

Approval and Maintenance of Award Programs (Higher Education) Procedure

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Table of Contents

Purpose	1
Scope	1
Legislative Context	2
Definitions	2
Supporting Documents	2
Actions	2
1. Completing an Initial Program Proposal and Business Case Form for Submission to UPAC	3
2. Developing a New Program Proposal for Submission to Higher Education Curriculum Committee	4
3. Submitting for Consideration by Academic Board and Council	7
4. Adding a New or Modifying an Existing Course	8
5. Modifying an Existing Program	11
6. Rebadging an Existing Program	12
7. Discontinuing an Existing Program	13
8. Discontinuing a course	14
Responsibilities	15
Implementation	16
Promulgation	16
Records Management	16

Purpose

This procedure describes the processes used to approve the following for higher education programs and courses:

- New award programs
- Modifications to award programs
- Discontinue award programs
- New courses
- Modification to courses
- Discontinue courses

Scope

This procedure applies to the approval and maintenance of all higher education award programs that are newly created, to be modified or discontinued. This procedure also applies to all higher education courses which are newly created or to be modified or discontinued.

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Legislative Context

Federation University Australia 2010

Statutes and Regulations:

- [Statute 2.2 - Academic Board](#)
- [Statute 5.1 - Academic Awards and Courses](#)

Australian Qualifications Framework Second Edition January 2013

Definitions

TERM	DEFINITION
AB	Academic Board
HECC	Higher Education Curriculum Committee
CLIPP	Centre for Learning Innovation and Professional Practice
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CUP	Centre for University Partnerships
UPAC	University Program Approval Committee
Program	A program is a course of study/research leading to the granting of an official award or qualification of the University contained in Schedule 5.1 of the University's Legislation. A program contains subsidiary elements variously referred to as courses, competency units or modules
New Program	A program not currently listed on Schedule 5.1 of the University's Legislation
Statute 5.1 The Schedule	The Schedule, Statute 5.1, lists all sealed awards which can be awarded by the University. The Schedule is maintained by the Manager, Program Management and Compliance and includes all qualifications/courses included on the Scope

Supporting Documents

- Learning and Teaching Policy
- Learning Pathways Policy
- Policy Governance Policy
- Teaching in a Language Other Than English Policy
- Teaching and Assessing in a Language Other Than English Procedure
- Nomenclature of Sealed Awards Policy
- Standard Credit Points (Higher Education) Courses Policy
- Post-Nominals Procedure

Actions

The program approval and maintenance procedure for new award proposals consists of eight actions. Each action should be completed before proceeding to the next. Actions are as follows:

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Action 1 – Completing an Initial Program Proposal and Business Case Form for Submission to UPAC

Action 2 – Developing a Program Proposal for Submission to Curriculum Committee

Action 3 – Submitting for Consideration by Academic Board and Council

Action 4 – Creating a New or Modifying an Existing Course

Action 5 – Modifying an Existing Program

Action 6 – Rebadging an Existing Program

Action 7 - Discontinuing an Existing Program

Action 8 - Discontinuing an Existing Course

1. Completing an Initial Program Proposal and Business Case Form for Submission to UPAC

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Developing Initial Program Proposal	Dean of School	<ol style="list-style-type: none"> 1. Complete the Initial Program Proposal and Business Case Form (Refer Forms section below) and include: <ol style="list-style-type: none"> 2. Title of program, year of introduction and locations of offering 3. Brief description of the proposed program and its relationship to strategic priorities and partnerships 4. Overview/Rationale for the program, including demand for graduates and competition 5. Business case for the viability of the program including demand, expected enrolments, staffing required, resources and special requirements <p>NOTES:</p> <ul style="list-style-type: none"> - Maximum length for the IPP is 5 pages - Data and Reporting may assist with providing load and demand data for inclusion in the program proposal - Financial Services may assist with development of financial data

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	ACTIVITY	RESPONSIBILITY	STEPS
			6. Obtain completed impact statements from service areas of the University <ul style="list-style-type: none"> • ITS • Library Services • CUP • CLIPP • Facilities Services • Faculties/Centres • Student Connect • Registrar's Directorate
B.	Submitting the IPP for approval	Dean	1. Approve the IPP 2. Submit to UPAC for consideration
C.	Approving the IPP	UPAC	1. Consider the IPP 2. Approve or reject the IPP 3. If approved request School to develop a full Program Proposal for Higher Education Curriculum Committee 4. If the IPP is not approved, the School will be advised accordingly including reasons

