

# Course and Subject Approval Levels Schedule

This schedule is intended to define the final approval body for various types of course and subject change.

The examples draw on experience and knowledge gained from past academic proposal approvals. 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.

Changes that are not listed 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. 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.

Note: In all cases, all affected parties must be consulted. Colleges and Schools may establish processes for internal consultation and consultation with other affected parties.

Type of change	Definition	Examples	Final approval body
<b>ADMINISTRATIVE</b> <i>(Editorial within CourseLoop)</i>	Editorial changes to administrative components of courses or subjects.  They are adjustments made, without change in tone.	<ul style="list-style-type: none"> <li>Adjustments made without change in tone or intent</li> <li>Changes to course or subject coordinator</li> <li>Teaching organisational unit changes</li> <li>Changes to subject or course codes to rectify an error</li> <li>Updates to subject class requirements or schedules</li> <li>Increase to existing subject quota limits</li> </ul>	Does not require academic approval - may be processed directly by College Education Teams
<b>LOW IMPACT</b> <i>(Administrative within CourseLoop)</i>	Changes that do not impact course or subject intent, including minor rewording.  <b>Note:</b> <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>	<ul style="list-style-type: none"> <li>Updates to text books (except those identified under the Conflict of Interest Procedure – Staff Authored Texts)</li> <li>Updates to course descriptions, including AHEGS, that do not impact intent or outcome</li> <li>Closure of a subject that is only offered as an elective in any course</li> <li>Changes to subject availability not impacting student progression in any course</li> </ul>	Head of School or nominee, or equivalent at College level (for College-based courses and subjects)  For subjects not owned by a School or College: DVC(E) or DVC(S).

Type of change	Definition	Examples	Final approval body
		<ul style="list-style-type: none"> <li>• Additions to the delivery mode or location of subjects that do not result in the creation of a new course or course instance</li> <li>• Deletions to the delivery mode or location of subjects that do not impact student progression in any course</li> <li>• Change of composition of a core-choice/prescribed elective list</li> <li>• Change to name of minor[s]</li> <li>• Additional descriptions created for marketing purposes, where these are confirmed to be accurate representations of the course and its activities</li> <li>• Changes to elements of subjects, including details of assessment, that do not impact course intended learning outcomes</li> <li>• Changes to subject rules that do not have a negative impact on progression or course completion</li> <li>• Introduction of a subject quota or reduction to an existing subject quota limit</li> <li>• Changes to Core Participation Requirements Statements (CPRS) (formerly Inherent Requirements)</li> <li>• Change to StudyFlex (FlexPlus) indicator</li> <li>• Closure of subjects that are no longer needed as part of a course that is either 'phasing out' or 'discontinued'.</li> </ul>	

<b>MINOR</b>	<p>Changes not impacting overall learning outcomes or course structures.</p> <p><b>Note:</b> <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>	<ul style="list-style-type: none"> <li>• Creation of new elective subjects</li> <li>• Changes to subject intended learning outcomes that do not impact course intended learning outcomes</li> <li>• Addition, suspension or closure of minor[s] (with full teach out)</li> <li>• Addition, suspension or closure of subjects in minor[s] (with full teach out)</li> <li>• Suspension of a course (in full teach out)</li> <li>• Change to name of major[s]</li> </ul>	<p>Associate/Deputy Provost (Learning &amp; Teaching)</p> <p>For subjects not owned by a School or College: The University Coursework Committee.</p>
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Type of change	Definition	Examples	Final approval body
<b>MAJOR</b>	<p>All changes with significant impact on course content, learning outcomes or course delivery are considered major changes.</p> <p><b>Note:</b> Major changes impacting student progression or completion require a transition/teach out plan.</p>	<ul style="list-style-type: none"> <li>Changes to entry criteria</li> <li>Deletion of a delivery mode or location of subject[s]</li> <li>Addition, replacement, suspensions, closure (or deletion) of subjects that are core to a course or major</li> <li>Addition, suspension or closure of an existing discipline major</li> <li>Proposals to vary arrangements with external partners or at offshore locations</li> <li>Closure of a course or course instance that is currently open for enrolments</li> <li>New Core Participation Requirements Statement (CPRS) (formerly Inherent Requirements)</li> </ul>	<p>Academic Board</p> <p><b>Note:</b> for changes to arrangements with external partners there are additional approval requirements under the <a href="#">Educational Partnership Policy</a>.</p>
<b>NEW COURSE</b>	<p>Changes that constitute the creation of a new course or instance of a course</p> <p><b>Note:</b> for changes to arrangements with external partners there are additional approval requirements under the <a href="#">Educational Partnership Policy</a>.</p>	<ul style="list-style-type: none"> <li>The creation of a new award</li> <li>The addition of a new major or specialisation, resulting in a new tagged (permissible) award</li> <li>The addition of a location to an existing course (where additional changes are made)</li> </ul>	<p>Course Portfolio &amp; Scholarships Committee (business case)</p> <p>Academic Board</p>
		<ul style="list-style-type: none"> <li>The creation of a nested award within an existing award utilising existing subjects and structure</li> </ul>	Academic Board
		<ul style="list-style-type: none"> <li>Ⓜ A change only to the name of an existing course</li> <li>Ⓜ The addition of a location to an existing course where the course structure is identical</li> </ul>	Provost or nominee