HE Program Data Form
Adding or Amending Campus Solutions

Federation UNIVERSITY • AUSTRALIA

If you wish to add a new program or amend the details of an existing program, please complete the details below and an *HE Course Data* Form for each of the new/amended courses, and return the form to pmc@federation.edu.au.

Please note: If you are changing a program name a new program code must be supplied

Please indicate if this is a request to:

- Add New Program   Amend Existing Program   Remove a Program
Complete all sections   *Complete program codes and any other amendments.*

If a program will no longer be offered please specify last admit term _____

1. • Date program approved by Curriculum Committee: _____

   • Date program approved by Academic Board: _____

2. Program Code: _____   Program Name: _____

Program Code should consist of two alpha letters and one numeric code. For example Bachelor degree = 5, Graduate Certificate and Graduate Diploma = 4, Masters = 9 and non-award = 0

3. Stream Name (eg Management): _____

4. Is this program replacing another program?   -   Yes   -   No

If Yes, please list the replaced program code and the last admit term _____

5. Offering Locations and Terms

Offering Location/Campus	Commencing Term	Dom/INT/ Both	Offering Location/Campus (Online = "ODL")	Commencing Term	Dom/INT/ Both
- MTH (1)			- Horsham (6)		
- CHLL (94)			- IBA - IIBIT Adelaide (11)		
- ODL (Fully Online) (95)			- IBS - IIBIT Sydney (10)		
- ATMM - ATMC Mel (69)			- MIM - MIT Melb(12)		
- ATMG - ATMC Gee (49)			- MIS - MIT Sydney (45)		
- ATMS - ATMC Sri La (74)			- SMB (53)		
- ATMY - ATMC Syd (98)			- SWSI (78)		
- AAPY (33)			- SZPT (80)		
- FEDTS - Sales (133)			- WSI (79)		
FEDTT- Traralgon (132)					

Other locations please specify:

_____

Program Mangagement Team comments:

_____

6. Will this program be listed in the VTAC Guide: _____
   If yes, please also complete VTAC new program request template (see attached) along with this form.

7. Academic Group _____

8. Grading scheme _____

9. Academic Career _____

10. Split Ownership of Programs?   -   Yes (please complete below)   -   No

Academic Group		Split %	
Academic Group		Split %	
Academic Group		Split %	
Academic Group		Split %	

11. ASCED Code _____
    Must contain 6 digits

12. Special Program Type: _____
    This is "not of special interest" unless it is in the area listed in the dropdown list.

13. Program Duration (eg 1 year): _____

14. Program Credit Points (eg 120 or 360): _____

15. Program Eligibility: _____

16. Combined/Double Award Program: -   Yes   -   No

17. Combined Program ASCED code: _____

18. Graduation
The following questions are related to Australian Higher Education Graduation Statements (AHEGS) See attached example.

Award Details:

Features:

Pathway to Further Study:

Course Accreditation:

19. Indicative Program Structure
The information provided for this session will be displayed on Program Finder. Currently Program Finder can only display one stream for each program. If a new program has more than one stream/major, please send the program structures for all majors/streams as an additional document to pmc@federation.edu.au along with this form.

Course Code (eg ATSGC1358)	Course Name	Year and Semester (eg Year 1 Semester 1)	Core/Elective

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Please remember to complete an *HE Course Data -- Adding or Amending Campus Soluction* form for each new course/amended course.

Requested by:

Position:

Print Name

PROGRAM MANAGEMENT USE ONLY

Entered By: Comments   Date Received