

COURSE APPROVAL AUTHORITIES AND DELEGATIONS

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

Approval Key:

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

Impact Key:

A	Consultation with all relevant Directors of Academic Programs to ensure changes are reflected in all Courses or Unit Sets 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
Go	Government reporting requirement	S	School budget/resource impact
Gr	Graduation requirement	SA	Student Administration, including Timetabling, Enrolments, Admissions, Course Data Management, Assessment & Graduation, Fees & Student Finance
I	International	UC	Unit Coordinator
Le	Legal implications (contracts with partners, etc)		

Coding key:

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

New Course code

New Course version

No change to Course code or version

FORM A18 - COURSE CONCEPT PROPOSAL

Question	Description	Responsibility for final approval	Impact of change to this item
A1.2, A1.6 A2.1, A2.2 A2.3, A2.4 A2.5, A2.10, A3.2	These questions in Part A: Course Concept Proposal are designed to provide information for reviewers or directions for the proposer and do not impact directly on approvals or coding.		
A1.1	Name of Course	AS	I, P, Go, Gr
A1.3	Sponsoring (responsible) School or Executive Member	VC	A, P
A1.4	Implementation Date	SAC	Li, P, SA
A1.5	School/ External Partners Involved in the Development and Delivery of this Course (if applicable)	APCAC/Office of University Secretary and General Counsel ¹	Au, Le, P, QA
A1.7	Duration ² and Total Credit Points	APCAC	I, Le, Go, P
A2.6	Proposed Australia Qualifications Framework and AQF Requirements	AS	I, P, Go
A2.7	Professional Accreditation	SAC, with endorsement of Dean	A, I, Le, P
A2.8	Details of the Course Structure ³ a. Addition, deletion or replacement of units, i.e. changes to the course structure b. 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) ^{4,5} b.CDM	A, I, P, SA
A2.9	Course Delivery Framework a. Removal of Location of offer Addition of Location of offer (new version not required) b. Attendance Mode (Internal/Online) c. Attendance Type (FT/PT)	a. Dean with endorsement of BIDC/Exec (resourcing)) with notification to APCAC and Academic Senate b. APCAC c. SAC	Li, I, P, SA
A3.1	Fee Proposal	Dean, with endorsement from Admissions following recommendation/ endorsement of BIDC	I, P, S, SA

¹ Changes to courses within agreements must be approved by AS

² A change in duration requires a new CRICOS code and only one CRICOS can be registered for each Course code. A new code is required for any change in credit points or duration under Government legislation.

³ Addition of Alternate/Pool Units that will be available to both continuing and new students does not require the creation of a new Course Version.

⁴ For queries regarding resourcing impact, please liaise with the Office of Quality and Performance via your Course Quality Officer.

⁵ Course changes occurring as a result of the 21C Project will not have to go through the BIDC approval process, as they are being managed through the 21C Project under the framework of the endorsed 21C strategic aims and principles. The principles include the simplification of existing degrees and with a resultant improved efficiencies and reduced costs. Deans will be asked to confirm when submitting to APCAC that the proposed restructured degrees are consistent with the 21C Strategy and principles previously endorse by Executive.

FORM B18 - FULL COURSE PROPOSAL AND VARIATION

Question	Description	Responsibility for final approval	Impact of change to this item
B1.5, B2.3 B2.4, B2.5 B3.3	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.		
B1.1	Course Code and Name	AS	I, P, Go, Gr
B1.2	Award Name to Appear on Testamur	AS	I, P, Go, Gr
B1.3d	Implementation Date of Variation	SAC	Li, P, SA
B1.4	Handbook summary	Deputy Dean, with CDM endorsement	P
B1.6	Admission Details	APCAC, with endorsement of Admissions	I, P, SA
B1.7	Admission Pathways	APCAC	P, SA
B1.8	Special Requirements Pre-requisites	SAC, with endorsement of Enrolments	P, SA
B1.9	Inherent Requirements	Dean, with endorsement of Executive Director, Student Participation and Success	D, Le, P
B1.10	Course Learning Outcomes ⁶ and University 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). ⁴	QA
B1.11	Embedded Awards	APCAC	Go, Gr, I, P
B1.12	Work Integrated Learning	SAC	I, P, UC
B1.13	AHEGS Information	Administrative update, with endorsement of Graduations	A, Le, P
B1.14	Professional Accreditation	SAC, with Dean endorsement	A, I, Le, P
B1.15	New or existing sequence of units a. Change to course sequence (no change to campus, no addition or deletion of units) b. Transition Arrangements [mandatory with any course structure variation]	a. SAC, with endorsement of Dean and in consultation with other affected schools b. APCAC, with CDM endorsement	A, SA
B2.1	Nature of Impact on Other Course/s and/or Specialisation/s	APCAC	A, P, SA
B2.2	Impact on current units (new units, units retired from the course)	APCAC. Where a strategically significant change is proposed or if additional resources are required, BIDC/Exec (new Course Concept Proposal and Business case). ^{4 5}	A, I, P, SA
B2.6	Human or Animal Ethics Considerations	AS	Au, P, QA
B2.7	Workplace Health and Safety Considerations	AS	Au, P, QA
B3.1	Student Admission (Fee) Category	Dean, with endorsement of Admissions, following BIDC recommendation/endorsement	I, SA, P
B3.2	Delivery details		Li, I, P, SA

⁶ A major review of the Course Learning Outcomes will be conducted in the five-year cyclical review of courses or when Professional Accreditation is renewed.

Question	Description	Responsibility for final approval	Impact of change to this item
	a. Removal of Location of offer Addition of Location of offer (new version not required) b. Attendance Mode (Internal/Online) c. Attendance Type (FT/PT)	a. Dean, with BIDC/Exec endorsement (resourcing) with notification to APCAC and Academic Senate b. APCAC c. SAC	
B3.4	Narrow Field of Education a. Due to change of unit content b. Correction	a. APCAC b. Dean, with CDM endorsement	Go, P, S

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 Deputy Dean as noted below)
A1.4 Implementation date A2.7 Professional accreditation [with endorsement of Dean] A2.8 b. Change to course sequence (no change to campus, no addition or deletion of units) A2.9(c) Attendance mode and type B1.3d B1.6 Implementation date of variation Admission Details [with endorsement of Admissions] B1.8 Special Requirements Pre-requisites [with endorsement of Admissions] B1.12 Work Integrated Learning (WIL) B1.13 AHEGS [with endorsement of Graduations] B3.2(c) Professional Accreditation [with endorsement of the Dean] Attendance type (FT/PT)	A2.8 b. Details of the course structure A2.9 Removal of Location [with endorsement of BIDC] Addition of Location [with endorsement of BIDC] A3.1 Fee Proposal [with endorsement of BICD & SA Fees & Student Finance] B1.4 Handbook Summary Entries [in consultation with CDM] (approval of Deputy Dean) B1.9 Inherent Requirements [in consultation with Disability Services] B3.1 Fee Variation [endorsement of BICD & ARO] B3.2(a) Removal of Location [with endorsement of BIDC] Addition of Location [with endorsement of BIDC] B3.4 Correction to Narrow Field of Education [with CDM endorsement].

Approved by Senate Executive Committee on 14 May 2021 [SEC 21/06:04]