

Curriculum Approval, Monitoring, Review and Improvement Procedures



Schedule B – Curriculum Approvals Details

Course (Award and Non-Award)

Amendment type:	Endorsed by:	Approved by:	Form:
New Course	Dean & DVC & VCAC	VC	P1 – New Course Concept Proposal
	Dean & DVC & DVC (DSR) & VCAC	VC	B1 – Business Case
	Dean & DVC/DBoS	AB	P2 – New Course Full Proposal
Amendment – Group 1 <i>Changes to:</i> <ul style="list-style-type: none"> category type/AQF level credit value/volume of learning/ expected EFTSL to complete the course honours type (end-on, embedded or maybe honours) Division owning org code Course title Award details 	Dean & DVC/DBoS	AB	M1 – Amendment (Course, Major, Minor, Teaching Area)
Amendment - Group 2 <i>Changes to:</i> <ul style="list-style-type: none"> learning outcomes ¹ Field of Education (FOE) ¹ majors on testamur exit only admission requirements candidature, maximum leave of absence availabilities (add campus, change of campus, remove campus, discontinue, suspend, change study period) college org code course structure, e.g. core subjects, course option lines, ratio of core to optional subjects, credit points taken at any year level (UG), adding/removing majors or minors or Teaching Areas within a course; change of credit value of all majors or minors of Teaching Areas within a course advanced standing course description (for AHEGS) inherent requirements course articulation progression rules mandatory professional placement professional accreditation status/requirements calculation method for Honours grade 	Dean & DVC/DBoS	CAB	M1 – Amendment (Course, Major or Minor, Teaching Area)
Amendment – Group 3 <i>Changes to:</i> <ul style="list-style-type: none"> optional subjects load category (full-time/part-time) attendance/delivery mode (internal/external/limited) fee type (e.g. commonwealth-supported, international fee paying) QTAC information (undergraduate) self-management flags 	Dean	DAQS	M1 – Amendment (Course, Major or Minor, Teaching Area)

¹ Significant changes may warrant a new course/subject proposal, please consult with Curriculum Information Management

² Must not/ Cannot be changed after census date of first availability

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<p>Amendment –Group 4– processed by CIMS – no need for separate form or approval</p> <p><i>Changes to:</i></p> <ul style="list-style-type: none"> • <i>correct formatting and typographical errors</i> • <i>change of subject title following CSDB amendment</i> • <i>update QTAC and CRICOS information following a course approval</i> • <i>update Course Coordinator details as advised by CMOs</i> 	n/a	n/a	n/a
Discontinue	DVC/DBoS	CAB	D1 – Discontinuation (Course, Major or Minor, Teaching Area)
Suspend	DVC/DBoS	CAB	S1 – Suspension (Course, Major or Minor, Teaching Area)
Resurrect previously Discontinued Course	Dean & DVC/DBoS	AB	R3 – Course Resurrection

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Major/Teaching Area/Specialisation

Approval type:	Endorsed by:	Approved by:	Form:
New	DVC/DBoS	CAB	P3 – New Major or Minor or Teaching Area Proposal
Amendment - Group 1 <i>Changes to:</i> <ul style="list-style-type: none"> • credit value • title 			
Amendment - Group 2 <i>Changes to:</i> <ul style="list-style-type: none"> • structure e.g. core subjects, option lines, ratio of core to optional subjects, credit points taken at any year level • availabilities (add campus, change of campus, remove campus, discontinue, suspend, change study period) 	DVC/DBoS	CAB	M1 – Amendment (Course, Major or Minor, Teaching Area)
Amendment –Group 3 <i>Changes to:</i> <ul style="list-style-type: none"> • optional subjects • attendance/delivery mode (internal/external/limited) • QTAC information • Self-management flags 	Dean	DAQS	M1 – Amendment (Course, Major or Minor, Teaching Area)
Amendment – Group 4 - processed by CIMS – no need for separate form or approval <i>Changes to:</i> <ul style="list-style-type: none"> • correct formatting and typographical errors • Change of subject title following CSDB amendment 	n/a	n/a	n/a
Discontinue	DVC/DBoS	CAB	D1 – Discontinuation (Course, Major or Minor, Teaching Area)
Suspend	DVC/DBoS	CAB	S1 – Suspension (Course, Major or Minor, Teaching Area)

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Schedule B – Curriculum Approvals Details

