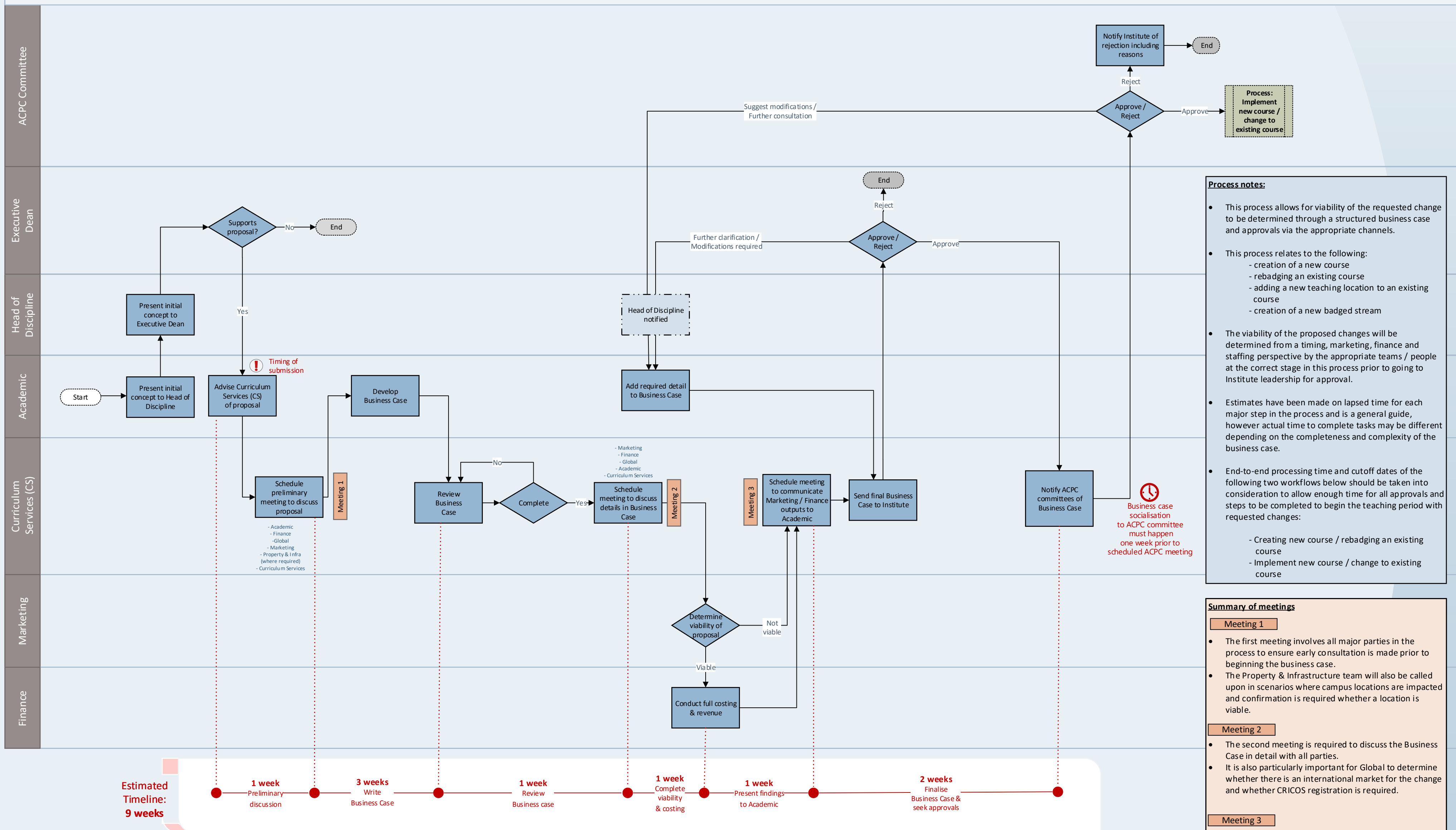


Creating a new course / rebadging an existing course



 The timing of submission of a change to the Curriculum Services team is important as factors such as accreditation will need to be considered, including lead times for gaining accreditation. Other aspects such as teaching location considerations may require longer delivery times to be ready in time for the start of the requested teaching period. The Curriculum Services team will advise where the timing of the request is not in time viable for the change.

- ### Process notes:
- This process allows for viability of the requested change to be determined through a structured business case and approvals via the appropriate channels.
 - This process relates to the following:
 - creation of a new course
 - rebadging an existing course
 - adding a new teaching location to an existing course
 - creation of a new badged stream
 - The viability of the proposed changes will be determined from a timing, marketing, finance and staffing perspective by the appropriate teams / people at the correct stage in this process prior to going to Institute leadership for approval.
 - Estimates have been made on lapsed time for each major step in the process and is a general guide, however actual time to complete tasks may be different depending on the completeness and complexity of the business case.
 - End-to-end processing time and cutoff dates of the following two workflows below should be taken into consideration to allow enough time for all approvals and steps to be completed to begin the teaching period with requested changes:
 - Creating new course / rebadging an existing course
 - Implement new course / change to existing course

- ## Summary of meetings
- Meeting 1

 - The first meeting involves all major parties in the process to ensure early consultation is made prior to beginning the business case.
 - The Property & Infrastructure team will also be called upon in scenarios where campus locations are impacted and confirmation is required whether a location is viable.
- Meeting 2

 - The second meeting is required to discuss the Business Case in detail with all parties.
 - It is also particularly important for Global to determine whether there is an international market for the change and whether CRICOS registration is required.
- Meeting 3

 - The third meeting is scheduled to communicate the viability of the change, costing & revenue and any other major considerations by Global and P&I in respect to the change.
 - If it has been found the change is not viable for any reason, this will be communicated to the Academic at this meeting.

Date	Version	Changed By	Description of Change	Reason for Change	Approved By
14.05.2025	v0.1	Dinushi Paalep	Initial draft release	N/A	N/A
28.05.2025	v0.2	Dinushi Paalep	Aligned process map to ' <i>Approval and Maintenance of Higher Education Award Courses Procedure</i> '	Reviewed by Linda Wight	