

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.

Key Deadlines

- Where there is a need to cancel a subject instance or alter the published teaching period post student enrolment, the revision must have final approval at least four weeks prior to the commencement of classes. This will ensure students are able to select an alternate subject in a timely manner. Late requests may only be considered in exceptional circumstances, such as low enrolment. Core subjects in a course/major/minor/specialisation must be offered every year.
- Major changes to courses impacting student progression or completion, which may also require a transition or transition / teachout combination, must achieve Academic Board approval by September of the year prior. Late requests may only be considered in exceptional circumstances, such as professional accreditation or government regulatory requirements. Approval for late submission should be received from School and DVC(E) prior to commencing the proposal.
- Course entry requirement changes must receive Academic Board approval by July of the year prior to implement. Late requests may only be considered in exceptional circumstances, such as professional accreditation or government regulatory requirements. Approval for late submission should be received from School and DVC(E) prior to commencing the proposal.

Definition	Examples	Final approval body
ADMINISTRATIVE Editorial within CourseLoop Editorial changes to administrative components of courses or subjects. Adjustments made without change in tone.	<u>Subjects</u> <ul style="list-style-type: none"> Updates to subject class requirements or schedules Increase to existing subject quota limits Teaching organisational unit changes <u>All academic items</u> <ul style="list-style-type: none"> Adjustments made without change in tone or intent, e.g. changes to a subject or course coordinator Changes to codes to rectify an error 	Does not require academic approval. May be processed directly by the Course Management Team
LOW IMPACT Administrative within CourseLoop Changes that do not impact course or subject intent, including minor rewording.	<u>Subjects and Modules</u> <ul style="list-style-type: none"> Revisions to an approved module Changes to subject rules Closure of a subject that is: <ul style="list-style-type: none"> only offered as an elective in any course no longer needed as part of a course that is either 'phasing out' or 'discontinued'. Subject revisions that do not negatively impact student progression in any course including: <ul style="list-style-type: none"> Changes to subject availability 	Dean of School or nominee For subjects/majors/minors not owned by a School: the Head of the relevant owning area

<p>Note: 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>	<ul style="list-style-type: none"> - Deletions to the delivery mode or location of subjects • Introduction of a subject quota or reduction to an existing subject quota limit • Additions to the delivery mode or location of subjects that do not result in the creation of a new course or course instance • Changes to elements of subjects, including details of assessment, that do not impact course intended learning outcomes • Updates to textbooks, not including those identified under the Conflict of Interest Procedure – Staff Authored Texts. <p><u>Minors (including university-wide)</u></p> <ul style="list-style-type: none"> • Change to name of minor[s] <p><u>Courses</u></p> <ul style="list-style-type: none"> • Change of composition of a core-choice/recommended elective list • 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><u>All academic items</u></p> <ul style="list-style-type: none"> • Updates to descriptions, including AHEGS, that do not impact intent or outcome • Change to StudyFlex (FlexPlus) indicator 	
<p>MINOR Changes not impacting overall learning outcomes or course structures.</p> <p>Note: Where there is a need to cancel a subject instance or alter the published teaching period post student enrolment, the revision must be approved at least four weeks prior to the commencement of classes. This will ensure students are able to select an alternate subject in a timely manner. Late requests may only be considered in exceptional circumstances (such as low enrolment). Core subjects in a course/major/minor/specialisation must be offered every year.</p> <p>Note: Where a minor change in one</p>	<p><u>Subjects and Modules</u></p> <ul style="list-style-type: none"> • Creation of a new module • Creation of new core or elective subject • Changes to subject intended learning outcomes that do not impact course intended learning outcomes • Deletion of a delivery mode or location of subject[s] or cancellation of a teaching period that does not impact student progression <p><u>Minors (including university-wide)</u></p> <ul style="list-style-type: none"> • Addition, suspension, or closure of minor[s] (with full teach out) • Addition, replacement, suspension, or closure of up to 30 credit points of subjects that are core to a minor and that do not impact course intended learning outcomes. <p><u>Majors and specialisation (including university-wide)</u></p> <ul style="list-style-type: none"> • Suspension of a major or specialisation (with full teach out) • Change to name of non-cognate major[s] or non-cognate specialisation • Addition of any of non-cognate majors / university-wide majors that do not impact course intended learning outcomes 	<p>Dean of School or nominee</p> <p>For subjects/majors/minors not owned by a School: Board of Studies</p>

<p><i>course constitutes a major change in another course, the highest relevant level procedure must be undertaken.</i></p>	<ul style="list-style-type: none"> • 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><u>Courses</u></p> <ul style="list-style-type: none"> • Suspension of a course (with full teach out) • Reinstatement of a suspended course • 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>MAJOR - CC All changes with significant impact on course content, learning outcomes or course delivery</p> <p>Note: Major changes impacting student progression or completion must achieve Coursework Committee approval by September of the year prior to implementation and require a transition/teach out plan.</p> <p>Note: Course entry requirement changes must receive Coursework Committee approval by July of the year prior to implementation.</p>	<p><u>Subjects</u></p> <ul style="list-style-type: none"> • Deletion of a delivery mode or location of subject[s] or cancellation of a teaching period that may impact student progression <p><u>Minors (including university-wide)</u></p> <ul style="list-style-type: none"> • Creation of a new minor • Creation of and changes to enrolment rules • Addition, replacement, suspension or closure of more than 30 credit points of subjects that are core to a minor <p><u>Majors and specialisations (including university-wide)</u></p> <ul style="list-style-type: none"> • Creation of a new non-cognate major or non-cognate specialisation • Creation of and changes to enrolment rules • Addition of an existing non-cognate major or non-cognate specialisation • Addition, replacement, suspension or closure of more than 30 credit points of subjects that are core to a major or specialisation • Closure of an existing major or specialisation <p><u>Courses</u></p> <ul style="list-style-type: none"> • Changes to entry criteria • Closure of a course or course instance that is currently open for enrolments • Addition, replacement, suspension or closure of more than 30 credit points of subjects that are core to a course • New Core Participation Requirements Statements (CPRS) • Changes to Core Participation Requirements Statements (CPRS) • Changes to Course Intended Learning Outcomes (CILO) 	Coursework Committee
MAJOR – ACADEMIC BOARD	<p><u>Majors and specialisations</u></p> <ul style="list-style-type: none"> • The creation and/or addition of a new cognate major or cognate specialisation, resulting in a new tagged (permissible) award • Change to name of cognate major[s] or cognate specialisation, resulting in a new tagged (permissible) award 	Academic Board

	<u>Courses</u> <ul style="list-style-type: none"> Proposals to vary arrangements with external partners or at offshore locations 	
NEW COURSE Changes that constitute the creation of a new course or instance of a course Note: for changes to arrangements with external partners there are additional approval requirements under the Educational Partnership Policy .	<ul style="list-style-type: none"> The addition of a location to an existing course offered by a third party (both domestic and international) or where additional changes are made The creation of a new award 	Academic Board Note: requires a business case to be approved by Course Portfolio & Scholarships Committee prior to academic approval.
	<ul style="list-style-type: none"> The creation of a nested award within an existing award utilising existing subjects and structure 	Academic Board
	<ul style="list-style-type: none"> 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 	Dean of School