

# Program Accreditation and Course Approval - Procedures

## 1. Purpose

1.1 These procedures detail the steps for accreditation and approval of:

- (a) a new program (including new, changes to, courses and study components);
- (b) a program change (including new, changes to, and discontinuation of, courses and study components);
- (c) annual course changes;
- (d) a program discontinuation; and
- (e) a program suspension.

## 2. Scope and application

2.1 These procedures inform the business processes for accreditation and approval of curriculum and must be read in conjunction with the Coursework Curriculum – Academic Policy and Coursework Curriculum - Procedures.

2.2 Where these procedures state “program/s” it refers to both “program/s and non-award enabling program/s” and where these procedures state “course/s” it refers to both “course/s and non-award bridging course/s”.

2.3 These procedures do not apply to higher degrees by research.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

Course is a discrete element of a program, normally undertaken over a single teaching session, in which the student enrolls, and on completion of which the student is awarded a grade.

Non-award enabling program is offered by the University for which no Higher Education Award is conferred upon successful completion and is a non-AQF qualification (Refer Schedule 1—Dictionary, Higher Education Support Act, 2003).

Non-award bridging course is non-award and not recognised as providing credit towards a Higher Education Award.

Program is a set of coherently scoped, sequenced and structured studies or courses undertaken by the student in order to meet the requirements for award of a qualification, including a program of study with a major research component.

Transition plan is an arrangement that allows students to move without disadvantage to the new structure of their current program in a program change, or transfer to an alternative program in a program discontinuation.

Teach-out plan is an arrangement that provides a reasonable opportunity for students to complete a discontinued program without disadvantage.

CIR is the University's Curriculum Information Repository

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APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

DESIGNATED OFFICER

Director, Centre for Support and  
Advancement of Learning and Teaching

FIRST APPROVED

3 September 2019

LAST AMENDED

8 May 2023

REVIEW DATE

6 March 2028

STATUS

Active

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## 5. Approval timeline, authorities and documents

### 5.1 Timelines

5.1.1 Curriculum approval submission timelines will align with cyclical curriculum monitoring, evaluation and improvement activities. These inform evidence-based continuous improvement of the University's programs and courses.

5.1.2 All curriculum approval submissions must have been appropriately consulted, and consideration given to the merit and academic integrity, resource planning and other implications.

5.1.3 The following approval deadlines apply:

PROGRAM AND COURSES	APPROVAL DATE
New program (including courses and study components)	Approved by 30 November, two academic years prior to implementation. (See 5.2 for expedited pathways)
Program changes (including new and discontinued courses, and new, changed and discontinued study components)	
Suspension of an existing program	
Discontinuation of an existing program	
Final approval of a new course already approved as a Course Synopsis	Approved by 31 July, for delivery the following academic year - Study Period 1 and 2 offerings. (See 5.2 for expedited pathways)
Course changes	

5.1.4 Approval timelines for course and program submissions, which meet the approval deadlines identified in 5.1.3 will be published in MyUniSC annually.

## 5.2 Expedited pathway

5.2.1 In exceptional circumstances, approval to expedite the accreditation/approval of a program can be given by the Deputy Vice-Chancellor (Academic).

5.2.2 An expedited option allows for the Chairperson of Academic Board or the Chairperson of the Program and Course Committee (PACC), to act on behalf of the relevant committee in considering a proposal for program accreditation or program change. The Chairperson may consult with members of the committee before making a decision on an expedited proposal.

5.2.3 An application to expedite is made by the Dean to the Deputy Vice-Chancellor (Academic). The written request outlines:

- (a) the reasons for requesting expedition;
- (b) the consultation process undertaken;
- (c) the consequences of the expedited process including impacts on students and organisational units; and
- (d) the anticipated accreditation/approval date.

5.2.4 The Chairperson of the relevant committee reports to the ensuing meeting of the committee on any actions taken on the committee's behalf.

## 5.3 Approval authorities

5.3.1 The approver of programs and courses varies according to the type of change being made as detailed in the table below.

5.3.2 As a program submission progresses to the final approver, courses and study components receive conditional approval subject to final approval of the program proposal.

