

## UNIT APPROVAL AUTHORITIES AND DELEGATIONS

This document outlines the approval of variations to existing Units, previously accredited by the University. The approval for accreditation of New Units is held by the Academic Planning and Course Approvals Committee (APCAC).

### Approval key:

|              |  |
|--------------|--|
| <b>APCAC</b> | Academic Planning & Course Approvals Committee |
| <b>CDM</b>   | Course Data Management Team                    |
| <b>DAP</b>   | Director of Academic Program                   |
| <b>Dean</b>  | Dean of School – notification to SAC           |
| <b>SAC</b>   | School Academic Committee                      |
| <b>UC</b>    | Unit Coordinator                               |

### Impact key:

|           |   |           |  |
|-----------|---|-----------|--|
| <b>A</b>  | Consultation with all relevant Directors of Academic Programs to ensure changes are reflected in all courses or unit sets impacted by the change. | <b>Li</b> | Library  |
| <b>B</b>  | The Coop Bookshop   | <b>P</b>  | Publication – change affects one or more publication, e.g. online handbook, Area of Study Guide  |
| <b>G</b>  | Government reporting requirement  | <b>S</b>  | School budget/resource impact  |
| <b>Le</b> | Legal implications (contracts with partners etc)  | <b>SA</b> | Student Administration, including Timetabling, Enrolments, Admissions, Course Data Management, Assessment & Graduation, Fees & Student Finance |
| <b>LG</b> | Learning Guide  | <b>UO</b> | Unit Outline (letter in brackets indicates relevant item in Unit Outline & Learning Guides Policy)   |

### Coding key:

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

**New Unit code**

**New Unit version**

**No change to Unit code or version**

| Form Question   | Description   | Responsible for final approval                           | Impact of change to this item |
|---|---|--|-------------------------------|
| D1.2, D1.3, D1.4, D1.6, D1.7, D2.13b, D2.15, D3.1a, D3.3, D3.5, D3.6b, D3.6c, D2.17 | 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 Unit  | SAC [CDM to monitor for unit name duplications]          | P, G, UO(a)                   |
| D1.5  | Session for implementation  | Dean or nominee (with Timetabling endorsement)           | A, B, P, SA                   |
| D1.6  | Responsible School  | Deans <sup>1</sup>                                       | S, P                          |
| D1.8  | Discipline code:<br>a. New unit or change affects band<br>b. Change (within same band)  | a, b. APCAC [with Dean endorsement]                      | A, G, P                       |
| D1.9  | Handbook summary (must reflect unit content):<br>a. Changes resulting from changes to unit content<br>b. Editorial changes<br>c. Corrections (e.g. typos, grammar)  | a. Dean or nominee<br>b. Dean or nominee<br>c. CDM       | P, UO(d)                      |
| D2.1  | Unit level<br>a. Change from one course type to another, e.g. UG to PG<br>b. Change from one UG level to another resulting in change to unit set completion rules<br>c. Change from one UG level to another with no change to unit set completion rules | a. APCAC<br>b. SAC<br>c. SAC                             | A, P, UO(i)                   |
| D2.2  | Credit point value  | APCAC <sup>2</sup>                                       | A, G, P, UO(e)                |
| D2.3  | Unit content  | SAC  | P, UO(n)                      |
| D2.4  | Unit Learning Outcomes  | SAC  | P, UO(m)                      |
| D2.5  | Assessment  | SAC [with Manager, Assessment & Graduation endorsement]  | P, UO(p, k), SA               |
| D2.6  | Assumed knowledge   | SAC  | P, UO(j)                      |
| D2.7  | Pre-requisite unit  | SAC [with CDM endorsement]                               | P, UO(f)                      |
| D2.8  | Co-requisite unit   | SAC [with CDM endorsement]                               | P, UO(g)                      |
| D2.9  | Equivalent units  | SAC [with CDM endorsement]                               | P                             |
| D2.10   | Incompatible units  | SAC [with CDM endorsement]                               | P, UO(h)                      |
| D2.11   | Enrolment restrictions  | SAC [with CDM endorsement]                               | P, UO(l)                      |
| D2.12   | Special requirements<br>a. Legislative requirements<br>b. Essential equipment   | a. SAC [with Manager, Enrolments endorsement]<br>b. Dean | Le, LG, P, SA, UO(t)          |
| D2.13   | Online Learning Requirements  | Dean   | LG, P, UO(s)                  |
| D2.14a, c, d  | Work Integrated Learning<br>a. WIL component  | SAC  | a. P, S, LG                   |

<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 Commonwealth Department of Education; therefore if teaching responsibility changes, a new version is required.

