Table of Contents

Table of Contents .......................... 1
Purpose .................................. 1
Procedure ................................ 1

1. (C1) Programs that are already AQF compliant and for which no major modifications are anticipated in next 18 months .......................... 1
2. (C2) Programs that are not AQF compliant and for which no major modifications are anticipated in next 18 months .................. 2
3. (C3) Existing programs undergoing program integration or major modification for introduction in 2015 .................. 2
4. (C4) Existing programs undergoing program integration or major modification for introduction in 2016 .................. 2
5. (C5) New programs to be introduced in 2015 .................. 3
6. (C6) New programs to be introduced in 2016 .................. 3

Forms ........................................ 3

Purpose

1) To ensure that all FedUni programs are AQF compliant by the end of 2014.
2) To ensure that FedUni offers a coherent, integrated and high quality suite of Higher Education programs across its campuses using the most appropriate delivery methodology/technology and modes.

Procedure

To achieve these aims, the following procedure should be adopted by all Faculties.

- Each faculty to examine its current and future program offerings across all FedUni campuses. Consideration should be given to the following factors:
  - Whether programs on different campuses should be integrated, but with the possibility of offering different majors or specializations on different campuses;
  - Whether an existing program should be introduced on a different campus;
  - Whether a completely new program should be developed and offered by the faculty;
  - How to ensure that programs are delivered in a multiple modes including online and/or blended modes delivery;
  - How staff expertise and teaching resources can be used effectively and efficiently across all campuses.

- After the above examination/deliberation, each faculty should group its programs into the following categories and follow the relevant procedure:

1. (C1) Programs that are already AQF compliant and for which no major modifications are anticipated in next 18 months.

No further work is required for these programs. (Being AQF compliant means that the program was approved by the Curriculum Committee using the FedUni Curriculum Approval Form. All Gippsland programs that transferred from Monash to FedUni are considered non AQF compliant).
2. (C2) Programs that are not AQF compliant and for which no major modifications are anticipated in next 18 months.

- Faculties need to complete the FedUni Program Modification Form for each of these programs, endorse and submit them to Curriculum Committee for approval by September/October 2014 (date to be confirmed once meeting dates are finalised). (This includes all FedUni Gippsland programs.)
- Faculties are also encouraged to complete and submit FedUni Course Outline Forms for all associated courses by September/October 2014. If this is not achievable, FedUni Course Outline Forms for all associated courses must be completed and submitted to Curriculum Committee for approval by 17th September 2015.
- Course modification forms for all FedUni Gippsland courses are to be submitted for approval at Curriculum Committee prior to the end of 2015.

3. (C3) Existing programs undergoing program integration or major modification for introduction in 2015.

- Faculties must seek external industry/discipline advice as part of the design and modification of these programs as documented in the FedUni Curriculum Approval Form.
- Faculties must ensure that the relevant Professional Bodies accredit the program where necessary.
- Faculties should complete the FedUni Program Modification Form for each of these programs and Course Outline Forms for all associated courses, endorse and submit them to University Curriculum Committee for approval by 9th May 2014.
- Although offering an existing program on another campus or in another mode may not be considered a major modification, program modification forms (adding a teaching location or mode) should be completed and submitted for to Curriculum Committee for approval by May 2014, to facilitate publication and marketing (e.g. VATC handbook and applying for CRICOS codes).

4. (C4) Existing programs undergoing program integration or major modification for introduction in 2016.

- Existing programs to be offered in 2015 should follow the procedures of C2 Programs to make them compliant by end of 2014.
- Faculties must seek external industry/discipline advice as part of the design and modification of these programs as documented in the FedUni Curriculum Approval Form.
- Faculties must ensure that the relevant Professional Bodies accredit the program where necessary.
- Faculties need to complete the FedUni Curriculum Approval Form for each of these programs and Course Outline Forms for all associated courses, endorse and submit them to Curriculum Committee for approval by May 2015.
5. **(C5) New programs to be introduced in 2015.**

- Faculties must seek external industry/discipline advice as part of the design and modification of these programs as documented in the FedUni Curriculum Approval Form.
- Faculties must ensure that the relevant Professional Bodies accredit the program where necessary.
- Faculties should complete the FedUni Curriculum Approval Form for each of these programs and Course Outline Forms for all associated courses, endorse and submit them to University Curriculum Committee for approval by May 2014. (date to be confirmed once meeting dates are finalised).

6. **(C6) New programs to be introduced in 2016.**

- Faculties must seek external industry/discipline advice as part of the design and modification of these programs as documented in the FedUni Curriculum Approval Form.
- Faculties must ensure that the relevant Professional Bodies accredit the program where necessary.
- Faculties need to complete the FedUni Curriculum Approval Form for each of these programs and Course Outline Forms for all associated courses, endorse and submit them to University Curriculum Committee for approval by May 2015.

**Forms**

New workflow and forms are available at:

- Higher Education Program Approvals Webpage
  
  [http://federation.edu.au/staff/governance/academic-board/program-documents/program-approval-process/higher-education-program-approvals](http://federation.edu.au/staff/governance/academic-board/program-documents/program-approval-process/higher-education-program-approvals)

Each faculty should develop a work plan to meet the above requirements.