APPROVAL AUTHORITY	TYPE OF CHANGE
NEW PROGRAM	
Academic Board	<ul style="list-style-type: none"> <li>• New program</li> </ul>
PROGRAM CHANGE (INCLUDING NEW, CHANGED AND DISCONTINUED COURSES AND STUDY COMPONENTS)	
Dean	<ul style="list-style-type: none"> <li>• AQF Mapping</li> <li>• Learning outcome mapping</li> <li>• Competency mapping</li> <li>• Curriculum design</li> <li>• Minor changes to:</li> <li>• Program abstract (in conjunction with Marketing)</li> </ul>

	<ul style="list-style-type: none"> <li>• Professional accreditation updates</li> <li>• AHEGS (for minor changes relating to a change approved by Dean or a correction)</li> <li>• Post admission requirements</li> <li>• Credit precedents and approved articulation agreements</li> <li>• Additional student costs</li> </ul>
PACC	<ul style="list-style-type: none"> <li>• Change to courses or study components:</li> <li>• creation of a new course to be owned by the program</li> <li>• addition or removal of required courses and study components</li> <li>• discontinuation of a course owned by the program</li> <li>• change to a course name</li> <li>• creation of or changes to study components owned by the program</li> <li>• addition or removal of exit and intermediate awards</li> <li>• Minor changes to the learning outcomes of the program</li> <li>• Minor alterations to the entry requirements (including English language requirements)</li> </ul>
Deputy Vice-Chancellor (Academic)	<ul style="list-style-type: none"> <li>• discontinuation of a study component (may also require Commonwealth Government approval)</li> <li>• addition or removal of a program offering at a location</li> <li>• change to the funding arrangement for an existing program</li> <li>• addition and removal of a program teaching period entry point</li> <li>• change to a program that has significant resource impact outside the proposing school or for the University</li> <li>• change of school ownership of course</li> </ul>
Academic Board	<ul style="list-style-type: none"> <li>• major re-visioning of the learning outcomes and any consequential structural changes</li> <li>• change to the award title (requires a new program code)</li> <li>• change to the total unit value and/or duration of a currently accredited program (requires a new program code)</li> <li>• significant alteration to the entry requirements</li> </ul>
ANNUAL COURSE CHANGES	
Dean	<p>Annual course changes which:</p> <ul style="list-style-type: none"> <li>• are being made within the published timelines,</li> <li>• do not impact student progression,</li> <li>• do not impact the student experience,</li> <li>• align with policy documents.</li> </ul>
PACC	<p>Annual course changes which:</p> <ul style="list-style-type: none"> <li>• are being made outside of the published timelines,</li> <li>• impact student progression,</li> <li>• impact the student experience,</li> <li>• do not align with policy documents.</li> </ul>
PROGRAM SUSPENSION	
Deputy Vice-Chancellor (Academic)	Suspension of a program
DISCONTINUATION OF A PROGRAM	
Deputy Vice-Chancellor (Academic)	Discontinuation of a program unless final approval is required from the Commonwealth Government

## 5.4 Documentation

5.4.1 Current document templates required for the curriculum processes in these Procedures together with step-by-step instructions for each process are detailed and accessed on the Program accreditation and course approval page in MyUniSC (staff login required).

## 6. New program accreditation

6.1 New program accreditation also includes a:

- (a) proposal to change an existing accredited program which would result in the assignment of a different Field of Education (FOE) code;
- (b) proposal to create a double degree, constructed from two existing accredited programs;
- (c) proposal to create a new Tertiary Preparation Pathway (TPP) program.

### 6.2 Business Case

Step 1: The program development team develops the business case for the proposed new program, detailing its contribution to the University's strategic direction, financial viability, and all resourcing requirements.

Step 2: The relevant Dean considers the business case and requests advice from the School Committee on the following:

- (a) the academic and financial merit of the proposed program and benefit to the School;
- (b) the required consultation and response to feedback: and
- (c) whether the proposed program meets the requirements of relevant policy documents.

Step 3: If endorsed, the Dean recommends to the Deputy Vice-Chancellor (Academic) that the program be considered for development.

Step 4: If the Deputy Vice-Chancellor (Academic) endorses the Business Case, it is referred to the Chief Financial Officer for consideration and comment.

Step 5: The Deputy Vice-Chancellor (Academic) refers the Business Case with the Chief Financial Officer's comments to the USC Executive for consideration.

Step 6: The USC Executive makes a recommendation to the Deputy Vice-Chancellor (Academic) who may approve the new program for development and if approved, determines its offering at the nominated locations.