2. Developing a New Program Proposal for Submission to Higher Education Curriculum Committee

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Developing a Program Proposal	School	1. If the IPP is approved by UPAC, complete the Curriculum Approval Form: Higher Education and include: <ul style="list-style-type: none"> • Program title, program code and post-nominal (as per the Post-Nominals Procedure), program aims, program learning outcomes, modes of offering, admission requirements, availability to international students, professional accreditation requirements, practicum/ workplace learning • The academic rationale for the program and learning outcomes that meet the

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ACTIVITY	RESPONSIBILITY	STEPS
		<p>Australian Qualification Framework standards for the level of the program, and other academic standards as required (eg accreditation, discipline standards etc)</p> <ul style="list-style-type: none"> • An outline of the proposed curriculum, including a list of both existing and new courses to be included with mapping of program learning outcomes to courses. • All course outlines are to be included in the submission (refer Course Outline Form). <p>2. Document the learning styles and practices within the program (e.g. use of problem-based learning approaches, work-integrated learning opportunities etc.):</p> <ul style="list-style-type: none"> • Indicate where the School has developed co-operative arrangements with other institutions in this field and whether articulation with their programs has been considered • Provide information on the relationship between the proposed program and any similar programs offered at the University • If another School is to be involved in this program, indicate how this will occur and the level of agreement that has been reached between the Faculties <p>3. Outline specific pathways and articulation arrangements</p> <ul style="list-style-type: none"> • Employer and Professional Advice: <ul style="list-style-type: none"> • List employer groups or professional associations from whom advice has been sought • Provide information concerning any experts in the field who have acted

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	ACTIVITY	RESPONSIBILITY	STEPS
			<p>as consultants and/or members of the program development</p> <ul style="list-style-type: none"> • Professional Registration/ Accreditation: • Indicate whether the program will, or is intended to, lead to professional recognition, accreditation and/or registration - a statement would be sufficient • Explain whether it is anticipated that the program meets the requirements of the appropriate professional bodies at state, national and international levels • Do these bodies also require separate accreditation/registration of the program? <p>NOTE: Individual course outlines need to be included in the submission to Higher Education Curriculum Committee. Program learning outcomes developed in each course will need to be mapped to course learning outcomes which in turn are to be mapped to assessments in order to demonstrate constructive alignment. New courses in new programs require approval by Higher Education Curriculum Committee.</p>
B.	Submitting the program proposal to School Board for approval	Dean	<ol style="list-style-type: none"> 1. Submit Curriculum Approval Form: Higher Education electronically to School Board for approval 2. If the program proposal is approved, submit to Higher Education Curriculum Committee for approval 3. If the program proposal is not approved, the proposer will be advised of the reasons for rejection

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	ACTIVITY	RESPONSIBILITY	STEPS
C.	Submitting the program proposal to Higher Education Curriculum Committee for approval	School Board	<ol style="list-style-type: none"> 1. Submit the program proposal to Higher Education Curriculum Committee: <ul style="list-style-type: none"> • The complete application and the School Board Minutes electronically for approval to proceed to offer • A representative from the School may be required to be present to speak to the program proposal • NOTE: this process must be completed and the program approved for offering by the end of March of the year prior to offering 2. If not approved by Higher Education Curriculum Committee, the School will be advised of the reasons for rejection 3. If the program proposal is approved for offering through the Higher Education Curriculum Committee, inform marketing and communication to undertake marketing for the first offering of the program

3. Submitting for Consideration by Academic Board and Council

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Submitting the program proposal to Academic Board for approval	Executive Officer, Higher Education Curriculum Committee	<ol style="list-style-type: none"> 1. Upload the Program Proposal to the University's approved records management folder for Academic Board
B.	Considering the program proposal	Academic Board	<ol style="list-style-type: none"> 1. If the program proposal is not approved by Academic Board, the School will be advised of the reasons for rejection 2. If the program proposal is approved by Academic Board, submit to Council for approval
C.	Submitting the approved program proposal to Council for approval	Academic Board	<ol style="list-style-type: none"> 1. Submit the program proposal to Council for approval
D.	Considering the application	University Council	<ol style="list-style-type: none"> 1. If the application is not approved by Council, the

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	ACTIVITY	RESPONSIBILITY	STEPS
			<p>School will be advised of the reasons for rejection</p> <ol style="list-style-type: none"> If the program proposal is approved by Council, commence ratification and implementation
E.	Ratifying the new program	Manager, Program Management and Compliance	<ol style="list-style-type: none"> Once final approval has been granted to the School, the program will be added to Schedule 5.1 and the University approved student management system
F.	Undertaking program implementation processes	Dean	<ol style="list-style-type: none"> File the Curriculum Approval (HE) Form and other related documentation utilising the University's approved records management process All superseded documentation should be retained in accordance with the University's approved records management processes Update marketing material and the University's website information
G.	Delivering to international students	CUP	<ol style="list-style-type: none"> Advise Program Management and Compliance of CRICOS codes so they can be added to the University approved student management system before it can be delivered to international students onshore in Australia

