

Subject Lifecycle - Subject Revision Procedure (Expires 31/10/18)

Section 1 - Background and Purpose

- (1) These Procedures outline an orderly approach to the revision of existing subjects.
- (2) The University reserves the right to restrict the number of enrolments in any subject or to teach a subject in a different manner to that set out in its published information materials, including the University Handbook. However, all subject revisions must be approved by the owning College or other academic entity.

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

Administrative Corrections

- (5) Administrative corrections (eg of errors or spelling mistakes) may be done by College staff within the Course Information Management System (CIMS) without requiring College Coursework Committee or College Academic Committee approval.

Minor Subject Revisions - Definition and Process

- (6) Any of the following changes are minor revisions and should be approved by the School Advisory Group:
- administrative changes that impact only on the subject itself, such as removal of quotas or changes to subject co-ordinator
 - change of one-half or less of the published curriculum of subjects that are not considered 'core' or 'core-choice' in any course
 - change of subject name
 - change of one-half or less of the assessment to be used in the subject
 - change in mode of delivery (eg from face to face to blended delivery) - La Trobe International should also be advised of such changes

- (7) Information about these changes must be reported regularly (at least quarterly) to the College Coursework Committee.

The College is responsible for updating the Subject Database in the Course Information Management System (CIMS).

Major Subject Revisions - Definition and Process

(8) The following changes are regarded as major and require the approval of the College Coursework Committee:

- a. change to intended learning outcomes
- b. change of more than one half of the curriculum of subjects that are not considered to be 'core' or 'core-choice' in any course or major
- c. all curriculum changes for subjects considered 'core' or 'core-choice' in any course
- d. change of more than one half of the assessment in any subject
- e. changes to subject rules (eg prerequisites and co-requisites)
- f. change to subject level
- g. change to credit point requirements (implying change to workload requirements)
- h. change to campus of delivery
- i. change to exclusively on-line delivery
- j. change that will have an impact on other courses, Schools or Colleges
- k. changes that could have an impact on course accreditation
- l. changes that have resource implications
- m. changes involving external partners or offshore locations

(9) Information about these changes must be reported regularly (at least quarterly) to the College Academic Committee.

The College is responsible for updating the Subject Database in the Course Information Management System (CIMS).

Consultation with Students

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

Service Teaching

(11) Where the subject to be revised is service taught by another School, all parties need to be involved in decisions regarding the revision.

Critical Dates

(12) Major revisions should be made and approved by the College six months prior to commencement of teaching of the revised version.

(13) Handbook entries (including assessment regime and recommended materials) may be changed up to two weeks prior to the commencement of the teaching period for the subject. No changes are permitted less than two weeks prior to the commencement of teaching.

Changes to Funding Clusters

(14) Any proposal to change the funding cluster (ASCED Code) of a subject must be submitted to, and approved by, the Deputy Vice-Chancellor(Academic) through the Executive Director, Student Services and Administration. A memo containing the rationale will suffice.

Rights of Students

(15) Students have a right to timely notice of changes to courses. Notice about major revisions to subjects normally

should be provided at least one semester prior to the semester in which the change is to take effect. Notification may be by whatever form or forms are most appropriate in light of the timing of the changes.

(16) Where the subject change creates a significant impact on a course, students must be given the option of completing their degree under the original conditions or under the changed conditions.

Students' decisions must be:

- a. in writing;
- b. by voluntary informed consent; and
- c. registered with the relevant college, which will ensure that they form the basis for assessment of the students' progress and completion.

(17) For purposes of this section, 'students' means both students who have an active enrolment and students who are on an approved leave of absence.

Section 5 - Definitions

(18) For the purpose of this Procedure:

- a. Core Subject: A compulsory subject, required to complete a particular course
- b. Core-Choice subjects: a subject that is part of a group from which at least one must be chosen. For example: XYZ111, XZY111 and XBC111 are all core-choice subjects, of which 2 out of the three must be completed.
- c. Elective Subject: Subjects which are not core subjects, but which are chosen by the student to give breadth and to complete course credit point requirements. Colleges may suggest a range of subjects from which electives may be chosen.
- d. 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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