

Course and Subject Approval Levels Schedule

This schedule is intended to define the final approval body for various types of course and subject change. This is not an exhaustive list of possible scenarios. However, it does provide a clear statement of the final approver for the types of change listed in it.

Deadlines

| Type | Details | Deadline |
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| Subject Instances: Alteration or Cancellation | <p>Core subjects in a course /major / minor/ specialisation must be offered every year in the published location.</p> <p>For alterations to the published teaching period after the student enrolment, these dates apply.</p> <p>Late requests may only be considered in exceptional circumstances and require pre-approval by the DVC(A) (or nominee) prior to processing.</p> | <p>Semester 1 and Terms 1-3 <u>must be completed by 1 September of the previous year.</u></p> <p>Semester 2, Winter and Terms 4-6 <u>must be completed by 1 February of the same year.</u></p> |
| Courses: Major Revisions | <p>Major course changes impacting student progression or completion, which may also require a transition or transition / teachout combination. The proposal must be completed and approved by the relevant due date.</p> <p>Late requests may only be considered in exceptional cases of professional accreditation or government regulatory requirements. Approval for late submission should be received from School and DVC(A) (or nominee) prior to commencing the proposal.</p> | <p>Coursework Committee/Academic Board approval <u>must be achieved, and proposal completed by 1 September of the year prior.</u></p> |
| Courses: Entry requirement changes | <p>Course entry requirements may require updating with VTAC and other agencies as appropriate and need to be published to prospective students the year before implementation. The proposal must be completed and approved by the relevant due date.</p> <p>Late requests may only be considered in exceptional circumstances of professional accreditation or government regulatory requirements. Approval for late submission should be received from School and DVC(A) (or nominee) prior to commencing the proposal.</p> | <p>Coursework Committee/Academic Board approval <u>must be achieved, and proposal completed by 1 July of the year prior to implementation.</u></p> |
| Courses: New | <p>New courses must be set up in time for publication and marketing in the lead-up to the opening of timely applications. The proposal must be completed and approved by the relevant due date.</p> <p>Late requests may only be considered in exceptional circumstances of professional accreditation or government regulatory requirements. Approval for late submission should be received from School and DVC(A) (or nominee) prior to commencing the proposal.</p> | <p>Academic Board approval <u>must be achieved, and proposal completed by 1 July of the year prior to implementation.</u></p> |

Course and Subject Approval Levels

Changes that are not listed below will require consideration on an individual basis to determine the best course of action/approval pathway, aligned with the principles exemplified by the categories of administrative, low impact, minor and major changes. Consideration should be given to the type of information required by those considering the proposal, in order to enable informed decision making. Consideration is also given to the intent and principles set out in the Policy, and the Higher Education Standards Framework (Sections 5.1 and 6.3). In these cases, users of this schedule are encouraged to consult with a [Course Management Advisor](#) early, for assistance in determining an appropriate course of action.

| Definition | Examples | Final approval body |
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| <p>ADMINISTRATIVE Editorial within CourseLoop</p> <p>Editorial changes to administrative components of courses or subjects.</p> <p>Adjustments made without change in tone.</p> | <p>Subjects</p> <ul style="list-style-type: none"> • Updates to subject class requirements or schedules • Increase to existing subject quota limits • Teaching organisational unit changes <p>All academic items</p> <ul style="list-style-type: none"> • Adjustments made without change in tone or intent, e.g. changes to a subject or course coordinator • Changes to codes to rectify an error | <p>Does not require academic approval.</p> <p>May be processed directly by the Course Management Team</p> |
| <p>LOW IMPACT Administrative within CourseLoop</p> <p>Changes that do not impact course or subject intent, including minor rewording.</p> <p>Note: <i>Where low impact change in a course constitutes a minor or major change in another course, the highest relevant level procedure must be undertaken.</i></p> | <p>Subjects and Modules</p> <ul style="list-style-type: none"> • Revisions to an approved module • Changes to Graduate Capabilities • Changes to subject rules • Closure of a subject that is: <ul style="list-style-type: none"> - only offered as an elective in any course - no longer needed as part of a course that is either ‘phasing out’ or ‘discontinued’ • Subject revisions that do not negatively impact student progression in any course including: <ul style="list-style-type: none"> - Changes to subject availability - Deletions to the delivery mode or location of subjects • Introduction of a subject quota or reduction to an existing subject quota limit • Additions to the delivery mode or location of subjects that do not result in the creation of a new course or course instance • Changes to details of assessment that do not impact course intended learning outcomes • Changes to other elements of subjects that do not impact course intended learning outcomes • Updates to textbooks, not including those identified under the Conflict of Interest Procedure – Staff Authored Texts. <p>Minors (including university-wide)</p> <ul style="list-style-type: none"> • Change to name of minor[s] | <p>Dean of School or nominee</p> <p>For subjects / majors/ minors not owned by a School: the Head of the relevant owning area</p> |