4. Adding a New or Modifying an Existing Course

4.1 Adding a New Course

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Completing the new course forms	School	<p>If a course code or title is changed, even if there is no change to the course curriculum, submit as a new course, and discontinue the current course if it is no longer required.</p> <ol style="list-style-type: none"> Complete:

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	ACTIVITY	RESPONSIBILITY	STEPS
			<ul style="list-style-type: none"> • Course Establishment and Variation Form (Higher Education) - new course Part A • Course Outline HE Form (including Course Handbook Entry) • Refer - Guidelines for Course Outline (HE) Form • Refer - Supplementary Guidelines (Learning Outcomes and Assessment) • Refer – Course Handbook Entry instruction
B.	Submitting forms for consideration	Dean	<ol style="list-style-type: none"> 1. Submit the Course Establishment and Variation Form (Higher Education) to School Board. 2. If the application to add a new course is not approved by School Board, the School/ Program representative will be advised of the reasons for rejection. 3. If approved, School is to submit the complete application and School Board approval documentation to Higher Education Curriculum Committee for approval. 4. If the application is not approved by the Curriculum Committee, the School will be advised of the reasons for rejection 5. If a series of new or modified courses over a period of 1 year in any way affects greater than 30% of the structure of any programs, a program modification form must also be completed and forwarded to Higher Education Curriculum Committee for approval - Refer to Action 5 of this procedure. 6. If a new or modified course affects the structure of any program, a revised copy of the program structure (including

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	ACTIVITY	RESPONSIBILITY	STEPS
			any revised program rules) must also be forwarded to Higher Education Curriculum Committee along with the new course documents. All new courses need to be approved by Higher Education Curriculum Committee. For new courses not associated with a new program or program modification, a Context Statement must be provided, using the course modification form, explaining why the new course is needed.
C.	Adding or amending the University approved student management system	Manager, Program Management and Compliance	1. Add/amend the University approved student management system using the approval documents submitted to Higher Education Curriculum Committee

4.2 Modifying an Existing Course

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Completing the course modification forms	School	<ol style="list-style-type: none"> Complete: <ul style="list-style-type: none"> Course Establishment and Variation Form (Higher Education) - Modified Course Part C Course Outline HE Form (including Course Handbook Entry) If a course code or title is changed, even if there is no change to the course curriculum, submit as a new course, and discontinue the current course if it is no longer required.
B.	Submitting forms for consideration	Dean	<ol style="list-style-type: none"> Submit the course modification forms to School Board If the application to modify an existing course is not approved by School Board, the School/ Program representative will be advised of the reasons for rejection

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	ACTIVITY	RESPONSIBILITY	STEPS
			<ol style="list-style-type: none"> 3. If approved, School is to submit the complete application and School Board approval documentation to Higher Education Curriculum Committee for noting. 4. If a series of modified courses over a period of 1 year, in any way affects greater than 30% of the structure of any program, a program modification form must also be completed and forwarded to Higher Education Curriculum Committee for approval - Refer to Action 5 of this procedure.
C.	Adding or amending the University approved student management system	Manager, Program Management and Compliance	<ol style="list-style-type: none"> 1. Add/amend the University approved student management system using the approval documents submitted to Higher Education Curriculum Committee

5. Modifying an Existing Program

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Completing the Program Modification form	School	<ol style="list-style-type: none"> 1. If the Program Modification includes the introduction of new courses, all new courses must be approved as outlined in Action 4.1 of this procedure 2. Complete: <ul style="list-style-type: none"> • The Program Modification Form • <i>Refer to the Program Modification Checklist</i>
B.	Considering the application to Modify Program/s	Dean	<ol style="list-style-type: none"> 1. The application must be approved by School Board before proceeding to Higher Education Curriculum Committee for approval
C.	Submitting the completed application to Higher Education Curriculum Committee for approval	School Board	<ol style="list-style-type: none"> 1. Modifications to deliver a program on-line for the first time will need to demonstrate that learning tasks and assessments are suited to this mode of delivery and be