### 6.3 Program development

6.3.1 The program development team designs the program following the steps provided in section 11 and in consultation with the external accrediting body where appropriate.

### 6.4 Approval to market a proposed program subject to final approval

6.4.1 Following consultation with the Director, Marketing and Engagement, the Dean can make a case to the Deputy Vice-Chancellor (Academic) to market a proposed new program prior to it being accredited by the University.

Step 1: The Dean completes the required documentation and submits it to the Deputy Vice-Chancellor (Academic) for consideration.

Step 2: The Deputy Vice-Chancellor (Academic) considers the potential risk and benefits to the University in advertising the program and advises the Dean the outcome of the request.

### 6.5 New program endorsement and accreditation

#### 6.5.1 Dean endorsement

Step 1: The School Committee provides advice to the Dean on the merit and quality of the proposed program and the documentation, including the consultation and response to feedback.

Step 2: The Dean considers the academic merit of the proposed program and advice of the School Committee, and may endorse the proposal.

Step 3: If endorsed, the documentation is submitted to the Program and Course Committee (PACC) for consideration.

#### 6.5.2 PACC program endorsement

Step 1: The Chairperson, PACC can determine that the quality of the accreditation documentation is unsatisfactory and delay the consideration of the proposal until the School resubmits, having addressed the Chairperson's concerns.

Step 2: The PACC considers the academic merit of the program and:

- (a) resolves to recommend to Academic Board that the proposed new program be accredited; or
- (b) resolves to recommend to Academic Board that the proposed new program be accredited, subject to matters being addressed and amendments being completed; or
- (c) makes such other resolutions as appropriate.

Step 3: If the resolution is to recommend accreditation, the PACC refers the accreditation documentation to the Academic Board for consideration.

Step 4: If the resolution is to recommend accreditation subject to amendments:

- (a) the School resubmits the amended accreditation documentation, together with a written response to the matters addressed, detailing the amendments completed with page references, to the PACC; and
- (b) the Chairperson, PACC reviews the amended documentation and if they are satisfied with the changes, refers the endorsed proposal to Academic Board for consideration.

#### 6.5.3 PACC course and study component approval

Step 1: The PACC considers the academic merit of proposed new courses and study components, and changes to courses and study components within the new program; and

- (a) resolves to approve; or
- (b) resolves to approve subject to amendments being made; or
- (c) makes such other resolutions as appropriate.

Step 2: If approval is recommended subject to amendments being made:

- (a) the School resubmits the amended accreditation documentation, together with a written response to the matters, including a statement detailing the change made, to the PACC; and
- (b) the Chairperson, PACC reviews the amended documentation and, if they are satisfied with the changes, approves the courses and study components subject to accreditation of the new program.

#### 6.5.4 Academic Board accreditation

Step 1: Academic Board considers the academic merit of the proposed program based on the accreditation documentation, and:

- (a) resolves to accredit the program subject to the standard conditions of accreditation as specified in the parent Policy, and any other conditions that the Academic Board may impose, confirming when the program will be offered for the first time; or
- (b) resolves to accredit the program subject to approval by the accrediting body; or
- (c) resolves to accredit the program subject to amendments being made; or
- (d) makes such other resolutions, for example, for the proposal to be revised and brought back to a future meeting of Academic Board.

Step 2: Where accreditation is subject to amendments being made:

- (a) the School resubmits the amended accreditation documentation, together with a written response to the matters addressed, detailing the amendments completed with page references, to the Academic Board; and
- (b) The Chairperson, Academic Board, reviews the amended documentation and, if they are satisfied with the changes, approves the proposal.

## 7. Program change

7.1 A program change includes:

- (a) adding a new course to be owned by the program;
- (b) changing a course owned by the program;
- (c) discontinuing a course owned by the program;
- (d) adding a new study component to be owned by the program;

- (e) adding or removing a study component;
- (f) changing a study component owned by the program; and
- (g) discontinuing a study component owned by the program.

7.2 Changes to a program that impact student progression require the submission of a:

- (a) revised recommended study sequence; and
- (b) transition plan that demonstrates how all students still completing the program will progress without disadvantage.

7.3 Discontinuation of a study component may require approval from the Commonwealth Government according to the funding agreement.

#### 7.4 Program development

7.4.1 The program development team redesigns the program following the steps provided in section 11 and in consultation with the external accrediting body where appropriate.

