Approval and Maintenance of Award Courses (Higher Education) Procedure

Policy code:	AG1252
Policy owner:	Chair, Curriculum Committee
Approval authority:	Provost
Approval date:	17 April 2024
Next review date:	27 May 2025

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Purpose

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

- New award courses
- Modifications to award courses
- Discontinuation of award courses
- Non-award enabling and foundation courses
- New units
- Modification to units

- Discontinuation and reactivation of units

Scope

This procedure applies to the approval and maintenance of all higher education award courses (including higher degree by research), non-award enabling and foundation courses, and units that are newly created, to be modified, reactivated, or discontinued.

Legislative Context

- Federation University Australia Act 2010
- Federation University Australia Statute 2021
  - Part 5 – Division 1 – Academic Board
  - Part 6 – Division 2 – Award Programs
- Australian Qualifications Framework Second Edition January 2013
- Higher Education Standards Framework (Threshold Standards) 2021

Definitions

TERM	DEFINITION
AB	Academic Board
CAI	Centre for Academic Innovation
CC	Curriculum Committee
Course	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 course contains subsidiary elements referred to as units.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
Degree with Honours	A four-year degree where an honours year is embedded into the course as a fourth year of study.
Discipline – Generic	Refers to the broad area of study and for most institutions is historically based, eg Arts, Science, Applied Science, Computing or Business.
Dual Award	One VET award and one undergraduate degree - the student is eligible to receive two testamurs, for example, Bachelor of Arts and Diploma of Business (Office Administration)
Double Degree	Two undergraduate degrees -the student is eligible to receive two testamurs, for example, Bachelor of Arts and Bachelor of Computing
Enabling course	A non-award course that prepares and enables domestic students, on completion, to undertake a higher education award course. It does not include a course that, in itself, leads to a higher education or VET award, or that the Minister determines is not an enabling course (HESA Schedule 1 and Ministerial determination). While students may receive credit

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	towards a higher education award course for units undertaken in their enabling course, a course that consists primarily of units that lead to the higher education award that students are preparing to undertake would not be considered an enabling course. Requirements for enabling courses are set out in section 6.7 of the Higher Education Administrative Information for Providers (AIP).
Foundation course	A nationally-recognised, CRICOS-registered, non-award course that equips international students with the skills for entry into an Australian higher education course. A foundation course provides international students with an academic entry pathway to undergraduate study or its equivalent and must comply with requirements set out in the National Standards for Foundation Programs.
GPS	Global Professional School
GRS	Graduate Research School
Honours course	A single year of study (or equivalent) following on from a Bachelor's degree consisting of 120 credit points (or equivalent).
Joint Degree	One undergraduate degree (branching across two discipline areas). The student is eligible to receive one testamur, for example, Bachelor of Education/Bachelor of Technology
Level	Defined under the Australian Qualifications Framework AQF guidelines and corresponds to the level of study
New course	A course not currently listed on Schedule 5.1 of the University's Legislation
Non-award course	An individual short course, unit, or series of units that does not, in itself, lead to a qualification or award covered by the Australian Qualifications Framework.
Post-nominal	The award abbreviation displayed after a person's name to indicate their educational qualifications.
The Schedule 5.1	The Schedule 5.1 lists all sealed awards which can be awarded by the University. The Schedule is maintained by the Manager, Registrar Services and includes all qualifications/courses included on the Scope
Specialisation – Badge Specific	An appropriate qualifier to the preceding generic term. It is an optional appellation to a broad area of study, which may indicate a specific area of expertise. Such expertise is most likely attained when 50% of the units, which make up the award, are based in this discipline. Guidelines for appropriate badge specific terms are given in the style section of this document.
With Distinction	When academic performance is of a very high standard throughout a specified three or four year Bachelor's degrees at AQF7 level, a degree 'with Distinction' (not bracketed) may be granted. A grade point average of 6.5 or greater is required.

Actions

As part of the planning process, it is important to factor in the deadlines below before proposing/changing courses and units.

Activity	Deadline
Domestic Admissions	New/amended courses approved after June may not be included in CourseSearch (previously known as the VTAC guide).
International Admissions	Courses are opened for applications 12 months in advance for international students. Therefore, courses to be offered to international students should be approved at least 12 months prior to the commencement date.
Domestic Marketing	Course approvals should align with marketing plans 12 months ahead of the intake year. e.g. A course approved in 2024 will be marketed throughout 2025 (includes appropriate budget allocation) for 2026 intake year. To be included in the domestic course guide (published & digital) new courses must be approved by September.
International Marketing	To be included in the international course guide (published & digital) new courses should be approved by February. This ensures locations, fees, intakes and CRICOS codes are confirmed by April.
Timetabling	Timetabling undertakes a 12-month data collection of the forthcoming year's timetable between June-August. • Course confirmations form the initial basis of data collection. All new/modified courses should be confirmed by June of the year prior to commencement. Course confirmations received after August risk late inclusion for enrolment that opens in mid-October. • Unit delivery should be confirmed by August of the year prior to commencement as activities are scheduled in draft format by September. Course/unit additions/modifications post August risk unsuitable activity location, times, and/or staffing.
Student HQ	If amended courses are approved after September, students may be enrolled into incorrect units. Student HQ will be required to review individual study plans and contact students to withdraw and re-enrol into units in the updated structure.

Summary
Action 1 – Completing an Initial Course Proposal and Business Case Form for submission to Higher Education Business Approval Committee
Action 2 – Developing a Curriculum Approval Form for submission to Curriculum Committee
Action 3 – Submitting a Curriculum Approval Form for approval by Academic Board
Action 4 – Creating a New or Modifying an Existing Unit
Action 5 – Modifying an Existing Course
Action 6 – Rebadging an Existing Course

Action 7 - Discontinuing an Existing Course
Action 8 - Discontinuing an Existing Unit

1. Completing an Initial Course Proposal and Business Case Form for Submission to HEBAC

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Developing Initial Course Proposal	Executive Dean of Institute/Dean of GPS/GRS	Complete the **Initial Course Proposal and Business Case Form**. 1. New higher degree by research course proposals should be proposed via the relevant Institute where it is discipline-specific, or via GRSB where the proposal encompasses multiple disciplines. • Data and Reporting may assist with providing load and demand data for inclusion in the course proposal. • Financial Services may assist with the development of financial data. • It is recommended that a discipline expert discuss the proposed course with a marketing specialist to obtain specialised marketing advice to inform the business case.
B.	Submitting the Initial Course Proposal for approval	Executive Dean of Institute/Dean of GPS/GRS	1. Recommend the Initial Course Proposal to HEBAC for consideration.
C.	Approving the Initial Course Proposal	HEBAC	1. Consider the Initial Course Proposal 2. Approve or reject the Initial Course Proposal 3. If approved request Institute/ School to develop a Curriculum Approval Form for Curriculum Committee 4. If the Initial Course Proposal is not approved, the Institute/

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			School will be advised accordingly including reasons

2. Developing a Curriculum Approval Form for Submission to Curriculum Committee

	ACTIVITY	RESPONSIBILITY	STEPS

A.	Developing a Curriculum Approval Form	Institute/School	1. If the Initial Course Proposal is approved by HEBAC, complete the ***Curriculum Approval Form: Higher Education***.
			
			2. Outline specific pathways and articulation arrangements
			
			  • Where possible, graduate certificates and graduate diplomas should be included within coursework masters courses. That is, there should be full articulation from each of the course levels. Course proposals should clearly identify the requirements of each level and the articulation between each.
			
			    • Where courses are fully articulated, if a studentenrolled in a higher level course has to exit that course before completing all academic requirements they should be recommended for a lower level course (one only) if the academic requirements for that course have been met.
			
			    • Candidates who have been awarded a lower level qualification in a fully articulated course will retain that qualification should they proceed to a higher level course.
			
			3. Individual unit outlines need to be included in the submission to Curriculum Committee. Course learning outcomes developed in each unit need

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	ACTIVITY	RESPONSIBILITY	STEPS
			to be mapped to unit learning outcomes which must be mapped to assessments to demonstrate constructive alignment. Any new units in the new course require approval by Institute/School Board.
B.	Submitting the Curriculum Approval Form to Institute/School Board for endorsement	Executive Dean of Institute/Dean of GPS/GRS	1. Submit Curriculum Approval Form: Higher Education electronically to Institute/ School Board for endorsement. 2. If the Curriculum Approval Form is approved, submit to Curriculum Committee for endorsement. 3. If the Curriculum Approval Form is not endorsed, the proposer will be advised of the reasons for rejection.

C.	Submitting the Curriculum Approval Form to Curriculum Committee for endorsement	Institute/School Board	1. Submit the Curriculum Approval Form and unit outlines to Curriculum Committee:
			  • The complete application and the Institute/School Board minutes **electronically** for endorsement.
			  • A representative from the Institute/School may be required to be present to speak to the course proposal.
			2. If not endorsed by Curriculum Committee, the Institute/ School will be advised of the reasons for rejection. A revised submission may be invited for consideration at a future CC meeting as determined by the Chair of CC.

3. Submitting for Consideration by Academic Board

	ACTIVITY	RESPONSIBILITY	STEPS

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A.	Submitting the Curriculum Approval Form to Academic Board for approval	Executive Officer, Curriculum Committee	1. Upload the Curriculum Approval Form to the University's approvedrecords management folder for Academic Board.
B.	Considering the Curriculum Approval Form	Academic Board	1. If the Curriculum Approval Form is not approved by Academic Board, the Institute/School will be advised of the reasons for rejection. 2. If the Curriculum Approval Form is approved by Academic Board, commence the ratification and implementation processes below.
C.	Ratifying the new course	Manager, Registrar Services	1. Once final approval has been granted to the Institute/School, the course will be added to Schedule 5.1 and the University approved student management system.
D.	Undertaking course implementation processes	Executive Dean of Institute/Dean of GPS/GRS	1. File the Curriculum Approval HE Form and other related documentation utilising the University's records management process. 2. All superseded documentation should be retained in accordance with the University's records management processes. 3. Update marketing material and the University's website information.
E.	Delivering to international students	GPS	1. 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 Unit

4.1 Adding a New Unit

	ACTIVITY	RESPONSIBILITY	STEPS

A.	Completing the new unit forms	Institute/School	1. Complete:
			  • **New, Discontinued and Reactivated Units Form Higher Education** in fdlGrades
			  • **Unit Outline HE Form**
			  • Refer: ***Guidelines for Unit Outline HE Form***
			  • ***Supplementary Guidelines (Learning Outcomes and Assessment)***
			
			2. If a unit code or title is changed, even if there is no change to the unit curriculum, submit as a new unit, and discontinue the current unit if it is no longer required.

B.	Submitting forms for consideration	Executive Dean of Institute/Dean of GPS/GRS	1. Submit the ***New, Discontinued and Reactivated Units Form (Higher Education)*** with Unit Outline to Institute/School Board. 2. If the application to add a new unit is not approved by Institute/School Board, the Institute/School/Course representative will be advised of the reasons for rejection. 3. If approved, the Institute/School is to submit the complete forms and Institute/School Board approval documentation to Curriculum Committee for noting. 4. If a series of new or modified units over a period of 1 year in any way affects greater than 33% of the structure of any course, a course modification form must also be completed and forwarded to Curriculum Committee for approval - Refer to Action 5 of this procedure. 5. If a new or modified unit affects the structure of any course, a revised copy of the

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			course structure (including any revised course rules) must also be forwarded to Curriculum Committee for noting along with the new unit documents. For new units not associated with a new course or course modification, a context statement must be provided, using the **New, Discontinued and Reactivated Units Form (Higher Education)**, explaining why the new unit is needed and how it will be used. If the unit is to be listed in the course structure, a copy of the updated course structure must be included.
C.	Adding or amending the University approved student management system	Manager, Registrar Services	1. Add/amend the University approved student management system using the approval documents submitted for noting to Curriculum Committee.

4.2 Modifying an Existing Unit

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Completing the unit modification forms	Institute/School	1. Complete: • **Unit modification form** in fdlGrades • **Unit Outline HE Form** 2. If a unit code or title is changed, even if there is no change to the unit curriculum, submit as a new unit, and discontinue the current unit if it is no longer required
B.	Submitting forms for consideration	Executive Dean of Institute/Dean of GPS/GRS Director, Learning and Teaching/ Dean GPS/GRS (or nominee)	1. Submit the unit modification forms to Institute/School Board. 2. If the application to modify an existing unit is not approved by Institute/School Board, the Institute/School/Course representative will be advised of the reasons for rejection.

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			3. If approved, Institute/School is to submit the complete forms and Institute/School Board approval documentation to Curriculum Committee for noting.
			4. If a series of modified units over a period of 1 year in any way affects greater than 33% of the structure of any course, a course modification form must also be completed and forwarded to Curriculum Committee for approval - Refer to Action 5 of this procedure.
			5. Minor unit modifications can be approved by the Director, Learning and Teaching/Dean GPS/GRS (or nominee) and noted by Institute/School Board. Minor modifications are limited to: spelling, punctuation and grammar corrections; and minor edits to the description of the unit and unit content fields, to a maximum of 10% change to the overall unit outline.
C.	Adding or amending the University approved student management system	Manager, Registrar Services	1. Add/amend the University approved student management system using the approval documents submitted for noting to Curriculum Committee.

5. Modifying an Existing Course

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Completing the Course Modification form	Institute/School	1. Complete the **Course Modification Form.** 2. If the course modification includes the introduction of newunits, all new units must be approved as outlined in Action 4.1 of this procedure. If the change only involves an adjustment to the teaching semester in which a core unitwill be delivered, or adding

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			a new physical location or administrative plan to an existing course, a course modification is not required. A brief explanation of the change (1-2 sentences) with an updated course structure, where appropriate, must be noted by Institute/School Board.
			3. If more than 50% of the units in a course are to be modified (defined as 50% modified unit titles and/or codes, or new units substituted), then the item should be treated as a new course and a new course code will be required.
			4. If the course already exists and will be superseded by the new course, the new course will not be required to be submitted to HEBAC, and the procedure should be followed from 2.A.2.
B.	Considering the application to modify course	Executive Dean of Institute/Dean of GPS/GRS	1. The application must be endorsed by Institute/School Board before proceeding to Curriculum Committee for approval.
C.	Submitting the completed application to Curriculum Committee	Institute/School Board	1. Modifications to deliver a course on-line for the first time will need to demonstrate that learning tasks and assessments are suited to this mode of delivery and be accompanied by all unit outlines demonstrating this.
			2. A representative from the Institute/School may be required to attend the Curriculum Committee meeting to speak to the proposal.
			3. If the application is not approved by Curriculum Committee, the Institute/ School will be advised of the reasons for rejection and may

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			be invited to revise and resubmit.
D.	Updating the University approved student management system	Manager, Registrar Services	1. Update the University approved student management system.
E.	Submitting the approved application to Academic Board for noting	Executive Officer,Curriculum Committee	1. Following approval by Curriculum Committee, submit the complete application to Academic Board for noting.

6. Rebadging an Existing Course/Adding a New Stream

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Completing the Course Rebadging Form	Institute/School	1. If a course/stream is only being rebadged and / or has minor changes that don't involve changes to content/ learning outcomes/delivery then the only form required is a **Rebadging of Award Form**. Where a rebadged course/new stream also involves changes to content/ learning outcomes/ delivery then the forms required are: • **Rebadging of Award Form** • **The Course Modification Form** • NOTE: Contact Program Management and Completions for a new course code.
B.	Considering the application to rebadge course	Executive Dean of Institute/Dean of GPS/GRS	1. The application must be endorsed by Institute/School Board before proceeding to Curriculum Committee for approval.
C.	Submitting the completed form(s) to Curriculum Committee for approval	Institute/School Board	1. A representative from the Institute/School may be required to attend the Curriculum Committee meeting to speak to the proposal. 2. If the application is not approved by the Curriculum Committee, the Institute/

			School will be advised of the reasons for rejection.
D.	Submitting the approved forms to Academic Board	Executive Officer, Curriculum Committee	1. Submit to Academic Board for noting.
E.	Updating The Schedule 5.1 – Current Programs and/or The Schedule 5.1.1 – Non-Current Programs	Manager, Registrar Services	1. Following noting by Academic Board, the new course details are to be added to The Schedule 5.1 – Current programs and, if replaced, the old course details moved to The Schedule 5.1.1 – Non-Current programs. 2. Update the University approved student management system.

7. Discontinuing an Existing Course

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Completing the Course Discontinuation form	Institute/School	1. Complete the **Course Discontinuation Form**
B.	Considering the application to discontinue course	Institute/School Board	1. The application must be endorsed by Institute/School Board before proceeding to Curriculum Committee for approval.
C.	Submitting the completed form to Curriculum Committee for approval	Institute/School Board	1. A representative from the Institute/School may be required to attend the meeting to speak to the proposal. 2. If the application is not approved by Curriculum Committee, the Institute/School will be advised of the reasons for rejection.
D.	Submitting the approved form to Academic Board for noting	Executive Officer,Curriculum Committee	1. Following approval by Curriculum Committee, submit the completed application to Academic Board for noting.
E.	Updating The Schedule 5.1 – Current Programs and/or The Schedule 5.1.1 – Non-Current Programs	Manager, Registrar Services	1. All discontinued courses are to be moved from The Schedule 5.1 – Current Programs to The Schedule 5.1.1 – Non-Current Programs.

			2. Update the University approved student management system.

8. Discontinuing/reactivating a unit

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Completing the unit discontinuation or reactivation form	Institute/School	1. Complete the **New, Discontinued and Reactivated Units Form Higher Education: Part B - Discontinued Unit, or Part C - Reactivated Unit.**
B.	Considering the application to discontinue units	Institute/School Board	1. The application must be approved by Institute/School Board before proceeding to Curriculum Committee for noting.
C.	Amending the University approved student management system	Manager, Registrar Services	1. Amend the University approved student management system using the documents submitted to Curriculum Committee for noting.
D.	Updating The Register – Discontinued Units	Manager, Registrar Services	1. Following noting by Curriculum Committee, the discontinued unit is to be added to The Register - Discontinued Units. 2. Update the University approved student management system.
E.	Reactivating a unit after it has been discontinued	Institute/School Board	1. The application must be approved by Institute/School Board before proceeding to Curriculum Committee for noting.
		Manager, Registrar Services	1. Amend the University approved student management system using the documents submitted to Curriculum Committee for noting and remove from the Discontinued Unit Register.

9. Expedited approval process

In exceptional circumstances, where an urgent decision is required, the Executive Dean of the Institute/Dean of GPS/GRS may submit a written request to the Provost to activate the expedited approvals process for a new, modified, or rebadged course. The request must include:

• The reason for requesting expedited approval;

• Any potential impacts of expedited approval, including accreditation, university portfolios, resourcing, staff and students;

• Proposed teaching period of commencement of course/introduction of changes.

If approved by the Provost, the Institute/School must notify the Chairs of Curriculum Committee and Academic Board of their intention to activate the following expedited approvals process:

1. Institute/School Board: endorsement of the new, modified, or rebadged course may be sought via circulatory resolution or out-of-session special meeting. In exceptional circumstances, where an out-of-session meeting or circulatory resolution is unlikely to be quorate (e.g. immediately prior to the end-of-year university shutdown period), the Executive Dean/Dean may seek Provost approval to endorse the recommendation on behalf of the Board.

2. Curriculum Committee: the Chair, Curriculum Committee may call an out-of-session special meeting to consider the recommendation. In the case of a course modification or rebadging of course, where the Chair judges the recommendation to be straightforward and the paperwork complete, a circulatory resolution may be utilised.

3. Academic Board: for new courses, the Chair, Academic Board may call for a circulatory resolution or out-of-session special meeting to approve the recommendation. Course modifications and rebadged courses that have been approved by Curriculum Committee via the expedited process will be noted at the next scheduled Academic Board meeting.

10. Standard Credit Points

Credit points provide an indication of the estimated hours of learning activities necessary for a student achieving an average performance needs undertake to achieve the objectives of the unit.

A standard system of credit points based on student workload is to be used for all University higher education units as follows:

1. One (1) credit point is the standard value of approximately ten (10) hours of learning activity directed at achieving the objectives of a unit for a student achieving an average performance. Acceptable variations to the total time commitment are in the range of Ã± 20%.

2. Fifteen (15) credit points is the standard value per unit.

3. A semester coursework workload for an average student is approximately 600 hours.

4. The credit point value of a unit is constant regardless of the course and year in which the unit is taken.

5. Sixty (60) credit points is the standard value of one FTE teaching period workload in a course and 120 credit points is the standard value of one year's FTE workload in a course.

All units will be expected to conform to the standard credit point value including those relating to practical, clinical, practicum, fieldwork, work and teaching experience.

Variations

While most units have a standard credit point value of 15, credit points per unit can range from 5 to 60. In some cases, zero-point units operate for units approved prior to August 2022 for work experience/placements in industry without learning activities at the University. These units were deemed a compulsory prerequisite (eg. hurdle requirements) to undertake a future unit or to receive the award. NOTE: Proposed new units from August 2022

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should not be zero-point units. Institutes/Schools should apply for a variation at the proposal stage or through a course review if there is a belief that this policy is unsuitable for a unit or impractical to implement under particular conditions. Reasons for variation must be in the unit and course documentation submitted to Curriculum Committee. The variation applies until the following review when the Institute/School would need to justify a further variation of these units.