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	ACTIVITY	RESPONSIBILITY	STEPS
			<p>accompanied by all course outlines demonstrating this</p> <ol style="list-style-type: none"> 2. A representative from the School may be required to attend the Higher Education Curriculum Committee meeting to speak to the proposal 3. If the application is not approved by the Higher Education Curriculum Committee, the School will be advised of the reasons for rejection
D.	Submitting the approved application to Academic Board for approval	Higher Education Curriculum Committee	<ol style="list-style-type: none"> 1. Following approval by Higher Education Curriculum Committee, submit the complete application to Academic Board for noting
E.	Submitting the approved application to University Council	Academic Board	<ol style="list-style-type: none"> 1. Following consideration by Academic Board, submit the complete application to University Council for noting
F.	Updating The Schedule 5.1 – Current Programs and/or The Schedule 5.1.1 – Non-Current Programs	Manager, Program Management and Compliance	<ol style="list-style-type: none"> 1. Following approval by Higher Education Curriculum Committee, if the Program Modification changed the program code or program title, the new program details are to be added to The Schedule 5.1 – Current Programs and the old program details moved to The Schedule 5.1.1 – Non-Current Programs. 2. Update the University approved student management system

6. Rebadging an Existing Program

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Completing the Program rebadging form	School	<ol style="list-style-type: none"> 1. If the Program Modification involves no changes to the content/delivery/learning outcomes of a program, but a minor change is required to the award name, or when adding or changing the name or code

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	ACTIVITY	RESPONSIBILITY	STEPS
			<p>of a new stream to a current program.</p> <p>2. Complete:</p> <ul style="list-style-type: none"> • Rebadging of Award Form • The Program Modification Form • <i>Refer to the Program Modification Checklist</i>
B.	Considering the application to Modify Program/s	Dean	1. The application must be approved by School Board before proceeding to Higher Education Curriculum Committee for approval
C.	Submitting the completed application to Higher Education Curriculum Committee for approval	School Board	<p>1. A representative from the School may be required to attend the Higher Education Curriculum Committee meeting to speak to the proposal</p> <p>2. If the application is not approved by the Higher Education Curriculum Committee, the School will be advised of the reasons for rejection</p>
D.	Submitting the approved application to Academic Board for approval	Higher Education Curriculum Committee	1. Following approval by Higher Education Curriculum Committee, submit the complete application to Academic Board for noting
E.	Submitting the approved application to University Council	Academic Board	1. Following consideration by Academic Board, submit the complete application to University Council for noting
F.	Updating The Schedule 5.1 – Current Programs and/or The Schedule 5.1.1 – Non-Current Programs	Manager, Program Management and Compliance	<p>1. Following approval by Academic Board, the new program details are to be added to The Schedule 5.1 – Current Programs and, if replaced, the old program details moved to The Schedule 5.1.1 – Non-Current Programs.</p> <p>2. Update the University approved student management system</p>

7. Discontinuing an Existing Program

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	ACTIVITY	RESPONSIBILITY	STEPS
A.	Completing the Program Discontinuation form	School	1. Complete the Program Discontinuation Form
B.	Considering the application to Modify or Discontinue Program/s	School Board	1. The application must be approved by School before proceeding to Higher Education Curriculum Committee for approval
C.	Submitting the completed application to Higher Education Curriculum Committee for approval	School Board	1. A representative from the School may be required to attend the meeting to speak to the proposal 2. If the application is not approved by the Higher Education Curriculum Committee, the School will be advised of the reasons for rejection
D.	Submitting the approved application to Academic Board for approval	Higher Education Curriculum Committee	1. Following approval by Higher Education Curriculum Committee, submit the complete application to Academic Board for approval
E.	Considering the application by Academic Board	Academic Board	1. Following consideration by Academic Board, if the application is not approved, the School will be advised of the reasons for rejection 2. If approved, the complete application will be submitted to Council for approval.
F.	Updating The Schedule 5.1 – Current Programs and/or The Schedule 5.1.1 – Non-Current Programs	Manager, Program Management and Compliance	1. All discontinued programs are to be moved from The Schedule 5.1 – Current Programs to The Schedule 5.1.1 – Non-Current Programs

8. Discontinuing a course

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Completing the course discontinuation form	School	1. Complete the Course Establishment and Variation Form (Higher Education) Part B –Discontinued Course
B.	Considering the application to Discontinue Courses	School Board	1. The application must be approved by School Board before proceeding to Higher Education Curriculum Committee for approval
C.	Submitting the completed application to Higher Education Curriculum Committee for approval	School Board	1. A representative from the School may be required to