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| | <p><u>Courses (including non-AQF Enabling programs or Professional Certificates)</u></p> <ul style="list-style-type: none"> • Change of composition of a core-choice/recommended elective list • Amendments or addition to professional recognition statements used for marketing and accreditation purposes, where these are confirmed to be accurate representations of the course and its activities <p><u>All academic items</u></p> <ul style="list-style-type: none"> • Updates to descriptions, including AHEGS, that do not impact intent or outcome • Change to the StudyFlex indicator - FlexPlus | |
| <p>MINOR Changes not impacting overall learning outcomes or course structures.</p> <p>Note: <i>Where a minor change in one course constitutes a major change in another course, the highest relevant level procedure must be undertaken.</i></p> | <p><u>Subjects and Modules</u></p> <ul style="list-style-type: none"> • Creation of a new module • Creation of new core or elective subject • Changes to subject intended learning outcomes that do not impact course intended learning outcomes • Deletion of a delivery mode or location of subject[s] or cancellation of a teaching period that does not impact student progression <p><u>Minors (including university-wide)</u></p> <ul style="list-style-type: none"> • Addition, suspension, or closure of minor[s] (with full teach out) <p><u>Majors and specialisation (including university-wide)</u></p> <ul style="list-style-type: none"> • Suspension of a major or specialisation (with full teach out) • Change to name of non-cognate major[s] or non-cognate specialisation • Addition of any of non-cognate majors / university-wide majors that do not impact course intended learning outcomes <p><u>Courses (including non-AQF Enabling programs or Professional Certificates)</u></p> <ul style="list-style-type: none"> • Suspension of a course (with full teach out) • Reinstate a suspended course | <p>Dean of School or nominee</p> <p>For subjects/majors/minors not owned by a School: Board of Studies</p> |
| <p>MAJOR – COURSEWORK COMMITTEE All changes with significant impact on course content, learning outcomes or course delivery</p> <p>Note: <i>Major changes impacting student progression or completion must achieve Coursework Committee approval by September of the year prior to implementation and require a transition/teach out plan.</i></p> | <p><u>Subjects</u></p> <ul style="list-style-type: none"> • Deletion of a delivery mode or location of subject[s] or cancellation of a teaching period that may impact student progression • Changes to subject intended learning outcomes that impact course intended learning outcomes (with a major course revision proposal) <p><u>Minors (including university-wide)</u></p> <ul style="list-style-type: none"> • Creation of a new minor • Creation of and changes to enrolment rules • Addition, replacement, suspension or closure subjects that are core or core-choice to a minor | <p>Coursework Committee</p> |

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| | <p><u>Majors and specialisations (including university-wide)</u></p> <ul style="list-style-type: none"> • Creation of a new non-cognate major or non-cognate specialisation • Creation of and changes to enrolment rules • Addition of an existing non-cognate major or non-cognate specialisation • Addition, replacement, suspension or closure of subjects that are core or core-choice to a major or specialisation • Closure of an existing major or specialisation <p><u>Courses (including non-AQF Enabling programs or Professional Certificates)</u></p> <ul style="list-style-type: none"> • Changes to entry criteria • Closure of a course or course instance that is currently open for enrolments • Addition, replacement, suspension or closure of subjects that are core or core-choice to an AQF coursework award course or a non-AQF Enabling program • Addition, replacement, suspension or closure of subjects or modules that are core or core-choice to a non-AQF Professional Certificate • New Core Participation Requirements Statements (CPRS) • Changes to Core Participation Requirements Statements (CPRS) • Changes to Course Intended Learning Outcomes (CILO) including subject learning outcome changes that resulted in changes to CILOs. | |
| <p>MAJOR – ACADEMIC BOARD</p> <p><i>Note: for changes to arrangements with external partners there are additional approval requirements under the Educational Partnership Policy.</i></p> | <p><u>Majors and specialisations</u></p> <ul style="list-style-type: none"> • The creation and/or addition of a new cognate major[s] or cognate specialisation[s], resulting in a new tagged (permissible) award | <p>Academic Board</p> <p><i>Note: requires a business case to be approved by Course Portfolio & Scholarships Committee prior to academic approval.</i></p> |
| | <p><u>Majors and specialisations</u></p> <ul style="list-style-type: none"> • Change to the name of cognate major[s] or cognate specialisation[s], resulting in a new tagged (permissible) award | <p>Academic Board</p> <p><i>Note: requires a market scan to be approved by Course Portfolio & Scholarships Committee prior to academic approval.</i></p> |
| | <p><u>Courses</u></p> <ul style="list-style-type: none"> • Major course revision to AQF coursework courses offered via a third part (either or both domestic and international) | <p>Academic Board</p> |

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| <p>NEW COURSE Changes that constitute the creation of a new course or instance of a course</p> <p>Note: for changes to arrangements with external partners there are additional approval requirements under the Educational Partnership Policy.</p> | <ul style="list-style-type: none"> The creation of a new nested exit only AQF coursework award within an existing award | <p>Academic Board</p> |
| | <ul style="list-style-type: none"> The creation of a new nested AQF coursework award within an existing award which is also open for direct admission The creation of a new double degree A change to the course archetype resulting in a new course A change to the name of an existing AQF coursework course, new-AQF Enabling program or a non-AQF Professional Certificate | <p>Academic Board</p> <p>Note: requires a market scan to be approved by Course Portfolio & Scholarships Committee prior to academic approval.</p> |
| | <ul style="list-style-type: none"> The creation of a new AQF coursework award or a new non-AQF Enabling program or a new non-AQF Professional Certificate The addition of a location to an existing AQF coursework course offered by a third party (either or both domestic and international) | <p>Academic Board</p> <p>Note: requires a business case to be approved by Course Portfolio & Scholarships Committee prior to academic approval.</p> |
| | <ul style="list-style-type: none"> The addition of a location to an existing single degree course where the course is not offered via a third party and the course structure is identical (including non-AQF Enabling program or Professional Certificates) The addition of a location to an existing double degree where the course is not offered via a third party and the course structure is either: <ul style="list-style-type: none"> - Identical to that of the approved double degree course instance; OR - Identical to the respective single degree course instances available at the proposed location | <p>Dean of School</p> <p>Note: requires a market scan to be approved by Course Portfolio & Scholarships Committee prior to academic approval.</p> |