

ACADEMIC PROGRAMS AND GOVERNANCE

ENDORSEMENT GUIDELINES

Endorsement guidelines for course managing faculties

For	Type	For	Send task to
Double degrees	Endorsement task in Courseloop	All changes, excluding editorial, that affect partner double degrees	ADE - partner faculty
Courses offered at an international location	Endorsement task in Courseloop	All changes, excluding editorial, to courses offered at an international location	PVC Malaysia or Indonesia
Courses with cross listed units or cross listed areas of study	Endorsement task in Courseloop	All cross listed units / areas of study being introduced for the first time in a course	ADE - partner faculty
	Information task in Courseloop	During annual update (only) - seek confirmation from partner faculty that all cross listed units / areas of study owned by partner faculty are still accurate and relevant	Professional staff
Course Reaccreditation	Endorsement task in Courseloop	All double degree partner faculties, courses offered at an international location and courses with cross-listed units / areas of study owned by partner faculties	ADE - partner faculty PVC Malaysia or Indonesia if the course is offered at any of these locations
Course disestablishment	Endorsement task in Courseloop	All double degree partner faculties and courses offered at an international location	ADE - partner faculty PVC Malaysia or Indonesia if the course is offered at any of these locations
New course	Endorsement task in Courseloop	All double degree partner faculties, courses offered at an international location and cross-listed units owned by other faculties	ADE - partner faculty PVC Malaysia or Indonesia if the course is offered at any of these locations