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	ACTIVITY	RESPONSIBILITY	STEPS
			<ol style="list-style-type: none"> attend the meeting to speak to the proposal If the application is not approved by the Higher Education Curriculum Committee, the School will be advised of the reasons for rejection
C.	Adding or Amending the University approved student management system	Manager, Program Management and Compliance	<ol style="list-style-type: none"> Add/amend the University approved student management system using the approval documents submitted to Higher Education Curriculum Committee
D.	Updating The Register – Discontinued courses	Manager, Program Management and Compliance	<ol style="list-style-type: none"> Following approval by Higher Education Curriculum Committee, the Discontinued Course is to be added to The Register - Discontinued courses Update the University approved student management system

Responsibilities

Academic Board is responsible for monitoring the implementation, outcomes and scheduled review of this procedure

Chair, Academic Board is responsible for maintaining the content of this procedure as delegated by Academic Board

Academic Secretariat is responsible for the administration support for the maintenance of this procedure as directed by the Chair, Academic Board

Forms.

- [Course Establishment and Variation Form \(Higher Education\)](#) (DOCX 249.1kb)
- [Course Outline Form](#) (DOCX 241.1kb)
- [Course Outline Guidelines](#) (DOCX 117.4kb)
- [Curriculum Approval Form](#) (DOCX 1623.3kb)
- [Impact Statement for Centre for Learning, Innovation and Professional Practice \(CLIPP\) Form](#) (DOCX 217.1kb)
- [Impact Statement for Centre for University Partnerships \(CUP\) Form](#) (DOCX 216.9kb)
- [Impact Statement for Facilities Services Form](#) (DOCX 217.7kb)
- [Impact Statement for Faculties and Centres Form](#) (DOCX 221.2kb)
- [Impact Statement for Information and Communications Technology \(ICT\) Services Form](#) (DOCX 218.3kb)
- [Impact Statement for Library Services Form](#) (DOCX 249.9kb)
- [Impact Statement for Registrar's Directorate](#) (DOCX 220.0kb)

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- [Impact Statement for Student Connect Form](#) (DOCX 216.9kb)
- [Initial Program Proposal and Business Case Form](#) (DOCX 1587.6kb)
- [New Course/Course Modification Form](#) (DOCX 234.9kb)
- [Program Discontinuation Form](#) (DOCX 222.1kb)
- [Program Modification Checklist](#) (DOCX 214.9kb)
- [Program Modification Form](#) (DOCX 221.2kb)
- [Rebadging of Awards Form](#) (DOCX 258.8kb)
- [Supplementary Guidelines Learning Outcomes and Assessment](#) (DOCX 814.2kb)

Implementation

The Approval and Maintenance of Award Programs (Higher Education) Procedure is to be implemented throughout the University via:

- Information Sessions; and/or
- Training Sessions

Promulgation

The Approval and Maintenance of Award Programs (Higher Education) Procedure is to be communicated throughout the University via:

- An Announcement Notice under 'FedNews' website and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Procedure;
- Inclusion on the University Policy, Procedure and Forms website; and/or
- Distribution of emails to appropriate staff

Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Master Set of Curriculum Approval records submitted for approval or accreditation including: <ul style="list-style-type: none">• Initial Program Proposal• Business Case Form• Program Proposal Approval• Impact Statements• Curriculum Approval Form: Higher Education• Course Establishment and Variation Form (Higher Education)• Course Outline• Guidelines for Course Outline form	The University's approved records management system	Dean	Permanent

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Title	Location	Responsible Officer	Minimum Retention Period
<ul style="list-style-type: none"> • Course Description (HE) • Course Modification Form • Adding a New or Amending an Existing Program • Program Modification Form • Rebadging of Award Form • Discontinuation of Program Form • Supporting Documentation 			
<p>Unapproved curriculum records, draft and working papers including:</p> <ul style="list-style-type: none"> • Program Proposal and Business Case Form • Program Proposal • Impact Statements (8) • Curriculum Approval Form: Higher Education • Course Outline form • Course Modification Form • Course Establishment and Variation Form (Higher Education) • Program Modification Form • Program Discontinuation Form • Supporting Documentation 	The University's approved records management system	Dean	Destroy 3 years from date of last action
School Board Agenda and Minutes – Master Copy	The University's approved records management system	School Board Executive Officer	Permanent
Higher Education Curriculum Committee Agenda and Minutes – Master Copy	The University's approved records management system	Curriculum Committee Executive Officer	Permanent
Academic Board Agenda and Minutes – Master Copy	The University's approved records management system	Academic Board Executive Officer	Permanent
University Council Agenda and Minutes – Master Copy	The University's approved records management system	University Council Executive Officer	Permanent

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