
		Materials Deadline	College	Materials Deadline	Meeting Date	Materials Deadline	Meeting Date	Materials Deadline	Meeting Date	Materials Deadline	Meeting Date
1	UNDERGRADUATE: New course & major proposals, significant amendments to courses ¹ and majors ⁷ , amendments to courses ² and majors ⁸ , and changes to availability of courses ⁵ and majors ⁹ (including suspensions and discontinuations), administrative amendments to availability of courses ⁶ <ul style="list-style-type: none"> Publication deadline for the QTAC Guide (mid-March 2017) NB Proposals that are not fully approved by this deadline will not be included in the QTAC Guide, but may be added to the QTAC website once they are approved. The latest they can be approved in time for 2018 is the same timeframe as for postgraduate courses and majors.	9 Jan	CASE	17 Jan	24 Jan	1 Feb	13 Feb	9 Feb	22 Feb	27 Feb	13 Mar
			CBLG	16 Jan	23 Jan						
			CSE	19 Jan	25 Jan						
		27 Dec 2016	CHS	-	-	-	-	-	-		
			CPHMVS	12 Jan	19 Jan						
			CMD	3 Jan	10 Jan						
25 Jan	CHS	8 Feb	16 Feb	23 Mar	30 Mar	23 Mar	29 Mar	17 Apr	2 May		
	CPHMVS	-	-								
	CMD	7 Feb	14 Feb								
2		28 Feb	CASE	14 Mar	21 Mar	29 Mar	10 Apr	6 Apr	12 Apr	17 Apr	2 May
			CBLG	7 Mar	14 Mar						
			CSE	9 Mar	16 Mar						
		22 Feb	CHS	8 Mar	16 Mar	23 Mar	30 Mar	-	-		
			CPHMVS	9 Mar	16 Mar						
			CMD	7 Mar	14 Mar						
22 Mar	CHS	5 Apr	13 Apr	20 Apr	27 Apr	4 May	10 May	5 Jun	19 Jun		
	CPHMVS	6 Apr	13 Apr								
	CMD	4 Apr	11 Apr								
3	POSTGRADUATE: New course proposals, significant amendments to courses ¹	20 Apr	CASE	28 Apr	5 May	10 May	22 May	18 May	24 May	5 Jun	19 Jun
			CBLG	27 Apr	4 May						
			CSE	28 Apr	5 May						
		19 Apr	CHS	3 May	11 May	18 May	25 May	-	-		
			CPHMVS	4 May	11 May						
			CMD	2 May	9 May						
4	UNDERGRADUATE & POSTGRADUATE: New majors, minors and subjects, significant amendments to courses ¹ , majors ⁷ , minors ¹⁰ , and subjects ¹³ , amendments to courses ³ , majors ⁸ , minors ¹¹ , and subjects ¹⁴ , changes to availability of courses ⁵ , majors ⁹ , minors ¹² , and subjects ¹⁶ (including suspensions, not offers and discontinuations), administrative amendments to availability of courses ⁶ and subjects ¹⁷ <ul style="list-style-type: none"> data collection for the timetable to commence (mid-July 2017) data export for the Campus File to be reported to the government (mid-July 2017) daily QTAC offers to commence (from 1 August) 	6 Jun	CASE	20 Jun	27 Jun	5 Jul	17 Jul	13 Jul	19 Jul	24 Jul	7 Aug
			CBLG	13 Jun	20 Jun						
			CSE	15 Jun	22 Jun						
		24 May	CHS	7 Jun	15 Jun	21 Jun	28 Jun	-	-		
			CPHMVS	9 Jun	16 Jun						
			CMD	6 Jun	13 Jun						
21 Jun	CHS	5 Jul	13 Jul	20 Jul	27 Jul	10 Aug	16 Aug	11 Sep	25 Sep		
	CPHMVS	6 Jul	13 Jul								
	CMD	4 Jul	11 Jul								
5	UNDERGRADUATE & POSTGRADUATE: Amendments to courses ⁴ , and subjects ¹⁵ , administrative amendments to availability of subjects ¹⁸ <ul style="list-style-type: none"> reporting to the government/online enrolment (around 1 September, 2017 – Earliest Date for Enrolment) publication deadline for the Handbook (1 September 2017) NB New subjects not fully approved by Meeting Cycle 5 will not meet the deadline for data collection for the timetable. New subjects or subject availabilities proposed after this (depending on the timing) may have to be approved by the Minister.	25 Jul	CASE	2 Aug	8 Aug	16 Aug	28 Aug	24 Aug	30 Aug	11 Sep	25 Sep
			CBLG	22 Jul	1 Aug						
			CSE	24 Jul	3 Aug						
		25 Jul	CHS	9 Aug	17 Aug	24 Aug	31 Aug	-	-		
			CPHMVS	10 Aug	17 Aug						
			CMD	1 Aug	8 Aug						
29 Aug	CHS	6 Sep	14 Sep	21 Sep	28 Sep	21 Sep	27 Sep	23 Oct	6 Nov		
	CPHMVS	7 Sep	14 Sep								
	CMD	5 Sep	12 Sep								
6	Administrative amendments to availability of subjects ¹⁹ : <ul style="list-style-type: none"> as required Administrative amendments to structure of courses, majors and minors ²⁰ : <ul style="list-style-type: none"> as required 	29 Aug	CASE	12 Sep	19 Sep	27 Sep	9 Oct	5 Oct	11 Oct	23 Oct	6 Nov
			CBLG	5 Sep	12 Sep						
			CSE	7 Sep	14 Sep						
		20 Sep	CHS	4 Oct	12 Oct	19 Oct	26 Oct	-	-		
			CPHMVS	5 Oct	12 Oct						
			CMD	3 Oct	10 Oct						
25 Oct	CHS	8 Nov	16 Nov	30 Nov	7 Dec	16 Nov	22 Nov	Feb 2018	Mar 2018		
	CPHMVS	9 Nov	16 Nov								
	CMD	7 Nov	14 Nov								
	UNDERGRADUATE: New course & major proposals, significant amendments to courses ¹ and majors ⁷ , amendments to courses ² and majors ⁸ , changes to availability of courses ⁵ and majors ⁹ (including suspensions and discontinuations), admin amendments to availability of courses ⁶ <ul style="list-style-type: none"> Publication deadline for the QTAC Guide (mid-March 2017) NB Proposals that are not fully approved by this deadline will not be included in the QTAC Guide, but may be added to the QTAC website once they are approved. The latest they can be approved in time for 2018 is the same timeframe as for postgraduate courses and majors.	-	CASE	NA	NA	tba	tba	7 Dec	13 Dec	Feb 2018	Mar 2018
			CBLG	NA	NA						
			CSE	NA	NA						
		28 Nov	CHS	-	-	tba	tba	-	-		
			CPHMVS	7 Dec	14 Dec						
			CMD	5 Dec	12 Dec						