#### 7.5 Restrictions on program change

7.5.1 A program may only be changed once in a three-year period unless:

(a) The Dean requests approval from the Chairperson, PACC for a program change in response to:

- professional accreditation;
- curriculum evaluations and University program reviews;
- demand for a new topical study component; and
- changes in other programs.

(b) The Deputy Vice-Chancellor (Academic) requests changes to the University's curriculum.

#### 7.6 Program change endorsement and approval

##### 7.6.1 Dean approval

Step 1: The School Committee provides advice to the Dean on the merit and quality of the proposed changes and the documentation, including the consultation and response to feedback.

In the case of minor program changes listed in Section 5.3, the School Committee will ensure consultation has been undertaken with all relevant stakeholders and issues addressed.

Step 2: The Dean considers the academic merit of the proposed changes and advice of the School Committee and may:

- (a) approve the proposal; or
- (b) when unresolved issues remain in the case of minor program changes, the proposal may be endorsed by the Dean and progressed to the PACC for consideration and approval.

##### 7.6.2 Dean endorsement

###### 7.6.2.1 Endorsement for changes requiring Committee approval

Step 1: The School Committee provides advice to the Dean on the merit and quality of the proposed changes and the documentation.

Step 2: The Dean considers the academic merit of the proposed changes and advice of the School Committee and may endorse the proposal.

Step 3: If endorsed, the documentation is submitted to the PACC for consideration and either endorsement or approval.

###### 7.6.2.2 Endorsement for changes requiring Deputy Vice-Chancellor (Academic) approval only

Step 1: The Dean prepares a request for the change, providing the rationale and any relevant financial or student statistics to support the request.

In the case of a change of School course ownership, both relevant Deans prepare the request.

Step 2: The request is submitted to the Deputy Vice-Chancellor (Academic) for approval.

### 7.6.3 PACC approval or endorsement

Step 1: The PACC considers the academic merit of the proposed changes, giving particular consideration to associated discontinued courses and study components, and the accompanying transition plan and recommended study sequences, and:

- (a) resolves that the proposed program changes be approved or endorsed, according to the types of changes made, identifying when the changes will take effect; or
- (b) resolves to approve or endorse the proposed program changes, subject to matters being addressed and the amendments being completed; or
- (c) makes such other resolutions as appropriate.

Step 2: If the resolution is to recommend approval or endorsement subject to amendments:

- (a) the School resubmits the amended documentation, with a written response to the matters addressed, detailing the amendments made with page references;
- (b) the Chairperson of the PACC reviews the amended documentation and, if they are satisfied with the changes, approves or endorses.

Step 3: Endorsed changes are referred by PACC to the relevant decision maker for consideration and approval.

### 7.6.4 Academic Board accreditation

Step 1: Academic Board considers the academic merit of the change, and:

- (a) resolves to continue the accreditation of the program; or
- (b) resolves to continue the accreditation of the program subject to amendments being made; or
- (c) resolves to continue the accreditation of the program subject to approval by the accrediting body; or
- (d) makes such other resolutions as may be appropriate, for example, for the proposal to be revised and brought back to a future meeting of Academic Board.

Step 2: Where accreditation is subject to any amendments being made:

- (a) the School resubmits the amended documentation, with a written response to the matters addressed, detailing the amendments made with page references;
- (b) the Chairperson of the Academic Board reviews the amended documentation and, if they are satisfied with the changes, approves.

### 7.6.5 Deputy Vice-Chancellor (Academic) approval

Step 1: The Deputy Vice-Chancellor (Academic) considers and may approve the request.

In the case of final approval of the discontinuation of a study component, approval may be subject to approval by the Commonwealth Government.

## 8. Annual course change

8.1 Annual course change is informed by cyclical curriculum monitoring, evaluation and improvement activities.

### 8.2 Restrictions on course change

8.2.1 The following course changes cannot be made and require the creation of a new course within a program change to the owning program:

- (a) a change of course code;
- (b) a change that would result in the need for a different Field of Education to be assigned;
- (c) a change to the course level (refer to the Coursework Curriculum– Procedures); or
- (d) a change to the unit value.

### 8.3 Course development

8.3.1 The Course Coordinator redesigns the course following the steps provided in section 11.3.



## 8.4 Course change approval

### 8.4.1 School Committee endorsement

Step 1: The Course Coordinator makes the change in the CIR.

