

## SUBJECT APPROVAL AUTHORITIES AND DELEGATIONS

This document outlines the approval delegations for variations to existing subjects previously approved by the University.

The approval of new subjects developed in association with a new program or major, and new elective subjects, is held by the Academic Planning and Course Approvals Committee (APCAC).

All other new subjects require approval by the School Academic Committee (SAC) and reporting to the next APCAC meeting.

### Approval key:

<b>APCAC</b>	Academic Planning & Course Approvals Committee
<b>CO</b>	Curriculum Operations Team
<b>DAP</b>	Director of Academic Program
<b>Dean</b>	Dean of School – notification to SAC
<b>Deputy Dean</b>	Deputy Dean of School with DAP recommendation – notification to SAC
<b>SAC</b>	School Academic Committee
<b>SC</b>	Subject Coordinator

### Impact key:

<b>A</b>	Consultation with all relevant Directors of Academic Programs (DAPs) to ensure changes are reflected in all programs or fields of study impacted by the change.	<b>Le</b>	Legal implications (contracts with partners etc)
<b>B</b>	Booktopia	<b>LG</b>	Learning Guide
<b>DIQO</b>	Data Integrity, Quality and Operations, including the Admissions, Assessment & Timetabling, Curriculum Operations, Enrolments, Education & Academic Program Support, Graduations, and Fees & Student Finance teams	<b>Li</b>	Library
<b>G</b>	Government reporting requirement	<b>P</b>	Publication – change affects one or more publication, e.g. online handbook, Area of Study Guide, UAC
<b>HB</b>	Handbook	<b>S</b>	School budget/resource impact

### Coding key:

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

**New Subject code**

**New Subject version (i.e., new effective term start date)**

**No change to Subject code or version**

Form Question	Description	Responsible for final approval	Impact of change to this item
D1.2, D1.3, D1.4, D1.7, D2.15, D2.17, D3.1a D3.3, D3.5, D3.6b, D3.6c	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.		
D1.1	Name and code of proposed Subject	SAC [CO team to monitor for subject name duplications]	P, G, HB, LG
D1.5	Session for implementation	Dean or nominee (with Timetabling endorsement)	A, B, P, DIQO
D1.6	Responsible School	Deans <sup>1</sup>	S, P
D1.8	Discipline code: a. New subject or change affects subject code b. Change (does not affect subject code)	a, b. APCAC [with Dean endorsement]	A, G, DIQO, P
D1.9	Handbook summary (must reflect subject content): a. Changes resulting from changes to subject content b. Editorial changes c. Corrections (e.g. typos, grammar)	a. Dean or nominee b. Dean or nominee c. CO	P, HB
D2.1	Subject level a. Change from one program type to another, e.g. UG to PG b. Change from one UG level to another or one PG level to another	a. APCAC b. SAC	A, P, HB, LG
D2.2	Credit point value	APCAC <sup>2</sup>	A, G, P, HB, LG
D2.3	Subject content	Deputy Dean [with DAP recommendation]	P, HB, LG
D2.4	Subject Learning Outcomes	SAC	P, HB, LG
D2.5	Assessment	Deputy Dean [with DAP recommendation]	P, HB, LG, DIQO
D2.6	Assumed knowledge	SAC	P, HB, LG
D2.7	Prerequisite subject/s	SAC [with CO endorsement]	P, HB
D2.8	Corequisite subject/s	SAC [with CO endorsement]	P, HB
D2.9	Equivalent subject/s	SAC [with CO endorsement]	P, HB
D2.10	Incompatible subject/s	SAC [with CO endorsement]	P, HB
D2.11	Enrolment restrictions	SAC [with CO endorsement]	P, HB
D2.12	Special requirements a. Legislative requirements b. Essential equipment	a. SAC [with Manager, Enrolments endorsement] b. Dean	Le, HB, LG, P, DIQO
D2.13	Online Learning Requirements	Deputy Dean [with DAP recommendation]	LG, P
D2.14a, c, d	Work Integrated Learning	Deputy Dean [with DAP recommendation]	P, S, LG, G <sup>3</sup>

<sup>1</sup> Deans of both schools approve change. Teaching Responsibility is normally changed at the same time as the Owning School is changed. The Teaching Responsibility determines funding and is reported to the Government; therefore, if teaching responsibility changes, a new version is required.

<sup>2</sup> A change to the credit point value is considered as a new subject.

<sup>3</sup> Refer to the Guidelines for [Work Experience in Industry](#) under Associated Information to the Curriculum Design & Approval Policy.

Form Question	Description	Responsible for final approval	Impact of change to this item
D2.16	Impact on existing professional accreditation	SAC [with Dean endorsement]	HB, P
D3.1b	Transition arrangements for currently enrolled students	SAC	A, B, P
D3.2	Subject Offering (e.g. addition of a campus)	Deputy Dean [with DAP recommendation]	B, G, Li <sup>4</sup> , P, DIQO, HB
D3.4	Prescribed subject textbook	Dean, or nominee [in consultation with the Library]	B, Li, HB, LG
D3.6a	Agreements with other organisations including use of facilities or resources	Office of University Secretariat and Legal Counsel	Lr, P
D3.7	Subject coordinator	Dean, or nominee (including DAP)	P, HB, LG, DIQO
D3.8	Schools responsible for teaching the subject a. Teaching responsibility b. Staffing	a. Deans <sup>1</sup> b. Dean(s) <sup>11</sup> above	P, LG, DIQO

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

Items that can be approved by SAC	Items that can be approved by the Dean (or nominee)	Items that can be approved by the Deputy Dean (with DAP recommendation)
1.1 Name and code of proposed Subject 2.1 (b) Change from one UG level to another 2.4 Subject Learning Outcomes 2.6 Assumed knowledge 2.7 Pre-requisite subject/s [with CO endorsement] 2.8 Co-requisite subject/s [with CO endorsement] 2.9 Equivalent subject/s [with CO endorsement] 2.10 Incompatible subject/s [with CO endorsement] 2.11 Enrolment restrictions [with CO endorsement] 2.12a Special requirements – Legislative requirements [with Manager, Enrolments endorsement] 2.16 Professional accreditation [with Dean endorsement] 3.1b Transition arrangements for currently enrolled students	1.5 Session for implementation [with Timetabling endorsement] 1.6 Responsible School <sup>6</sup> 1.9 Handbook Summary (or Dean's nominee) 2.12b Essential Equipment 3.4 Prescribed Textbook <sup>5</sup> 3.8 Schools responsible for teaching the subject <sup>6</sup> (Teaching responsibility, Staffing)	2.3 Subject content 2.5 Assessment 2.13 Online Learning Requirements 2.14a Work Integrated Learning 3.2 Subject offerings, including timetabling requirements 3.7 Subject coordinator

<sup>4</sup> The Library must be consulted if the subject is to be offered on an additional campus.

<sup>5</sup> Variations to Library Resources – Essential Readings (does not include Prescribed Textbook) are approved by the Subject Coordinator.

<sup>6</sup> Deans of all relevant schools approve change(s).