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

| Form Question | Description   | Responsible for final approval                         | Impact of change to this item        |
|---------------|---|--|--------------------------------------|
|               | c. Placement<br>d. <b>Work Experience in Industry</b>   |  | c. P, S, LG<br>d. P, G <sup>3</sup>  |
| <b>D2.16</b>  | Impact on existing professional accreditation   | SAC [with Dean endorsement]                            | P                                    |
| <b>D3.1b</b>  | Transition arrangements for currently enrolled students                                       | SAC  | A, B, P                              |
| <b>D3.2</b>   | Unit Offering (e.g. addition of a campus)   | Dean <sup>4</sup> [with Timetabling endorsement]       | B, G, Li <sup>5</sup> , P, SA, UO(c) |
| <b>D3.4</b>   | Prescribed Unit textbook  | Dean, or nominee [in consultation with the Library]    | B, Li, UO(q)                         |
| <b>D3.6a</b>  | Agreements with other organisations including use of facilities or resources                  | Office of University Secretariat and Legal Counsel     | Lr, P                                |
| <b>D3.7</b>   | Unit coordinator  | Dean, or nominee (including DAP)                       | P, UO(b)                             |
| <b>D3.8</b>   | Schools responsible for teaching the Unit<br>a. <b>Teaching responsibility</b><br>b. Staffing | a. Deans <sup>1</sup><br>b. Dean(s) <sup>1</sup> above | P, LG, 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  |
|---|---|
| 1.1 <b>Name and code of proposed Unit</b><br>2.1 <b>b. Change from one UG level to another resulting in change to unit set completion rules</b><br>c. <b>Change to unit level from one UG level to another</b><br>2.3 Unit content<br>2.4 Unit Learning Outcomes<br>2.5 Assessment [ <i>with Assessment &amp; Graduation Manager endorsement</i> ]<br>2.6 <b>Assumed knowledge</b><br>2.7 <b>Pre-requisite unit [<i>with CDM endorsement</i>]</b><br>2.8 <b>Co-requisite unit [<i>with CDM endorsement</i>]</b><br>2.9 <b>Equivalent units [<i>with CDM endorsement</i>]</b><br>2.10 <b>Incompatible units [<i>with CDM endorsement</i>]</b><br>2.11 <b>Enrolment restrictions [<i>with CDM endorsement</i>]</b><br>2.12a <b>Special requirements – Legislative requirements [<i>with Manager, Enrolments endorsement</i>]</b><br>2.14a Work Integrated Learning<br>2.14c Placement<br>2.14d <b>Work Experience in Industry</b><br>2.16 Professional accreditation [ <i>with Dean endorsement</i> ]<br>3.1b Transition arrangements for currently enrolled students | 1.4 Session for implementation [ <i>with Timetabling endorsement</i> ]<br>1.5 <b>Responsible School</b><br>1.8 Handbook Summary (or Dean's nominee)<br>2.12b Essential Equipment<br>2.13 Online Learning Requirements<br>3.2 Unit offerings, including timetabling requirements<br>3.4 Prescribed Textbook <sup>6</sup><br>3.7 Unit coordinator (or Dean's nominee)<br>3.8 Schools responsible for teaching the Unit <sup>7</sup> (Teaching responsibility, Staffing) |

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

<sup>4</sup> Subject to advice from Timetabling that the change can be accommodated and that the unit is a core requirement for at least one course already approved for offer on the nominated campus.

<sup>5</sup> The Library must be consulted if unit is to be offered on an additional campus.

<sup>6</sup> Variations to Library Resources – Essential Readings (does not include Prescribed Text Book) are approved by the Unit Coordinator.

<sup>7</sup> Deans of all relevant schools approve change(s).