

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

Meeting Cycle	Details of Curriculum Changes for 2018	Materials to AQS	CIMS	College Curriculum Management Meeting			Division Board of Studies		VCAC		Academic Board									
			AQS to CIMS	College	CCMC Agenda	Meeting Date	Materials Deadline	Meeting Date	Materials Deadline	Meeting Date	Materials Deadline	Meeting Date								
1	UNDERGRADUATE: New course & major proposals, significant amendments to courses <sup>1</sup> and majors <sup>7</sup> , amendments to courses <sup>2</sup> and majors <sup>8</sup> , and changes to availability of courses <sup>5</sup> and majors <sup>9</sup> (including suspensions and discontinuations), administrative amendments to availability of courses <sup>6</sup> <ul style="list-style-type: none"> <li>Publication deadline for the QTAC Guide (mid-March 2017)</li> </ul> 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														
				CHS	-	-														
				CPHMVS	12 Jan	19 Jan														
				CMD	3 Jan	10 Jan														
			27 Dec 2016	CHS	8 Feb	16 Feb	-	-	23 Mar	30 Mar	23 Mar	29 Mar	17 Apr	2 May						
				CPHMVS	-	-														
				CMD	7 Feb	14 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														
CHS	8 Mar	16 Mar																		
CPHMVS	9 Mar	16 Mar																		
CMD	7 Mar	14 Mar																		
2			28 Feb	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														
				CASE	28 Apr	8 May							10 May	22 May	18 May	24 May	5 Jun	19 Jun		
				CBLG	27 Apr	4 May														
				CSE	28 Apr	5 May														
CHS	3 May	11 May																		
CPHMVS	4 May	11 May																		
CMD	2 May	9 May																		
3	POSTGRADUATE: New course proposals, significant amendments to courses <sup>1</sup>		20 Apr	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														
				CHS	7 Jun	15 Jun														
				CPHMVS	9 Jun	15 Jun														
				CMD	6 Jun	13 Jun														
4	UNDERGRADUATE & POSTGRADUATE: New majors, minors and subjects, significant amendments to courses <sup>1</sup> , majors <sup>7</sup> , minors <sup>10</sup> , and subjects <sup>13</sup> , amendments to courses <sup>3</sup> , majors <sup>8</sup> , minors <sup>11</sup> , and subjects <sup>14</sup> , changes to availability of courses <sup>5</sup> , majors <sup>9</sup> , minors <sup>12</sup> , and subjects <sup>16</sup> (including suspensions, not offers and discontinuations), administrative amendments to availability of courses <sup>6</sup> and subjects <sup>17</sup> <ul style="list-style-type: none"> <li>data collection for the timetable to commence (mid-July 2017)</li> <li>data export for the Campus File to be reported to the government (mid-July 2017)</li> <li>daily QTAC offers to commence (from 1 August)</li> </ul>	25 May	6 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														
				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														
CHS	9 Aug	17 Aug																		
CPHMVS	10 Aug	17 Aug																		
CMD	1 Aug	8 Aug																		
5	UNDERGRADUATE & POSTGRADUATE: Amendments to courses <sup>4</sup> , and subjects <sup>15</sup> , administrative amendments to availability of subjects <sup>18</sup> <ul style="list-style-type: none"> <li>reporting to the government/online enrolment (around 1 September, 2017 – Earliest Date for Enrolment)</li> <li>publication deadline for the Handbook (1 September 2017)</li> </ul> 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.	18 Jul	25 Jul	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														
				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														
CHS	4 Oct	12 Oct																		
CPHMVS	5 Oct	12 Oct																		
CMD	3 Oct	10 Oct																		
6	Administrative amendments to availability of subjects <sup>19</sup> : <ul style="list-style-type: none"> <li>as required</li> </ul> Administrative amendments to structure of courses, majors and minors <sup>20</sup> : <ul style="list-style-type: none"> <li>as required</li> </ul>	22 Aug	29 Aug	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														
				CASE	NA	NA							tba	tba	7 Dec	13 Dec	Feb 2018	Mar 2018		
				CBLG	NA	NA														
				CSE	NA	NA														
CHS	-	-																		
CPHMVS	7 Dec	14 Dec																		
CMD	5 Dec	12 Dec																		
7	UNDERGRADUATE: New course & major proposals, significant amendments to courses <sup>1</sup> and majors <sup>7</sup> , amendments to courses <sup>2</sup> and majors <sup>8</sup> , changes to availability of courses <sup>5</sup> and majors <sup>9</sup> (including suspensions and discontinuations), admin amendments to availability of courses <sup>6</sup> <ul style="list-style-type: none"> <li>Publication deadline for the QTAC Guide (mid-March 2017)</li> </ul> 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.	-	-	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														
				CASE	NA	NA							tba	tba	7 Dec	13 Dec	Feb 2018	Mar 2018		
				CBLG	NA	NA														
				CSE	NA	NA														
CHS	-	-																		
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

### Contacts

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