

Course Lifecycle Policy (Expires 31/10/18)

Section 1 - Background and Purpose

(1) To provide guidance to members of the University related to all elements of the lifecycle of courses – design, approval, review, revision, suspension and closure.

Section 2 - Scope

(2) Applies to:

- a. All campuses
- b. All coursework programs excluding doctoral level courses
- c. All staff

Section 3 - Policy Statement

(3) The University will provide consistent principles and procedures to guide the University community in the design, approval, delivery, review, revision and closure of courses. Courses, initiated by the Colleges or other academic units who are responsible for ensuring their academic values and integrity, will be:

- a. Designed consistent with course design principles as published by the University from time to time;
- b. Developed to meet the needs of existing and future students and professions in accordance with the University's strategic directions;
- c. Designed to comply with the National Code of Practice for Providers of Education and Training to Overseas Students 2007 and the Higher Education Standards Framework (Threshold Standards) 2015;
- d. Approved based on consistency with the qualification categories defined in the Australian Qualifications Framework as well as other criteria outlined in the Course Approvals Procedures;
- e. Subjected to regular academic and strategic review, including a comprehensive five yearly review.

(4) The University will ensure that no student is disadvantaged by the revision or closure of a course.

Section 4 - Procedures

(5) Refer to the:

- a. [Course Lifecycle - New Coursework Program Procedure \(Expires 31/10/18\)](#)
- b. [Course Lifecycle - Course Review Procedure \(Expires 31/10/18\)](#)
- c. [Course Lifecycle - Course Revision Procedure \(Expires 31/10/18\)](#)
- d. [Course Lifecycle - Course Suspension and Closure Policy \(Expires 31/10/18\)](#)

- e. [Course Lifecycle - External Accreditation Procedure \(Expires 31/10/18\)](#)
- f. [Course and Subject Management Procedure - CRICOS Registration](#)

Section 5 - Definitions

(6) For the purpose of this Policy:

- a. Academic values: academic scholarship, critical inquiry, integrity and excellence.

Section 6 - Stakeholders

Responsibility for implementation

- a. College Pro Vice-Chancellors;
- b. Associate Pro Vice-Chancellors (Coursework);
- c. Academic Coordinators;
- d. Heads of School.

Responsibility for monitoring implementation and compliance

- a. Executive Director, Quality and Standards;
- b. Coursework Committee;
- c. Education Committee (if policy issues are involved);
- d. Academic Board.

Status and Details

Status	Historic
Effective Date	22nd November 2016
Review Date	15th January 2019
Approval Authority	Academic Board
Approval Date	15th November 2016
Expiry Date	31st October 2018
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