1 Significant amendments to courses for QTAC Guide & for timetable, campus file, QTAC offers: Changes to category type/AQF level, credit value, code, FOE, honours type, and significant changes to structure or course learning outcomes

2 Amendments to courses for QTAC Guide: Changes to title, exit only, admission requirements, list of majors within a course, campus, candidature

3 Amendments to courses for timetable, campus file, QTAC offers: Amendments listed in 2 + structure (core subjects, options lists), owner/division, advanced standing, award details

4 Amendments to courses for Handbook publication: Amendments listed in 2 & 3 + changes to professional accreditation status, course learning outcomes, progression, honours

5 Changes to availability of courses for QTAC Guide & for timetable, campus file, QTAC offers & Handbook publication: New, delete, not offer, changes to campus, study period, attendance mode

6 Administrative amendments to availability of courses for QTAC Guide & for campus file, QTAC offers: load category (full-time/part-time), fees, QTAC code

7 Significant amendments to majors for QTAC Guide & for campus file, QTAC offers: Change of credit value, FOE

8 Amendments to majors for QTAC Guide & for timetable, campus file, QTAC offers: Changes to title, structure (core subjects, optional subject lists)

9 Changes to availability of majors for QTAC Guide & for timetable, campus file, QTAC offers & Handbook publication: New, delete, not offer, changes to campus, study period, attendance mode

10 Significant amendments to minors for campus file, QTAC offers: Change of credit value, FOE

11 Amendments to minors for QTAC offers: Changes to title, structure (core subjects, optional subject lists)

12 Changes to availability of minors for timetable, QTAC offers & Handbook publication: New, delete, not offer, changes to campus, study period, attendance mode

13 Significant amendments to subjects for timetable: Changes to title, credit value, result type, work experience in industry category, significant changes to FOE/subject description, learning outcomes

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14 Amendments to subjects *for timetable*: Requisites, college/owner

15 Amendments to subjects *for government reporting/online enrolment, Handbook publication*: EFTSL distribution

16 Changes to availability of subjects *for timetable*: New, delete, not offer, changes to campus, study period, attendance mode

17 Administrative amendments to availability of subjects *for timetable*: Changes to quotas, tuition patterns, frequency of offer, face-to-face dates, override dates (early start and late end dates)

18 Administrative amendments to availability of subjects *for government reporting/online enrolment, Handbook publication*: Changes to self-management flags, study mode, load category, assessment

19 Administrative amendments to availability of subjects that can be made at *as required*: Changes to coordinator, lecturers

20 Administrative amendments to structure of courses, majors and minors that can be made at *as required*: Changes to structure (optional subjects not in lists)

Important information

- To allow sufficient time to ensure the quality and integrity of all proposals, the CMO may ask for proposals in advance of these materials deadlines.
- Submission of proposals by these dates does not guarantee they will be sent to that meeting cycle, especially if there is a large number of proposals to consider
- It is possible that the committees may require changes to the proposals that could delay their approval
- Submission of a proposal does not guarantee approval
- Any changes to curricula that are approved for Singapore delivery require Council for Private Education approval prior to implementation. Additional time should be factored in when proposing amendments.
- For further examples of amendments that are classed as significant or administrative, refer to Schedule B – Curriculum Approvals Classifications.

Links

- Curriculum Approval, Monitoring, Review and Improvement Policy
- Curriculum Approval Procedures
- Schedule B – Curriculum Approvals Classifications
- Schedule C – Curriculum Approvals Forms
- Schedule D – Curriculum Approvals Levels

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