




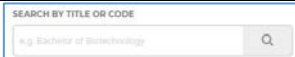
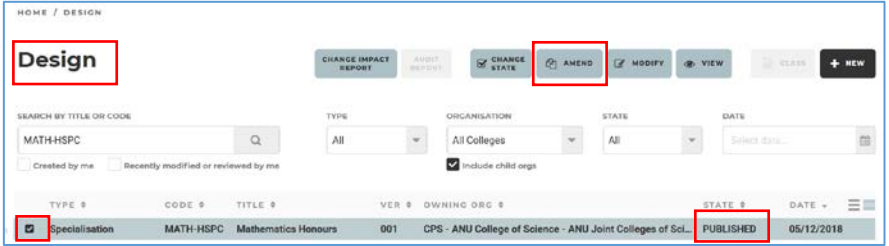
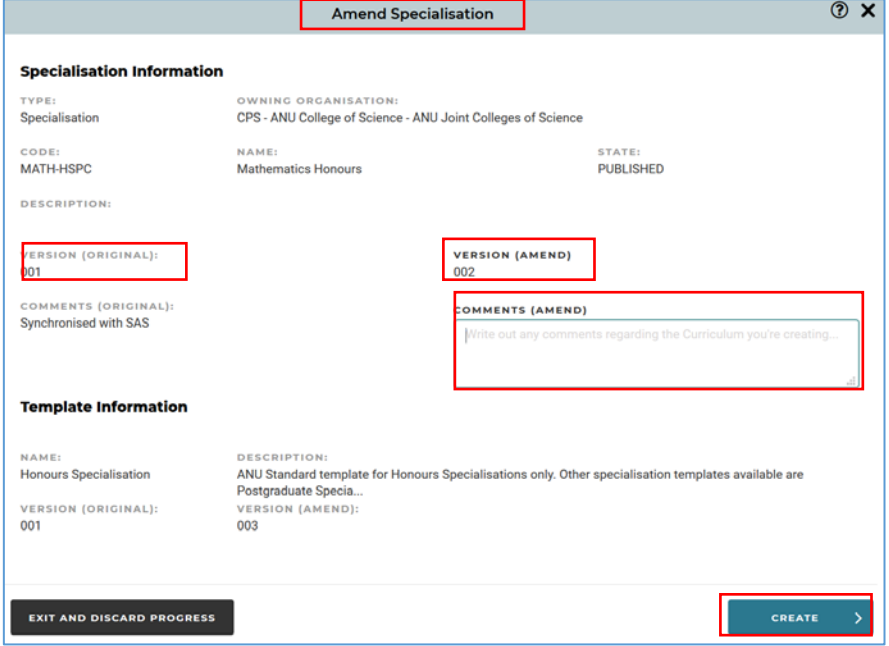

## Honours Specialisation inactivation

The inactivation of a Honours Specialisation impacts on existing applicants and current students. However, as it is only a one year plan, the impacts can usually be mitigated within 2 or 3 semesters mainly with via appropriate course scheduling of the courses feeding into the plan. Comms strategies and teach-out plans must be considered and communicated to the college student administration office and affected students.

Deadlines for conveners to submit proposal in the Curriculum Management System:

- All inactivations must be endorsed and submitted to the college by the School Associate Director of Education. **Check school timelines and procedures with ADE or administrator.**
- Maximum deadline for school to submit proposal to college for the next academic year: **7 June** as it needs to follow program amendment timelines.
- Maximum P&C publication deadline for program/plan inactivations for the next academic year: approximately 22 October once the inactivation proposals have been approved by Academic Board.

Procedure:

1	Log in via URL. Click "Continue"	<a href="https://cms.anu.edu.au">https://cms.anu.edu.au</a>
2	Click "Design".	
3	Use search box to locate subplan by title or code.	
4	Identify latest <b>published</b> version of the subplan in the <b>Design</b> panel. Select the relevant entry.  Buttons in top right become 'active'.  Click "Amend".	
5	A window will pop up with basic subplan information and a box in which a brief summary of the changes to be made should be entered.  Note that a new version number is being allocated to the amendment proposal.  Click "Create".	
6	Provide detail of consultation. This is the record that due diligence has been done.	



7	Proceed to the disestablishment component and fill out all fields.	
8	Save changes using button at bottom of form. This will create a DRAFT form.	<p>Note: Once created, a proposal cannot be deleted, only modified and published.</p>
9	Use the "Close" button at the bottom of the form to exit the screen.	
10	<p>If no further changes are required, "Close" the form and then "Change State" from DRAFT to SCHOOL/CENTRE ENDORSE PENDING.</p> <p>Click "Update". Note this panel contains an audit trail. Check workflow below. Email ADE.</p> <p>Note: All error messages must be resolved before the state will change. Compulsory fields must be populated. If in doubt, contact <a href="mailto:science.curriculum@anu.edu.au">science.curriculum@anu.edu.au</a></p>	

Workflow:

