

# ACADEMIC PROGRAMS AND GOVERNANCE

## WHO APPROVES WHAT

### Deciding who approves particular types of course proposals

## Principles

The approvals required for accreditation, reaccreditation, amendment and disestablishment of courses and areas of study are determined using the principles outlined in the [Course and Units Policy](#) and the [Course Accreditation Procedures](#):

### Notes:

- Dean (or delegate) means Dean (or delegate) of the degree awarding faculty (unless otherwise specified).
- All proposals must be endorsed by the Dean (or delegate) before submission.
- All necessary endorsements from partner faculties and international campuses must be recorded in the curriculum management system (CourseLoop) before submission. Please refer to the [Endorsement guidelines for course managing faculties](#) for more information.

## Who approves which types of course proposals?

### New proposals, re-accreditation and disestablishment of courses and areas of study<sup>4</sup>

Type of proposal	Dean	DVCE <sup>1</sup>	EC	AB
Introduction of a new course; offering in a new location at which the area of study is not established; or new partnership		Business case <sup>1</sup>		X
Introduction of a new exit only award		Business case <sup>1</sup>		X
Introduction of a new double degree combination		Business case <sup>1</sup>		X
Introducing a new major, minor, extended major, specialisation or stand-alone minor <sup>2</sup>		Business case <sup>1</sup>		X
Re-accreditation of a course (with or without amendments)		Business case <sup>1</sup>		X
Extension of the current accreditation period		Business case <sup>1</sup>		X
Disestablishment of a course, exit only award and/or areas of study		X <sup>3,5</sup>		

### Amendments to courses<sup>4</sup>

Type of amendment	Dean	DVCE <sup>1</sup>	EC	AB
<b>Curriculum</b>				
Changes to course title and award title			X	

Type of amendment	Dean	DVCE <sup>1</sup>	EC	AB
Changes to course abbreviation / post nominal(s)	x			
Changes to the total number of credit points of a course			x	
Adding or removing entry options (96, 72, 48 cp) for a master's course			x	
Changes to maximum study duration of a course that are outside the standard stipulated in section 2.8 of the <a href="#">Course Design Procedure</a>			x	
Changes to course learning outcomes (non-editorial)			x	
Changes to course learning outcomes (editorial)	x			
Changes to the learning outcomes of a minor, major or extended major	x			
<b>Course requirements:</b>				
Addition of units within a course, major, minor or specialisation	x <sup>8</sup>			
Removal of units from a course, major, minor, honours research area or specialisation	x			
Changes to course requirements (required/elective) and/or the course structure that require course learning outcomes to be re-mapped			x	
Changes to the recommended sequencing of units, i.e. the order in which students are recommended to complete units	x			
Introduction of zero credit point requirements e.g. fieldwork, clinical placement or other practical work component			x	
Changes to the length or year level of zero credit point requirements e.g. fieldwork, clinical placement or other practical work component	x			
Special requirements with respect to a double degree			x	
Changes to course requirements, not listed elsewhere	x			
<b>Areas of study (e.g. majors, minors, specialisations...)</b>				
Adding a minor where a major or extended major of the same name already exists	x			
Adding an existing minor, major, extended major or specialisation to an existing course <sup>4,7</sup>		Business case <sup>1</sup>	x	
Adding an existing specialisation to an existing double degree combination			x	
Removing a stand-alone minor, minor, major, extended major, specialisation or honours research area from a course or a double degree combination <sup>3</sup>			x	
Removing a minor that has a major that is continuing <sup>3</sup>	x			
Disestablishment of a stand-alone minor, minor, major, extended major, specialisation or honours research area <sup>3</sup>		x		
Changing the name of a stand-alone minor, minor, major, extended major, specialisation or honours research area			x	
<b>Units</b>				
Changes to units which do not affect the overall course requirements (e.g. code, level, title, content, unit learning	x			

Type of amendment	Dean	DVCE <sup>1</sup>	EC	AB
outcomes, assessment, pre-requisites, co-requisites, timing, frequency, duration)				
Disestablishment of units		X		
<b>Admission</b>				
Changes to eligibility requirements for admission	X			
Changes to course specific English language requirements	X			
Special admission requirements with respect to a double degree course		Business case <sup>1</sup>	X	
<b>Awards</b>				
Changes to award title			X	
Addition of an exit award (whether it is a new or existing award) to an existing course			X	
Removal of an exit award <sup>3</sup>			X	
Change an entry award to an exit only award		X		
Changes to the requirements for an exit award (same as 'Course requirements' under Curriculum above)	-		-	
Offering an existing exit only award as an entry option		Business case <sup>1</sup>		X
Changes to AHEGS (Award Statement, Course Features, Pathways to Further Study or Course Accreditation statements)	X		X	
<b>Locations and offerings</b>				
New offering of an existing course, major or specialisation at an Australian teaching location where the field of study is not currently established at that location.		Business case <sup>1</sup>		X
Addition of an overseas teaching location to an existing course		Business case <sup>1</sup>		X
Addition of wholly online offering		Business case <sup>1</sup>		X
Removal of wholly online offering <sup>3</sup>		X		
Removal of a course, major or specialisation from a teaching location <sup>3</sup>		X		
Changes to semester offerings, FT/PT/accelerated modes, overload requirements	X			
Change delivery modes not otherwise listed		X		
Temporary pause of offering of a course (including locations, majors, minors, extended majors, specialisations or honours research areas)		X		
<b>Professional accreditation</b>				
Applications for recognition by professional bodies	X			
<b>Pathways<sup>6</sup></b>				
New formal pathway agreement	X			
Changes to formal pathway agreement (transfer requirement, credit arrangements)	X			
Removal of formal pathway agreement	X			

Type of amendment	Dean	DVCE <sup>1</sup>	EC	AB
Introduction of a micro-credential pathway for a postgraduate course	x			
<b>Third party arrangements<sup>6</sup></b>				
Introduction of new third party arrangement or cross-institutional venture (domestic, international)		Business case <sup>1</sup>		x
Termination of existing third party arrangement or cross-institutional venture (domestic, international)		Business case <sup>1</sup>		x
<b>Other</b>				
Change of course code for administrative purposes		x		
<b>Exemptions from the requirements set up in Education Policies and Procedures<sup>9</sup> that affect a course</b>				
Exemption from policy <sup>10</sup>				x
Exemption from procedures <sup>10</sup>			x	

<sup>1</sup> A business case is required and endorsed by the Deputy Vice-Chancellor (Education).

<sup>2</sup> Addition of a new field of study (major, minor, extended major or specialisation) or award entry option follows the process for accreditation of a new course.

<sup>3</sup> Removing a major, minor, specialisation or location is regarded as a course amendment but teach-out guidelines apply.

<sup>4</sup> [Endorsement guidelines for course managing faculties](#) may apply.

<sup>5</sup> Deputy Vice-Chancellor (Education) in consultation with the Dean of the managing faculty.

<sup>6</sup> Consultation and endorsement with Global Engagement Office is required for international agreements.

<sup>7</sup> Course Design Procedure principles apply.

<sup>8</sup> Mapping to Course Learning Outcomes is required except for elective units.

<sup>9</sup> [Policy bank – Education](#)

<sup>10</sup>When an exemption request is part of a course proposal, the request should be included in the executive summary of CourseLoop as a recommendation for approval. For more information please refer to [exemptions to education policies and procedures](#) page