Step 2: The Course Coordinator and Program Coordinator provide revised Recommended Study Sequences for all locations when changes to requisites or offerings impact student progression.

Step 3: The Program Coordinator and/or Associate Dean, Learning and Teaching considers and may endorse the change.

Step 4: If endorsed, the School Committee considers the change and may:

- (a) endorse; or
- (b) endorse subject to amendments being made.

### 8.4.2 Dean approval and endorsement

8.4.2.1 If in this process the Dean or delegate is also the Course Coordinator, an alternative approver must be appointed.

Step 1: The Dean considers the change and may:

- (a) approve, where the proposed changes:
  - do not impact student progression;
  - do not impact the student experience; and
  - align with policy documents.
- (b) endorse, where the proposed changes:
  - impact student progression;
  - impact the student experience; or
  - do not align with policy documents.

Step 2: The documentation for approved courses is submitted to the PACC:

- (a) for noting, where approved by the Dean; or
- (b) for consideration and approval, where endorsed by the Dean.

### 8.4.3 PACC approval

Step 1: The Chairperson of PACC considers the change and may consult with the Pro Vice-Chancellor (Students) and may approve the change.

The Dean may request a course change outside of the annual course change approval dates by submitting a request to the Chairperson. This will include:

- a risk assessment of the proposed change and the impact on the student experience; and
- evidence of consultation with Student Services and Engagement and other relevant stakeholders.

## 9. Program suspension

9.1 Suspension of a program results in no intake of students to the program for a specified period. A suspension of intake is temporary and may lead to the discontinuation of the program.

### 9.2 Suspension of intake approval

#### 9.2.1 Dean

Step 1: The Dean completes the required documentation and consults with all identified parties.

Step 2: The Dean submits the documentation to the Deputy Vice-Chancellor (Academic) for consideration.

#### 9.2.2 Deputy Vice-Chancellor (Academic)

Step 1: The Deputy Vice-Chancellor (Academic) discusses any issues related to the proposed suspension of intake with the relevant parties.

Step 2: The Deputy Vice-Chancellor (Academic) considers and may approve the suspension of intake.

## 10. Program discontinuation

10.1 Discontinuation of a program results in:

- (a) no new intake of students into that program from a specified date;
- (b) no further advertising or marketing; and
- (c) the program being removed from the suite of programs available to students.

10.2 The program discontinuation approval process does not apply to a program being renamed as a program change approved by PACC.

10.3 Prior to commencing the discontinuation process, the School consults with Reporting and Analytics for advice on whether Commonwealth approval for the discontinuation is required, according to the Commonwealth funding agreement.

### 10.4 Program discontinuation approval

#### 10.4.1 Dean

Step 1: The Dean consults with all identified parties and completes the required documentation including:

- (a) a teach-out plan if no replacement program is offered; or
- (b) a transition plan and a teach-out plan with a two (2) year teach-out period if a transfer option to a replacement program is offered.

#### 10.4.2 Program and Course Committee

Step 1: PACC considers the proposal, with attention to the quality of the teach-out plan and transition plan if required, and may endorse the discontinuation of the program.

Step 2: If endorsed, the proposal is submitted to the Deputy Vice-Chancellor (Academic) for consideration.

#### 10.4.3 Deputy Vice-Chancellor (Academic)

Step 1: The Deputy Vice-Chancellor (Academic) considers and may approve the program discontinuation.

Step 2: The approval is conditional if Commonwealth Government approval according to the funding agreement is also required.

### 10.5 Teach out and transfer options

#### 10.5.1 The School may offer a:

- (a) teach-out of the program;
- (b) transfer option to a new or similar program; or
- (c) a combination of teach-out or transfer for different student cohorts based on completed courses.

10.5.2 All impacted students must be notified in writing within 15 business days of the approval to discontinue a program and given reasonable time to consider their options. This includes those on deferment, leave of absence and academic exclusion. Refer to the Admissions – Procedures and the Enrolments and Graduation – Procedures for the University's obligations.

#### 10.5.3 Teach-out

10.5.3.1 A teach-out requires the development of a teach-out plan and recommended study sequence for each relevant student entry cohort as detailed in the Discontinue or suspend a program instructions on MyUniSC.

10.5.3.2 Where the discipline is being discontinued with no option to transfer to a replacement program, the required length of the teach-out for all students is determined by doubling the duration of full-time study remaining for the students who commenced in the final intake.

