

Curriculum Approval, Monitoring, Review and Improvement Procedures

Schedule B – Curriculum Approvals Details (2016)

Course

Approval type:	Endorsed by:	Approved by:	Form:	Deadline:
New Course	Dean/CCMC & DVC	VCAC	P1 – New Course Concept Proposal	15-Apr-16 QTAC Guide – 1-Nov-15
	Dean & DVC & DVC(DSR)	VCAC	B1 – Business Case	21-Apr-16 QTAC Guide – 10-Jan-16
	VCAC & DVC/DBoS	AB	P2 – New Course Full Proposal	
Amendment – Significant <i>Changes to:</i> <ul style="list-style-type: none"> category type/AQF level Field of Education (FOE) credit value/volume of learning/ expected EFTSL to complete the course honours type (end-on, embedded or maybe honours) <i>Significant changes to:</i> <ul style="list-style-type: none"> learning outcomes course structure e.g. removal of, or change of credit value of all majors in a course 	DVC/DBoS	AB	P2 – New Course Full Proposal	19-May-16 QTAC Guide – 10-Jan-16
Amendment (1 of 3) <i>Changes to:</i> <ul style="list-style-type: none"> title/s, award details, majors on testamur exit only admission requirements candidature, maximum leave of absence campus list of majors 	DVC/DBoS	CAB	M1 – Amendment (Course, Major or Minor)	19-May-16 QTAC Guide – 10-Jan-16
Amendment (2 of 3) <i>Changes to:</i> <ul style="list-style-type: none"> division owning org code, college org code structure of a course e.g. core subjects, ratio of core to optional subjects, credit points taken at any year level (UG), majors or minors within a course advanced standing award details 				19-May-16
Amendment (3 of 3) <i>Changes to:</i> <ul style="list-style-type: none"> course description (for AHEGS) inherent requirements course learning outcomes course articulation progression rules mandatory professional placement professional accreditation status/requirements calculation method for Honours grade 				21-Jul-16
Amendment – Administrative <i>Changes to:</i> <ul style="list-style-type: none"> structure – optional subjects not in lists typographical errors in Handbook 	n/a	DAQS	M1 – Amendment (Course, Major or Minor)	as required

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Course availability

Approval type:	Endorsed by:	Approved by:	Form:	Deadline:
Availability <ul style="list-style-type: none"> • new • delete • not offer Changes to: <ul style="list-style-type: none"> • campus, study period or attendance/delivery mode (internal/external/limited/placement) 	Dean/CCMC	DVC/DBoS	M1 – Amendment (Course, Major or Minor)	19-May-16 QTAC Guide – 10-Jan-16
Availability (Amend) – Administrative (1 of 2) Changes to: <ul style="list-style-type: none"> • load category (full time/part time) • fee type (eg commonwealth supported, international fee paying) • QTAC information (undergraduate) 	n/a	DAQS	M1 – Amendment (Course, Major or Minor)	19-May-16
Availability (Amend) – Administrative (2 of 2) Changes to: <ul style="list-style-type: none"> • self-management flags • CRICOS code 				
Discontinue	DVC/DBoS	CAB	G1 – Discontinuation (Course, Major or Minor)	19-May-16
Suspend			G2 – Suspension (Course, Major or Minor)	QTAC Guide – 10-Jan-16

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Major or minor & availability

Approval type:	Endorsed by:	Approved by:	Form:	Deadline:
New	DVC/DBoS	CAB	P3 – New Major or Minor Proposal	<u>MAJORS:</u> 19-May-16
Amendment – Significant <i>Changes to:</i> <ul style="list-style-type: none"> • credit value • Field of Education (FOE) 				QTAC Guide – 10-Jan-16 <u>MINORS:</u> 19-May-16
Amendment <i>Changes to:</i> <ul style="list-style-type: none"> • titles • structure e.g. core subjects 	DVC/DBoS	CAB (Major) Dean/CCMC (Minor)	M1 – Amendment (Course, Major or Minor)	19-May-16 QTAC Guide – 10-Jan-16
Amendment – Administrative <i>Changes to:</i> <ul style="list-style-type: none"> • structure eg optional subjects not in lists, change of subject title • typographical errors in Handbook 	n/a	DAQS		as required
Availability <ul style="list-style-type: none"> • new • delete • not offer <i>Changes to:</i> campus, study period or attendance/delivery mode (internal/external/limited/placement)	Dean/CCMC	DVC/DBoS		19-May-16 QTAC Guide – 10-Jan-16
Discontinue	DVC/DBoS	CAB	G1 – Discontinuation (Course, Major or Minor)	19-May-16
Suspend			G2 – Suspension (Course, Major or Minor)	QTAC Guide – 10-Jan-16

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Subject & availability

Approval type:	Endorsed by:	Approved by:	Form:	Deadline:
New	DVC/DBoS	CAB	P4 – New Subject Proposal	19-May-16
New Independent Studies Subject	n/a	DAQS	P5 – New Independent Studies Subject	as required
Amendment – Significant <i>Changes to:</i> <ul style="list-style-type: none"> • credit points • subject title • result type <i>Significant changes to:</i> <ul style="list-style-type: none"> • learning outcomes • FOE code/student contribution band/subject description • work experience in industry category 	DVC/DBoS	CAB	P4 – New Subject Proposal	19-May-16
Amendment (1 of 2) <i>Changes to:</i> <ul style="list-style-type: none"> • pre-requisites/co-requisites/anti-requisites • allowed/not allowed course codes • college responsible for admin (owning org unit)* <small>* Must not be changed after census date of first availability</small>	n/a	Dean/CCMC	M2 – Amendment (Subject)	19-May-16
Amendment (1 of 2) <i>Changes to:</i> <ul style="list-style-type: none"> • EFTSL distribution for teaching* <small>* Must not be changed after census date of first availability</small>				21-Jul-16
Amendment – Administrative <i>Changes to:</i> <ul style="list-style-type: none"> • subject description (editorial) • subject learning outcomes (editorial) • assumed knowledge 	n/a	DAQS or Dean/CCMC	M2 – Amendment (Subject)	as required
Availability <ul style="list-style-type: none"> • new • delete • not offer <i>Changes to:</i> <ul style="list-style-type: none"> • campus, study period or attendance/delivery mode (internal/external/limited/placement) 	Dean/CCMC	DVC/DBoS	M2 – Amendment (Subject)	19-May-16
Availability (Amend) – Administrative (1 of 3) <i>Changes to:</i> <ul style="list-style-type: none"> • tuition patterns, frequency of offer • face-to-face dates • override dates (early start dates / late end dates) • quota 	n/a	DAQS or Dean	M2 – Amendment (Subject)	19-May-16
Availability (Amend) – Administrative (2 of 3) <i>Changes to:</i> <ul style="list-style-type: none"> • self-management flags • study mode, load category • assessment 				21-Jul-16
Availability (Amend) – Administrative (3 of 3) <i>Changes to:</i> <ul style="list-style-type: none"> • coordinator, lecturers 				as required
Discontinue	Dean/CCMC & DVC/DBoS	CAB	G3 – Discontinuation (Subject)	19-May-16

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Bulk amendments

Approval type:	Endorsed by:	Approved by:	Deadline:	Form:
Amendment – Bulk	Endorsement, approval and deadlines for bulk amendments is the same as for standard approval types			M3 – Bulk Amendment

Discipline

Approval type:	Endorsed by:	Approved by:	Form:
New	DAQS & DVC/DBoS & VCAC & AB	Council	P6 – New Discipline Proposal