Subject Lifecycle - New Subject Approval Procedure (Expires 31/10/18)

Section 1 - Background and Purpose

(1) The University will apply consistent principles and procedures to guide the University community in the approval of new subjects.

(2) This subject approval process is intended to ensure academic values and the application of quality design standards in new subject developments.

Section 2 - Scope

(3) Refer to the [Subject Lifecycle Policy (Expires 31/10/18)](#).

Section 3 - Policy Statement

(4) Refer to the [Subject Lifecycle Policy (Expires 31/10/18)](#).

Section 4 - Procedure

Identification of Opportunities

(5) New subject opportunities may arise as a result of new course developments or in response to emerging educational needs.

Use of the Course Information Management System (CIMS)

(6) All subjects are to be entered in the Subject Data Base, a component of the Course Information Management System (CIMS).

Identification of Proposing Academic Unit

(7) Where more than one Academic Unit is involved in preparing a proposal, one of these should be identified as the Proposing Academic Unit. This needs to be indicated on each form, and references in this document are to the Proposing College, School or Department or other academic entity such as the Learning Focus Areas.

Subject Development

(8) After agreement from the head of the Academic Unit, a new subject blank will be created in the CIMS Subject system. The Subject Coordinator will then complete the various fields in the system as required, before referring it for approval. The subject proposal, informed by the [Subject Design Policy](#) and the [Undergraduate Curriculum Design Policy](#), will outline the intended learning outcomes and the curriculum designed to achieve these. The design of the new subject should also be informed by consultation with discipline experts.

Consultation with students

(9) Students should be consulted on subject proposals, normally through the relevant College committees.

Service Teaching

(10) For subjects where discipline expertise is located outside the School or Department from which a course emanates, Course Co-ordinators are required to give due consideration to the involvement of the 'external' discipline experts in the development and/or teaching of these subjects, as detailed in the Service Teaching Policy.

Multiple Campus Teaching

(11) The ways in which a subject may be offered on multiple campuses must be considered. Consultation with the relevant College Regional Co-ordinator is required during the development of the subject.

Costing

(12) The Academic Unit will develop an indicative costing for resources required, which may have an impact on the viability of the subject.

Approval Pathways for College Based Subjects

(13) Subjects are generally approved by the College Academic Committee and managed by the Schools within the relevant College.

(14) Any new subject must first be considered by the School Advisory Group, then by the College Coursework Committee and finally approved by the College Academic Committee.

(15) In exceptional circumstances including the need to quickly take up a strategic opportunity, approvals may be obtained out of session via the College Associate Pro Vice-Chancellor (Coursework).

Subjects Not Owned By a College

(16) The University has some subjects (for example Hallmark subjects) that are not owned or managed by a College. Approval requires peer review by an area not involved in managing the subject (as it does for College based subjects).

(17) Those subjects should be approved by the relevant Board of Studies, where one exists.

(18) In the rare case that a Board of Studies cannot be used, and the subject is not owned by a College, the University's Coursework Committee will approve the subject. Consideration of the academic merit of the proposed subject will also be undertaken by the University's Coursework Committee.

Advice of New or Amended Subject Offerings

(19) After approval by the College, a memo or report should be submitted to the University's Coursework Committee advising of the formal names and codes of new and revised subjects.

(20) The College is responsible for updating the subject database when a new subject is approved.

Critical Dates

(21) New subjects should be developed and approved by the College at least six months prior to the intended date of introduction.

Subjects that are Part of New Course Proposals

(22) The proposal(s) for new first year subjects should accompany any new course proposals submitted to the University's Coursework Committee.

Closing existing subjects to allow for new subjects

(23) Proposals for all new subjects should be accompanied by information indicating which subject(s) will be closed to enable the teaching of the new subject.

(24) A new subject may not be approved unless it is clear which subject or subjects will no longer be taught, in order to accommodate the new subject within academic workloads.

Section 5 - Definitions

(25) For the purpose of this Procedure:

a. Academic Unit: School, Department or other academic entity
b. Academic values: scholarship, critical inquiry, integrity and excellence
c. Course: a program of study leading to a qualification
d. Subject: a unit of study within a course
e. Intended Learning Outcomes: Brief statements defining what students are expected to demonstrate that they know and are able to do at the end of a defined period of learning.

Status and Details

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