*Example for a 3 year degree:*

Final intake is Semester 1, with discontinuation proposed for Semester 2 of the same year. In Semester 2, students in final intake cohort have 2 ½ years of study remaining, which is doubled = 5 year teach-out period.

10.5.3.3 Where the University is offering a transfer option to a replacement program, the teach-out period is fixed at two (2) years.

10.5.3.4 The teach-out plan will be continually available to students and reviewed annually by the School.

10.5.3.5 The length of the teach-out is not extended for individual students who seek leave of absence during the teach-out period.

10.5.3.6 Students who do not complete the program requirements within the teach-out period will be managed on a case-by-case basis. If the University cannot provide suitable options for completion at the end of the teach-out period, cross-institutional study will be required.

10.5.3.7 Schools may be required to bear the cost of maintaining professional accreditation for both the discontinued program and any replacement program during the teach-out period.

#### 10.5.4 Transfer

10.5.4.1 A transfer option requires the development of a transition plan and recommended study sequence for each transferred entry cohort. Refer to the Discontinue or suspend a program instructions on MyUniSC.

10.5.4.2 Credit transfer from the discontinued program to the replacement program must be clearly shown in the transition plan, identifying the courses in the replacement program being replaced by credited courses from the discontinued program.

10.5.4.3 A student offered a transfer has the option not to accept that transfer. If a student wishes to remain in their original program, they are required to indicate this in writing by the date provided in the offer to transfer.

10.5.4.4 A teach-out plan with a two (2) year teach-out period must also be developed for students who wish to remain in the original program.

10.5.4.5 The impact of any transfer arrangements on international students must be determined in consultation with the International Office.

## 11. Program and course design and quality assurance

### 11.1 Criteria for accreditation or approval

11.1.1 A program or course is designed in accordance with:

- (a) the policy documents and strategic directions of the University;
- (b) any standards for external recognition, registration for potential graduates or accreditation of the proposed program;
- (c) the requirements for the qualification level as identified in the Australian Qualifications Framework (AQF) and associated guidelines; and
- (d) the quality standards as set out in the Higher Education Standards Framework, regulated by the Tertiary Education Quality and Standards Agency (TEQSA).

11.1.2 The program or course aligns with the University's values, relevant procedures and best practice of design and learning and teaching.

### 11.2 Program design

11.2.1 The following design steps apply to the development of a:

- (a) new program
- (b) program change.

11.2.2 The program development team (in consultation with the external accrediting body where appropriate):

Step 1: Develops or redesigns the program consistent with the criteria for accreditation or approval listed above.

Step 2: If the redesign results in the discontinuation of a study component, the team consults with Reporting and Analytics for advice on whether Commonwealth approval for the discontinuation is required, according to the Commonwealth funding agreement.

Step 3: Seeks input from other sources with expertise relevant to the development of the program.

Step 4: Completes the data in the CIR and any required documentation for a:

- (a) new program
- (b) program change
- (c) new study component
- (d) study component change

(e) study component discontinuation

(f) new course

(g) course discontinuation

(h) course changes related to the program process are recorded within the required program documentation and the course data is changed and approved in the CIR during the next available annual course change period.

Step 5: Identifies new or changed technologies, and laboratory and off-campus requirements in consultation with the Information Technology and Technical Operations teams.

Step 6: Develops a transition plan for changes that impact student progression and develops or updates the recommended study sequence.

Step 7: Consults with all stakeholders including, but not limited to:

(a) Schools of the University, industry partners, potential employers, professional and registration bodies, and the relevant advisory committee; and

(b) service areas for whom there may be resource, legal or administrative implications.

Step 8: Follows the process for Dean consideration and for either endorsement or approval as per section 7 or 8.

### 11.2.3 Double and jointly conferred degree design

11.2.3.1 A new double degree using existing programs must ensure that the learning outcomes and requirements for each of the component awards are met.

11.2.3.2 When redesigning a component in a double degree, the learning outcomes and requirements for each of the component awards must be met in the revised structure. The School undertaking the change must consult with the other School involved in the double degree to ensure these requirements are met.

### 11.3 Course design

#### 11.3.1 The course development team:

Step 1: Develops or redesigns the course consistent with the criteria for accreditation or approval listed above.

Step 2: Seeks input from other sources with expertise relevant to the development of the course.

