New Unit Pre-Approval Form (Higher Education)

This form must be completed and approved by the Executive Dean/Dean and Provost prior to a new unit being submitted to Institute/School Board for approval.

Following Executive Dean/Dean approval, the form should be submitted to the Provost [provost@federation.edu.au](mailto:provost@federation.edu.au) for consideration. Please allow up to three working days for a response.

|  |  |
| --- | --- |
| Institute/School |  |
| Institute/School contact |  |
| Course(s) title impacted by the proposed new unit |  |

1. **Proposed new unit:**

|  |  |
| --- | --- |
| Unit code |  |
| Unit title |  |
| Year (1,2,3) level |  |

*If this proposed new unit is replacing an existing unit, please complete the table below*

|  |  |
| --- | --- |
| Unit code |  |
| Unit title |  |

1. **Rationale:**

|  |  |
| --- | --- |
| Why is this unit essential to the course delivery? |  |
| What is the projected headcount of this unit? |  |
| What is the projected EFTSL of this unit? |  |

1. **Proposed unit content statement:**

|  |  |
| --- | --- |
| What is the summary of unit content? |  |
| Please explain why this content cannot be adapted in an existing unit? |  |

**Approval required before submitting to Provost:**

**Exec Dean/Dean signature:**  Click or tap here to enter text.

**Date:**  Click or tap here to enter text.

**Approval required before submitting to Institute/School Board:**

**Provost signature:** Click or tap here to enter text.

**Date:**  Click or tap here to enter text.