Minor

Approval type:	Endorsed by:	Approved by:	Form:
New	Dean	DVC/DBoS	P3 – New Major or Minor or Teaching Area Proposal
Amendment - Group 1 <i>Changes to:</i> <ul style="list-style-type: none"> • credit value • title 			
Amendment - Group 2 <i>Changes to:</i> <ul style="list-style-type: none"> • structure e.g. core subjects, option lines, ratio of core to optional subjects, credit points taken at any year level • availabilities (add campus, change of campus, remove campus, discontinue, suspend, change study period) 	Dean	DVC/DBoS	M1 – Amendment (Course, Major or Minor, Teaching Area)
Amendment – Group 3 <i>Changes to:</i> <ul style="list-style-type: none"> • optional subjects • attendance/delivery mode (internal/external/limited) • QTAC information • self-management flags 	Dean	DAQS	M1 – Amendment (Course, Major or Minor, Teaching Area)
Amendment – Group 4 - processed by CIMS – no need for separate form or approval <i>Changes to:</i> <ul style="list-style-type: none"> • correct formatting and typographical errors • change of subject title following CSDB amendment 	n/a	n/a	n/a
Discontinue	Dean	DVC/DBoS	D1 – Discontinuation (Course, Major or Minor, Teaching Area)
Suspend	Dean	DVC/DBoS	S1 – Suspension (Course, Major or Minor, Teaching Area)

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Schedule B – Curriculum Approvals Details

Subject

* Subject amendments in Group 1, 2 and 3 will require approval of all appropriate College Deans

Approval type:	Endorsed by:	Approved by:	Form:
New			
Amendment - Group 1 * <i>Changes to:</i> <ul style="list-style-type: none"> category type credit points significant changes to subject description work experience in industry category 	Dean DVC/DBoS	CAB	P4 – New Subject Proposal
New Independent Studies Subject	Dean	DAQS	P5 – New Independent Studies Subject
Amendment - Group 2 * <i>Changes to:</i> <ul style="list-style-type: none"> subject title ¹ result type ¹ FOE code ¹ Availabilities (add campus, change of campus, remove campus, discontinue, not offer whole subject, not offer individual availabilities, 'hide' availability, change study period; change attendance or delivery mode) 	Dean	DVC/DBoS	CSDB amendment
Amendment - Group 3 * <i>Changes to:</i> <ul style="list-style-type: none"> learning outcomes ¹ assessment college responsible for admin (owning org unit) ² EFTSL distribution for teaching² tuition patterns, frequency of offer pre-requisites/co-requisites/anti-requisites allowed/not allowed course codes quota – Max and Min 	n/a	Dean	CSDB amendment
Amendment - Group 4 <i>Changes to:</i> <ul style="list-style-type: none"> Corrections to typographical errors Minor changes and corrections to subject description assumed knowledge face-to-face dates override dates (early start dates / late end dates) self-management flags study mode, load category 	n/a	Dean/ or DAQS	CSDB amendment
Amendment - Group 5 <i>Changes to:</i> <ul style="list-style-type: none"> coordinator, lecturers 	n/a	Academic Services Team Leader	TRDB amendment
Discontinue	Dean & DVC/DBoS	CAB	CSDB amendment

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Schedule B – Curriculum Approvals Details

Module

Approval type:	Endorsed by:	Approved by:	Form:
New			
Amendment - Group 1 <i>Changes to:</i> <ul style="list-style-type: none"> category type credit points significant changes to module description 	Dean DVC/DBoS	CAB	P4 – New Subject Proposal
Amendment - Group 2 <i>Changes to:</i> <ul style="list-style-type: none"> module title ¹ result type ¹ FOE code ¹ Availabilities (add campus, change of campus, remove campus, discontinue, not offer whole module, not offer individual availabilities, change study period; change attendance or delivery mode) 	Dean	DVC/DBoS	CSDB amendment
Amendment - Group 3 <i>Changes to:</i> <ul style="list-style-type: none"> learning outcomes ¹ pre-requisites/co-requisites/anti-requisites assessment college responsible for admin (owning org unit) ² EFTSL distribution for teaching² allowed/not allowed course/program codes tuition patterns, frequency of offer quota – Max and Min 	n/a	Dean	CSDB amendment
Amendment - Group 4 <i>Changes to:</i> <ul style="list-style-type: none"> Corrections to typographical errors Minor changes and corrections to module description assumed knowledge face-to-face dates override dates (early start dates / late end dates) self-management flags study mode, load category 	n/a	Dean/ or DAQS	CSDB amendment
Amendment - Group 5 <i>Changes to:</i> <ul style="list-style-type: none"> coordinator, lecturers 	n/a	Academic Services Team Leader	TRDB amendment
Discontinue	Dean & DVC/DBoS	CAB	CSDB amendment

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Schedule B – Curriculum Approvals Details

Bulk amendments

Approval type:	Endorsed by:	Approved by:	Deadline:	Form:
Amendment – Bulk (course/major/minor/teaching area amendments)	Endorsement, approval and deadlines for bulk amendments is the same as for standard approval types			X1 – Bulk Amendment

Consequential amendments

Approval type:	Endorsed by:	Approved by:	Deadline:	Form:
Amendment – Consequential	Endorsement, approval and deadlines for consequential amendments are the same as for standard approval types			Consequential amendments must first be recorded on the document that requires the highest level of approval.

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