Step 3: Completes the data in the CIR and any other required documentation for a:

(a) new course

(b) discontinuation of a course

(c) annual course change

(d) course changes related to a program process are recorded within the required program documentation and the course data is changed and approved in the CIR during the next available annual course change period.

Step 4: Consults with all stakeholders including, but not limited to:

(a) Schools of the University, industry partners, potential employers, professional and registration bodies, and the relevant advisory committee; and

(b) service areas for whom there may be resource, legal or administrative implications.

Step 5: Identifies new or changed technologies, laboratory and off-campus requirements in consultation with the Information Technology and Technical Operations teams.

Step 6: Follows the process for Dean consideration and for either endorsement or approval as per section 7 or 8 or 9.

## 12. Post curriculum approval

### 12.1 Implementation

Step 1: All relevant stakeholders are made aware of the approval.

Step 2: All required actions for implementation are undertaken by the relevant administrative units.

## 12.2 Records management

Step 1: The approved documentation is filed in the relevant program file and registered in the University's records management system.

## 12.3 Reporting

Step 1: An annual summary report of all new programs accredited in a calendar year is submitted to the first meeting of Council the following year.

Step 2: An annual summary report of all program changes approved by the PACC in a calendar year is submitted to the first meeting of Academic Board the following year.

Step 3: A report of all program changes, suspensions and discontinuations, and study component discontinuations approved by the Deputy Vice-Chancellor (Academic), is noted at the next scheduled meeting of the Program and Course Committee.

# Appendix 1 – Roles and Responsibilities

## 1. Academic Board

- Approve specified curriculum submissions.

## 2. Program and Course Committee

- Approve or endorse specified curriculum submissions.

## 3. Deputy Vice-Chancellor (Academic).

- Approve specified curriculum submissions.

## 4. Dean

- Assure the quality of all curriculum proposals submitted by the School through accreditation processes.
- Provide advice and feedback to academic staff on the design and merit of curriculum submissions.
- Approve or endorse specified accreditation submissions.

## 5. Associate Dean, Learning and Teaching

- Provide advice and feedback to academic staff on the design and quality of accreditation submissions.

## 6. Discipline Lead

- Contribute to effective curriculum design and review, including through regular engagement with employers, industry and the professions.

## 7. Program Coordinator

- Prepare program accreditation submissions in consultation with relevant internal and external stakeholders to meet the required deadlines.
- Liaise with Course Coordinators to review the design, development, delivery and evaluation of the courses that constitute the program.
- Communicate with the relevant Discipline Lead, Dean and Associate Dean, Learning and Teaching about the program design and continuous improvement.

## 8. Course Coordinator

- Maintain and continually improve the course and course materials.
- Regularly review Course Learning Outcomes to ensure constructive alignment to Program Learning Outcomes, Graduate Qualities, and where applicable, professional competencies and external regulatory and accrediting bodies.
- Prepare and submit course accreditation changes within the required timelines.

## 9. Academic Support Unit, Accreditation and Curriculum

- Support Schools with program accreditation and course approval processes and documentation.
- Provide advice to School staff on accreditation activities including compliance, timelines, processes, and systems.
- Add approved documentation to the Records Management system as required under Section 12.2 of these Procedures.

## 10. Centre for Support and Advancement of Learning and Teaching

- Provide support and advice for the annual program and course quality assurance processes.
- Provide support and advice for curriculum design, delivery and program and course quality assurance processes.

#### 11. Curriculum Support Unit

- Provide support and advice for the CIR and facilitate the program accreditation and course approval process.

#### 12. Governance and Risk Management

- Advise all relevant stakeholders of approval outcomes as required in Section 12.1 of these Procedures.

Prepare and submit the reports required for committees as outlined in section 12.3 of these Procedures.

END

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#### RELATED DOCUMENTS

- Coursework Curriculum - Academic Policy
- Coursework Curriculum - Procedures
- Higher Degree by Research Program Accreditation - Academic Policy
- Higher Degree by Research Program Accreditation - Procedures
- Program Review - Procedures

#### LINKED DOCUMENTS

- Coursework Curriculum - Academic Policy

#### SUPERSEDED DOCUMENTS

- Program Accreditation - Procedures
- Program Changes - Procedures
- Program Discontinuation and Suspension of Intake - Procedures

#### RELATED LEGISLATION / STANDARDS

- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021 (Cth)