

UNIT GUIDE - APPROVAL PROCESS

Introduction

This Guide outlines the approval process for UWS accreditation of a new Unit or a variation to an existing Unit. The following Guides are also available as Associated Information on the [Award Courses and Units Approval Policy](#) to help guide you in the process and complete the required documentation:

- **Unit Guide - Completing Form 312**
- **Unit Guide - Delegations, Impact & Coding[^]**

[^]This Guide details which committee has delegation to approve changes to each item in a unit proposal. All new units are approved by APCAC¹.

Approval Process

Please consult your School Academic Committee (SAC), Committee Officer, for details of any specific requirements for your school. The following are the broad requirements for submitting a Unit for SAC endorsement.

1. You must submit the New Unit or Variation to a Unit Form (**Form 312 – Unit Proposal**) to the Dean of the School responsible for the Unit and each of the Resource areas listed below, for endorsement, prior to submitting to the School Academic Committee.

The Resource Assessment should indicate the outcome of discussions with any of the following offices expected to provide resources for the delivery of the Unit:

- Director, Teaching Development
- University Librarian
- Director, Information Technology Services
- Director, Capital Works & Facilities
- Manager, Assessment & Graduation, Academic Registrar's Office (ARO)
- Manager, Courses and Timetabling, ARO
- Manager, Enrolments, ARO

Refer to the **Unit Guide – Completing Form 312** for advice on when you need to contact each resource area.

You should also ensure that you have consulted Directors of Academic Programs for all courses that include the Unit and incorporated feedback or addressed on any issues raised.

2. When endorsed by the Dean of your School and Resource areas have provided feedback, send your completed **Form 312 - Unit Proposal** to courses@uws.edu.au and the Course Data Management (CDM) team will review and TRIM the document and then submit it to the relevant School Academic Committee along with the written recommendation for inclusion on the agenda.

Proposals will not be included on SAC, CQC or APCAC agendas unless they are submitted by the CDM team with the relevant recommendations.

3. **Unit variations approved by SAC:** The SAC Committee Officer will advise the CDM team when SAC have approved the variations and the CDM team will action the changes where applicable².
4. **Variations approved by CQC:** When the School Academic Committee has endorsed proposals for variations that can be approved by CQC, the SAC Committee Officer will advise the CDM team who will check and TRIM the document before sending to the relevant CQC Committee Officer/s with the recommendation for inclusion on the CQC agenda.

¹ Refer to clause 54 of the Award Courses & Units Approval policy.

² CDM will update variations to items in Callista and the Handbook. Other items that may be included in Unit Outlines or Learning Guides are the responsibility of the School.

Following approval by the CQC, the CDM team will action the changes where applicable².

5. **New Units:** When the School Academic Committee has endorsed proposals for new units, the SAC Committee Officer will advise the CDM team who will check and TRIM the document before sending to the relevant CQC Committee Officer/s with the recommendation for inclusion on the CQC agenda.

Following endorsement by the CQC, the CDM Officer will send the recommendations and the completed unit proposal to the APCAC Committee Officer for inclusion on the APCAC agenda

APCAC approve new units¹. The APCAC Committee Officer will advise the CDM team when APCAC have approved new units and the CDM team will action the changes where applicable².

Important dates to note relating to Unit approval

April 1st	DIISRTE ³ final deadline to publish units offered in the second half of the current year.
June	Schools are required to provide the Course Data Management team with Unit Offering details for the subsequent year. Unit offerings will only be available in the Timetable Data Collector if they were advised to CDM during the Unit Offering Data collection.
August	Schools are required to provide Timetabling details for all units for the subsequent year. Units will only be available in the Timetable Data Collector if they were advised to CDM during the Unit Offering Data collection (see above).
October 1st	DIISRTE ³ final deadline to publish units offered in the first half of the subsequent year.
October	The draft timetable is published to staff and students.
October	The online Handbook displays the subsequent year's Unit Offering information.
October	Re-enrolment opens for students who will be enrolling in the subsequent year.

Important notes relating to the Unit approval timeline

- Note 1:** Please allow sufficient time for development of the proposal, consultation with other Schools and resource areas as well as endorsement by your School Dean prior to submission for inclusion on the SAC meeting agenda.
- Note 2:** All proposals should be sent to courses@uws.edu.au a minimum of one week before the SAC agenda closes to allow the Course Data Management Officer time to provide you with feedback on any administrative issues and prepare the recommendation for the SAC meeting.
- Note 3:** Contact your School's SAC Committee Officer for details of your School's SAC Meeting dates.
- Note 4:** Dates in the table below are not meeting dates but the final date by which each Committee must have approved the proposal type. APCAC usually meet bi-monthly and the agenda closes 14 days prior to the meeting date. Dates for CQC and APCAC meetings are available on the web via the [Academic Senate](#) page.

³ A change to the published information for Units after these dates requires approval by the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) (formerly known as DEEWR) and in certain cases by the Minister. Changes can only be published five days after notification to publish them has been sent to DIISRTE, or where approval by the Minister is required, five days after approval has been received unless DIISRTE advise otherwise.

Timeline for APCAC approval of New Units and Major Variations to Units

Proposal Type	First Offering	SAC	CQC	APCAC
New Unit	All sessions (1H, Autumn, Q1, Q2, T1. 2H, Spring, Q3, Q4, T2, T3)	January (preceding year)	February (preceding year)	March (preceding year)

Timeline for CQC approval of Major Variations to Units

Proposal Type	First Offering	SAC	CQC	APCAC
New Unit Version	First half of year (1H, Autumn, Q1, Q2, T1)	June (preceding year)	July (preceding year)	August (preceding year)
	Second half of year (2H, Spring, Q3, Q4, T2, T3)	November (preceding year)	December (preceding year)	February (same year)
Update Unit Version	1H, Q1	Oct (preceding year)	Nov (preceding year)	Dec (preceding year)
	Autumn, T1	Nov (preceding year)	Dec (preceding year)	Jan (same year)
	Q2	Jan (same year)	Feb (same year)	March (same year)
	T2	March (same year)	April (same year)	May (same year)
	Spring, 2H, Q3	April (same year)	May (same year)	June (same year)
	Q4	June (same year)	July (same year)	August (same year)
	T3	July (same year)	August (same year)	Sept (same year)

Timeline for SAC approval of Minor Variations to Units

Proposal Type and Type of Change	First Offering	SAC
New Unit Version <ul style="list-style-type: none"> Assumed knowledge Special requirements Work experience in Industry 	First half of year (1H, Autumn, Q1, Q2, T1)	June (preceding year)
	Second half of year (2H, Spring, Q3, Q4, T2, T3)	November (preceding year)
Update Unit Version <ul style="list-style-type: none"> Update of arrangements for currently enrolled students (new unit) Community Engagement Editorial changes to: <ul style="list-style-type: none"> Handbook summary Unit content Unit Learning outcomes Assessment 	1H, Q1	October (preceding year)
	Autumn, T1	November (preceding year)
	Q2	January (same year)
	T2	March (same year)
	Spring, 2H, Q3	April (same year)
	Q4	June (same year)
T3	July (same year)	