

SPECIALISATION APPROVAL AUTHORITIES AND DELEGATIONS

This document outlines the approval of variations to existing Specialisations, previously accredited by the University. The approval for accreditation of New Specialisations is held by Academic Senate.

Approval key:

APCAC	Academic Planning and Course Approvals Committee
AS	Academic Senate
CDM	Course Data Management Team
Exec	University Executive Committee
Dean	Dean of School – notification to SAC
SAC	School Academic Committee
VC	Vice-Chancellor

Impact key:

A	Consultation with all relevant Directors of Academic Programs to ensure changes must be reflected in all Courses or Specialisations impacted by the change.	Li	Library
Au	Audit and Risk	P	Publication – change affects one or more publication, e.g. online handbook, UAC Guide, Area of Study brochure etc.
D	Disability Services	QA	Quality Assurance
G	Graduation requirement	S	School budget/resource impact
I	International	SA	Student Administration including Timetabling, Enrolments, Admissions, Course Data Management, Graduation
Le	Legal implications (contracts with partners etc.)	UC	Unit Coordinator

Coding key:

The font colour denotes whether a variation to the item results in a coding change.

New Specialisation code

No change to Specialisation code

Form Question	Description	Responsible for approval	Impact of change to this item
C1.2a, C1.3, C1.4, C3.1, C3.2, C3.4, C3.5, C4.3, C4.4, C4.5	These questions in the form are designed to provide information for reviewers or directions for the proposer and do not impact directly on approvals or coding.		
C1.1	Name of Specialisation	AS	I, P, G
C1.2b	Specialisation appears/doesn't appear on Testamur	AS	A, G, P, SA
C1.5	First offering	SAC	Li, P, SA
C1.6	Responsible school	VC	A, P, S
C1.7	Handbook summary (must reflect Course content)	Dean (in consultation with CDM)	P
C2.1	Total credit points	AS	Le, P
C2.2	Special requirements pre-requisites	SAC, with endorsement of Enrolments	P, SA
C2.3	Inherent requirements	Dean, with endorsement of Executive Director, Student Participation and Success	D, Le, P
C2.4	Learning Outcomes and Graduate attributes	APCAC. Where a strategically significant change is proposed or if additional resources are required, BIDC/Exec (new Course Concept Proposal and Business case). ¹	QA
C2.5	Specialisation Structure a. Changes to Units in the structure b. Changes to the sequence ² c. Administrative change to code	a. APCAC. Where a strategically significant change is proposed or if additional resources are required, BIDC/Exec (new Course Concept Proposal and Business case). b. SAC, with endorsement of Dean and in consultation with other affected schools c. CDM	A, P, SA
C2.6	Work integrated learning	SAC	I, P, UC
C2.7	AHEGS	SAC, with endorsement of Graduations	A, Le, P
C2.8	Professional Accreditation	SAC, with endorsement of Dean	A, I, Le, P
C3.3	Transition Arrangements (<i>mandatory with any specialisation structure variation</i>)	APCAC, with endorsement of CDM	A, SA
C3.6	Human or Animal Ethics	AS	Au, P, QA
C3.7	Workplace Health & Safety	AS	Au, P, QA
C4.1	Delivery details, including a. Location of offer – removal of location Location of offer – addition of location b. Attendance Mode (Internal/Online) c. Attendance Type (FT/PT)	a. Dean, with endorsement of BIDC/ Exec (resourcing) b. APCAC c. SAC	I, Li, P, SA
C4.2	Narrow Field of Education a. Due to change of unit content b. Correction	a. AS b. Dean / CDM	P, S

¹ For queries regarding resourcing impact, please liaise with the Office of Quality and Performance via your Course Quality Officer.

² Sequence normally only applies to Key Programs, Honours and PG Specialisations. Majors and Sub-majors do not normally have a recommended sequence.

Summary of variations that can be approved by SAC or Dean:

Variations that can be approved by SAC	Items that can be approved by the Dean
<p>C1.5 Intake or implementation date</p> <p>C2.2 Special Requirements Pre-requisites</p> <p>C2.5 Changes to the Recommended Sequence for the Specialisation</p> <p>C2.6 Work Integrated Learning</p> <p>C2.7 AHEGS</p> <p>C2.8 Professional Accreditation [with endorsement of the Dean]</p> <p>C4.1(c) Attendance type (FT/PT)</p>	<p>C1.7 Changes to Handbook summary</p> <p>C2.3 Inherent requirements (in consultation with Director, Student Support Services)</p> <p>C2.5 Specialisation structure – Sequence changes</p> <p>C2.8 Professional accreditation</p> <p>C4.1(a) Removal of Location [with endorsement of BIDC]</p> <p>Addition of Location [with endorsement of BIDC]</p> <p>C4.3 Correction to Narrow Field of Education [with CDM endorsement].</p>