

Indigenous Board of Studies Submission Overview

A guide for creating submissions to the Indigenous Board of Studies

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

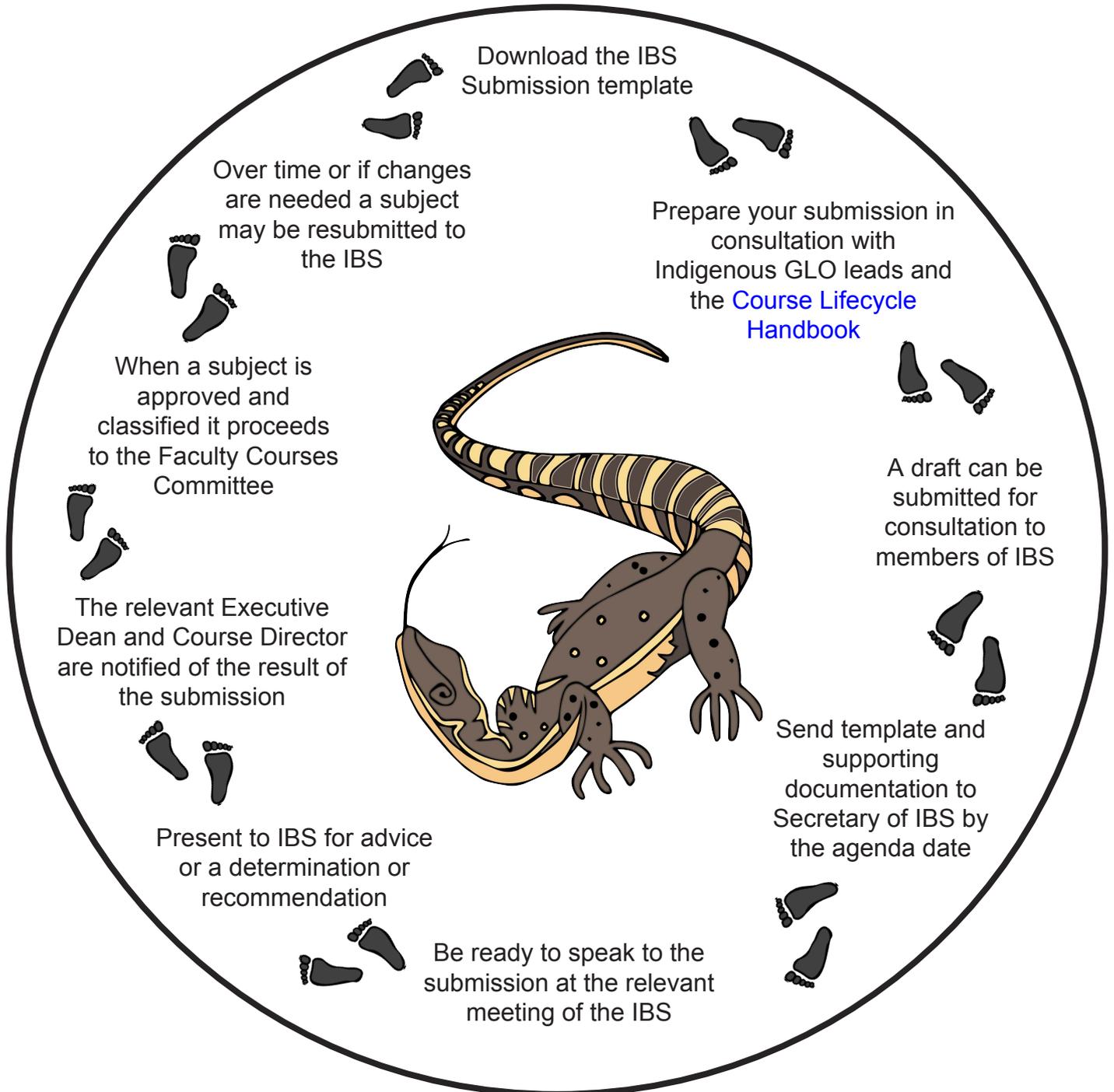
You or a representative must attend the meeting of IBS at which the content is presented, and be prepared to speak to the submission.

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:



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

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