

## 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.

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.

Definition	Examples	Final approval body
<p><b>ADMINISTRATIVE</b> <b>Editorial within CourseLoop</b></p> <p>Editorial changes to administrative components of courses or subjects.</p> <p>Adjustments made without change in tone.</p>	<p><b>Subjects</b></p> <p>Updates to subject class requirements or schedules</p> <p>Increase to existing subject quota limits</p> <p>Teaching organisational unit changes</p> <p><b>All academic items</b></p> <p>Adjustments made without change in tone or intent</p> <p>Changes to coordinator, including instance coordinator</p> <p>Changes to codes to rectify an error</p>	<p>Does not require academic approval.</p> <p>May be processed directly by College Education Teams</p>
<p><b>LOW IMPACT</b> <b>Administrative within CourseLoop</b></p> <p>Changes that do not impact course or subject intent, including minor rewording.</p> <p><b>Note:</b> Where low impact change in a course constitutes a minor or major change in another course, the highest relevant level procedure must be undertaken.</p>	<p><b>Subjects and Modules</b></p> <p>Revisions to an approved module</p> <p>Changes to subject rules</p> <p>Closure of a subject that is:</p> <ul style="list-style-type: none"> <li>▪ only offered as an elective in any course</li> <li>▪ no longer needed as part of a course that is either 'phasing out' or 'discontinued'.</li> </ul> <p>Subject revisions that do not negatively impact student progression in any course including:</p> <ul style="list-style-type: none"> <li>▪ Changes to subject availability</li> <li>▪ Deletions to the delivery mode or location of subjects</li> </ul> <p>Introduction of a subject quota or reduction to an existing subject quota limit</p> <p>Additions to the delivery mode or location of subjects that do not result in the creation of a new course or course instance</p>	<p>Head of School or nominee, or equivalent at College level for College-based courses and subjects</p> <p>For subjects/majors/ minors not owned by a School or College: Deputy Vice Chancellor Education</p>

	<p>Changes to elements of subjects, including details of assessment, that do not impact course intended learning outcomes</p> <p>Updates to text books, not including those identified under the Conflict of Interest Procedure – Staff Authored Texts</p> <p><b><u>Minors, including university-wide minors</u></b></p> <p>Change to name of minor[s]</p> <p><b><u>Courses</u></b></p> <p>Change of composition of a core-choice/recommended elective list</p> <p>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> <p>Changes to Core Participation Requirements Statements (CPRS)(formerly Inherent Requirements)</p> <p><b><u>All academic items</u></b></p> <p>Updates to descriptions, including AHEGS, that do not impact intent or outcome</p> <p>Change to StudyFlex (FlexPlus) indicator</p>	
<p><b>MINOR</b></p> <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>	<p><b><u>Subjects and Modules</u></b></p> <p>Creation of a new module</p> <p>Creation of new core or elective subject</p> <p>Changes to subject intended learning outcomes that do not impact course intended learning outcomes</p> <p>Deletion of a delivery mode or location of subject[s] that may impact student progression</p> <p><b><u>Minors, including university-wide minors</u></b></p> <p>Creation of a new minor</p> <p>Addition, suspension or closure of minor[s] / subjects in minor[s] (with full teach out)</p> <p>Creation of and changes to enrolment rules</p> <p><b><u>Majors, including university-wide majors and specialisations</u></b></p> <p>Suspension of a major or specialisation (with full teach out)</p> <p>Change to name of major[s] or specialisation</p> <p>Addition of any of non-cognate majors / university-wide majors that do not impact course intended learning outcomes</p>	<p>Associate/Deputy Provost (Learning &amp; Teaching)</p> <p>For subjects/majors/ minors not owned by a School or College: Deputy Vice Chancellor Education</p>

	<p>Addition, replacement, suspension or closure of up to 30 credit points of subjects that are core to a major or specialisation and that do not impact course intended learning outcomes</p> <p>Creation of and changes to enrolment rules</p> <p><b><u>Courses</u></b></p> <p>Suspension of a course (with full teach out)</p> <p>Addition, replacement, suspension or closure of up to 30 credit points of subjects that are core to a course, that do not impact course intended learning outcomes</p> <p>Changes to Core Participation Requirement Statements (CPRS)</p>	
<p><b>MAJOR</b></p> <p>All changes with significant impact on course content, learning outcomes or course delivery.</p> <p><b>Note:</b> <i>Major changes impacting student progression or completion require a transition/teach out plan.</i></p>	<p><b><u>Majors, including university-wide majors and specialisations</u></b></p> <p>Creation of a new major or specialisation</p> <p>Addition or closure of an existing discipline major or specialisation</p> <p>Addition, replacement, suspension or closure of more than 30 credit points of subjects that are core to a major or specialisation</p> <p><b><u>Courses</u></b></p> <p>Closure of a course or course instance that is currently open for enrolments</p> <p>Addition, replacement, suspension or closure of more than 30 credit points of subjects that are core to a course</p> <p>Changes to entry criteria</p> <p>Proposals to vary arrangements with external partners or at offshore locations</p> <p>New Core Participation Requirements Statement (CPRS)</p> <p>Changes to Course Intended Learning Outcomes</p>	<p>Academic Board</p> <p><b>Note:</b> <i>for changes to arrangements with external partners there are additional approval requirements under the <a href="#">Educational Partnership Policy</a>.</i></p> <p>For majors not owned by a School or College: University Coursework Committee</p>
<p><b>NEW COURSE</b></p> <p>Changes that constitute the creation of a new course or instance of a course</p> <p><b>Note:</b> <i>for changes to arrangements with external partners there are additional</i></p>	<p>The addition of a new major or specialisation, resulting in a new tagged (permissible) award</p> <p>The addition of a location to an existing course (where additional changes are made)</p> <p>The creation of a new award</p>	<p>Course Portfolio &amp; Scholarships Committee (business case)</p> <p>Academic Board</p>
	<p>The creation of a nested award within an existing award utilising existing subjects and structure</p>	<p>Academic Board</p>

<i>approval requirements under the <a href="#">Educational Partnership Policy</a>.</i>	A change only to the name of an existing course The addition of a location to an existing course where the course structure is identical	Provost or nominee
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