Before you begin the process of developing your submission, please take the time to read through the following documents:

- Incorporating Indigenous Australian Content in Courses Policy
- Indigenous Education Strategy
- National Best Practice Framework for Cultural Competency in Australian Universities

These documents and others found on the Indigenous Curriculum webpage should be consulted as you develop your submission.

To submit material to the Indigenous Board of Studies, you will need to send the following to the Secretary by the relevant agenda date:

- Completed Submission Template
- Subject Profile
- Any supporting documentation

You or a representative must attend the meeting of IBS at which the content is presented, and be prepared to speak to the submission.

Be aware when reviewing or developing your submission of the associated deadlines. Ensure adequate time is available to prepare your submission. Ideally present your submission to the Board several months ahead of the relevant Faculty Courses Committee meeting. This will allow for resubmission in the event that the IBS provides recommendations which require implementation prior to approval.

**The Indigenous Board of Studies:** scheduled to meet on the first Wednesday of every month, with agendas closing 3 weeks prior to this. Please contact the Secretary of IBS if you are planning to make a submission.

**Faculty Courses Committee Meetings:** the meeting in May is the last opportunity for submissions to be approved for offering the following year.
Indigenous Board of Studies (IBS) Submission Process:

1. Download the IBS Submission template.
2. Prepare your submission in consultation with Indigenous GLO leads and the Course Lifecycle Handbook.
3. A draft can be submitted for consultation to members of IBS.
4. Send template and supporting documentation to Secretary of IBS by the agenda date.
5. Present to IBS for advice or a determination or recommendation.
6. Be ready to speak to the submission at the relevant meeting of the IBS.
7. Over time or if changes are needed a subject may be resubmitted to the IBS.
8. When a subject is approved and classified it proceeds to the Faculty Courses Committee.
9. The relevant Executive Dean and Course Director are notified of the result of the submission.

If you require further information or assistance please contact the Secretary of IBS:

(02) 6885 7347
sias-office@csu.edu.au