11. Nomenclature of Sealed Awards (Higher Education)

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Conventions for naming awards	Institute/School	1. Use 'of' to link the awardlevel to discipline (except Certificates). 2. Use 'and' to link double degrees and dual awards. 3. Use '/' to separate the two components of a joint degree. 4. Use a single set of brackets to show the specialisation - badge-specific. It should be brief, specific and informative. Capitalise all major words and do not use punctuation within the brackets. 5. Use 'and' rather than '&'.'
B	Conventions for Assigning a Post-Nominal	Institute/School	1. Use the abbreviations listed in Federation University Post-Nominals Index (XLSX 19.3kb) 2. Use an unambiguous abbreviation e.g. Engineering abbreviated to Eng and English abbreviated to Engl. 3. Use a mix of upper and lower case to distinguish the individual words within the award title. 4. Use brackets to contain the specialisation. 5. Do not use spaces or full stops in the abbreviation Use "/" to separate the two components of joint degrees. Do not use full stops.

12. Examples

Single Awards

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Level		Discipline: Generic	Optional Specialization: badge-specific in brackets	Honours – if appropriate	Post-Nominal
Certificate III	in	Plumbing			CertIIIPlumbg
Diploma	of	Graphic Design			DipGraphDes
Advanced Diploma	of	Building Design	(Architectural)		AdvDipBldDes(Arch)
Bachelor	of	Arts	(Social Sciences)	(Honours)	BA(SocSc)(Hons)
Bachelor	of	Commerce		(Honours)	BCom(Hons)
Bachelor	of	Commerce	(Accounting)		BCom(Acc)
Bachelor	of	Business	(Marketing and Information Technology)		BBus(Mkt&IT)
Master	of	Strength and Conditioning			MStr&Cond

Double Degrees	
Two components	**Post-Nominal**
Bachelor of Commerce/Bachelor of Business	BCom/BBus

Joint Degrees	
Two components	**Post-Nominal**
Bachelor of Arts/Bachelor of Business	BA/BBus

Responsibilities

- Provost (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Chair, Curriculum Committee (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Provost.

Supporting Documents

- Academic Governance Policy
- Higher Education Academic Credit Transfer Procedure
- Fourth Year (Honours) Programs Procedure

Forms.

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- Course Discontinuation Form (DOCX 151.5kb)
- Course Modification Form (DOCX 185.3kb)
- Curriculum Approval Form (DOCX 299.9kb)
- Federation University Post-Nominals Index (XLSX 19.3kb) (XLSX 19.3kb)
- ICP and Business Case Form (DOCX 131.6kb)
- New, Discontinued and Reactivated Units Form (Higher Education) (DOCX 176.2kb)
- Rebadging of Awards Form (DOCX 202.6kb)
- Supplementary Guidelines Learning Outcomes and Assessment (DOCX 480.9kb)
- Unit Description Higher Education Form (DOCX 212.5kb)
- Unit Outline form (DOCX 212.1kb)
- Unit Outline Guidelines (DOCX 179.1kb)

Implementation

The Approval and Maintenance of Award Courses (Higher Education) Procedure is to be implemented 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.

Promulgation

The Approval and Maintenance of Award Courses (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;
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Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Master Set of Curriculum Approval records submitted for approval or accreditation including: - Initial Course Proposal and Business Case Form - Course Proposal Approval - Curriculum Approval Form: Higher Education	The University's approved records management system	Executive Dean of Institute/Dean of GPS/GRS	**Permanent**

Provost | Chair, Curriculum Committee | Original: 26 February 2003 | Approved: 17 April 2024 | Next review: 27 May 2025 | Policy code: AG1252

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• New, Discontinued and Reactivated Units Form Higher Education • Unit Outline • Guidelines for Unit Outline form • Unit Description HE • Unit Modification Form • Course Modification Form • Rebadging of Award Form • Discontinuation of Course Form • Supporting documentation			
Unapproved curriculum records, draft and working papers including: • Initial Course Proposal and Business Case Form • Curriculum Approval Form: Higher Education • Unit Outline form • Unit Modification Form • New, Discontinued and Reactivated Units Form (Higher Education) • Course Modification Form • Course Discontinuation Form • Supporting documentation	The University's approved records management system	Executive Dean of Institute/Dean of GPS/GRS	**Destroy 3** years from date of last action
Institute/School Board Agenda and Minutes – Master Copy	The University's approved records management system	Institute/School Board Executive Officer	**Permanent**
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**

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