

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.

Revision Deadlines

Type	Details	Deadline
Subject Instance Cancellation	<p>Where there is a need to cancel a subject instance or alter the published teaching period after student enrolment. Note: Core subjects in a course /major / minor/ specialisation must be offered every year in the published location.</p> <p>Late requests may only be considered in exceptional circumstances and require pre-approval by the DVC(E) and DVC(S) (or their nominees) prior to processing.</p>	<p>Semester 1 and Terms 1-3 COMPLETED by 1 September of the previous year</p> <p>Semester 2, Winter and Terms 4-6 COMPLETED by 1 February of the same year</p>
Major Courses Revisions	<p>Major course changes impacting student progression or completion, which may also require a transition or transition / teachout combination.</p> <p>Late requests may only be considered in exceptional cases of professional accreditation or government regulatory requirements. Approval for late submission should be received from School and DVC(E) and DVC(S) (or their nominees) prior to commencing the proposal.</p>	<p>Coursework Committee approval <u>must be achieved by</u> September of the year prior.</p>
Course entry requirement changes	<p>Course entry requirements may require updating with VTAC and other agencies as appropriate and need to be published to prospective students the year before implementation.</p> <p>Late requests may only be considered in exceptional circumstances of professional accreditation or government regulatory requirements. Approval for late submission should be received from School and DVC(E) (or nominee) prior to commencing the proposal.</p>	<p>Coursework Committee approval <u>must be achieved by</u> July of the year prior to implementation.</p>

Changes that are not listed below 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.

Definition	Examples	Final approval body
<p>ADMINISTRATIVE Editorial within CourseLoop</p> <p>Editorial changes to administrative components of courses or subjects.</p> <p>Adjustments made without change in tone.</p>	<p>Subjects</p> <ul style="list-style-type: none"> • Updates to subject class requirements or schedules • Increase to existing subject quota limits • Teaching organisational unit changes <p>All academic items</p> <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 	<p>Does not require academic approval.</p> <p>May be processed directly by the Course Management Team</p>
<p>LOW IMPACT Administrative within CourseLoop</p> <p>Changes that do not impact course or subject intent, including minor rewording.</p> <p>Note: <i>Where low impact change in a course constitutes a minor or major change in another course, the highest relevant level procedure must be undertaken.</i></p>	<p>Subjects and Modules</p> <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 - 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>Minors (including university-wide)</p> <ul style="list-style-type: none"> • Change to name of minor[s] <p>Courses</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>All academic items</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>Dean of School or nominee</p> <p>For subjects/majors/minors not owned by a School: the Head of the relevant owning area</p>

<p>MINOR Changes not impacting overall learning outcomes or course structures.</p> <p>Note: <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><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 • 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>Dean of School or nominee</p> <p>For subjects/majors/minors not owned by a School: Board of Studies</p>
<p>MAJOR - CC All changes with significant impact on course content, learning outcomes or course delivery</p> <p>Note: <i>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.</i></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 	<p>Coursework Committee</p>

	<ul style="list-style-type: none"> • 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>Courses</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) 	
<p>MAJOR – ACADEMIC BOARD</p> <p>Note: for changes to arrangements with external partners there are additional approval requirements under the Educational Partnership Policy.</p>	<p>Majors and specialisations</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 <p>Courses</p> <ul style="list-style-type: none"> • Proposals to vary arrangements with external partners or at offshore locations 	<p>Academic Board</p> <p>Note: creation requires a business case to be approved by Course Portfolio & Scholarships Committee prior to academic approval.</p>
<p>NEW COURSE</p> <p>Changes that constitute the creation of a new course or instance of a course</p> <p>Note: for changes to arrangements with external partners there are additional approval requirements under the Educational Partnership Policy.</p>	<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 	<p>Academic Board</p> <p>Note: requires a business case to be approved by Course Portfolio & Scholarships Committee prior to academic approval.</p>
	<ul style="list-style-type: none"> • The creation of a nested award within an existing award utilising existing subjects and structure 	<p>Academic Board</p>
	<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 	<p>Dean of School</p>