Approval and Maintenance of Higher Education Courses Procedure

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Purpose

This procedure describes the processes used to approve the establishment, amendment and discontinuation of award and non-award courses, units and short courses.

Scope

This procedure applies to the approval, amendment, discontinuation and reactivation of all higher education award courses (including higher degree by research), non-award courses (including enabling and foundation courses), units, and short courses.

Please refer to the VET Program Approval and Maintenance Procedure for development and approval of VET programs and courses.

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
- National Microcredentials Framework
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

Definitions

Term	Definition
AB	Academic Board
ACPC	Academic Course Portfolio Committee, responsible for business decisions related to the higher education course portfolio.
Award course	A course of study/research leading to the granting of an official award or qualification of the University that is listed on the University's Higher Education Current Award Courses register. A course contains subsidiary elements referred to as units.
CC	Curriculum Committee
Category A short course	A non-credit bearing short course which has no specific relationship to AQF qualifications and need not include assessment.
Category B short course	A credit-bearing short course designed at a defined AQF level which includes assessment.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
Curriculum Centre	The University's approved records management system for curriculum records.
Degree with Honours	A four-year degree where an honours year is embedded into the course as a fourth year of study. (See 'Honours course' for definition of a single-year Honours degree).
Discipline – Generic	Refers to the broad area of study, e.g. Arts, Science, Computing or Business.

Discontinued course	A course that has been formally discontinued following the process outlined in section 3 of this procedure and removed from the University's Higher Education Current Award Courses register and added to the University's Higher Education Non-current Award Courses Register.
Dual Award	A course of study that leads to the awarding of two separate qualifications. Where the course involves an arrangement between two providers (domestic or international) students are enrolled at both providers, and one of the qualifications is typically conferred by each provider. Dual awards are alternatively known as Cotutelle programs for Higher Degrees by Research. Dual awards may also be offered within the University, where they are commonly referred to as double degrees (e.g. Bachelor of Arts/ Bachelor of Education) and students are issued with two testamurs. A dual award may involve one AQF level, or two sequential AQF levels.
Double Degree	Two coursework 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 (as defined in HESA Schedule 1 and Ministerial determination). While students may receive credit 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.
GRS	Graduate Research School
Honours course	A single year of study (or equivalent), following on from a Bachelor degree, consisting of 120 credit points at fourth year level, combining coursework and research. The research component will be undertaken under the guidance of an appropriately qualified supervisor and may be presented as a thesis or by a combination of creative or practical work and supporting exegesis. Coursework will include training in the principles of research designed to support the research project. (See 'Degree with Honours' for definition of a four-year undergraduate degree with Honours embedded as the fourth year of study).
Institute	An academic organisational unit including the higher education Institutes and, Schools, and TAFE and University Pathways.
Joint award	A single course of study arranged and delivered jointly by two or more providers that leads to the award of a single qualification that is recognised within the Australian Qualifications Framework AQF and is typically

	conferred jointly by the providers involved. Joint awards involve close cooperation between the providers in the design of the course of study, curriculum development, course delivery, assessment of learning outcomes and on the requirements for awarding the qualification. Students are issued a single testamur which states the name of both providers that are awarding the qualification.
Level	Defined under the Australian Qualifications Framework (AQF) guidelines and corresponds to the level of study.
New course	A course not currently listed on the University's Higher Education Current Award Courses register.
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.
PMC	Program Management and Completions
Post-nominal	The award abbreviation displayed after a person's name to indicate their educational qualifications.
Proponent	The person seeking approval of a course, short course, or unit proposal.
Register of award courses	The Higher Education Current Award Courses register lists all sealed awards which can be awarded by the University. The register is maintained by the Senior Manager, Registrar Services.
Short course	An overarching description for short education offerings that typically address a particular area of knowledge or skill. Short courses may be credit or non-credit bearing. (See definitions of Category A short course and Category B short course). Short courses are available in a range of formats including workshops and seminars, and delivery modes including online, face-to-face, and/or blended learning.
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 sections 12-13 of this document.
Suspended course	A course that has paused intake at some or all approved delivery locations.
Teach-out	The process of facilitating continuing student completion following a decision to no longer offer a course at all or some locations.
TUPCAC	TAFE and University Pathways Course Approval Committee
With Distinction	When academic performance is of a very high standard throughout a specified three- or four-year Bachelor degree at AQF7 level, a degree 'with Distinction' (not bracketed) may be granted. A grade point average of 6.5 or greater is required.

Deadlines

New and amended curriculum submissions must meet the deadlines below to ensure that approval occurs prior to the Course Search (previously VTAC), Handbook, marketing, timetabling and enrolment deadlines.

Note: new courses must also factor in the time required for ACPC business case approval, as per Section 1 of the procedure. Please also refer to the new course roadmap in the Forms section.

Curriculum type	Institute Board	Curriculum Committee	Academic Board
New course	March	April	May
Course amendment	June	July	N/A
New unit	June	July	N/A
Unit amendment	August	N/A	N/A

Course and unit requirements must not be changed for the following year after the above deadlines, except for the correction of minor typographical errors.

Actions

1. Creating a new course (including rebadging an existing course and adding a new badged stream)

	Activity	Responsibility	Steps
A.	Develop business case for ACPC approval	Institute/School/TAFE and University Pathways	1. Develop business case for submission to ACPC. Contact the Manager, Curriculum Services for the relevant form and, for rebadged courses and new badged streams, to confirm information required in the business case. For new courses, the proposal must be informed by consultation with relevant stakeholders including Finance, Marketing, Facilities, and Curriculum Services; feedback received must be included in the relevant sections of the business case. A financial assessment is mandatory; Financial Services may assist with the development of financial data.

B.	Submit business case for approval	Pro Vice-Chancellor / Dean of School (or nominee)	1. Submit the business case to ACPC for approval.
C.	Approve or reject the business case	ACPC	1. Consider and approve, suggest modifications or further consultation, or reject the business case. 2. If approved, request Institute to develop a new course object and course rules in Curriculum Centre for Academic Board approval. 3. If not approved, the Institute will be advised accordingly including reasons.
D.	Develop a new course object and course rules	Institute/School/TAFE and University Pathways	1. Create and complete the new course object and course rules in Curriculum Centre. For rebadged courses and new badged streams, either create a new course object and course rules or copy an existing course record and course rules and select the new course workflow. Enter the new code and title and make other amendments as appropriate. • Note: contact Program Management and Completions for a new course code. • For admissions requirements, consult with the Admissions team prior to submitting the proposal to Institute Board. 2. Any new units in the new course require creation in Curriculum Centre as per section 7 of this procedure and must be submitted to the same Institute/School Board/ TUPCAC meeting.
E.	Submit the new course object and course rules to Institute/School Board/TUPCAC for endorsement	Institute/School/TAFE and University Pathways	1. In Curriculum Centre, workflow the new course object and course rules to Institute/School Board/ TUPCAC for endorsement.

			2. If the new course is endorsed it will be workflowed to Curriculum Committee. Institute/School Board/ TUPCAC may require corrections to the documentation prior to progressing the workflow to Curriculum Committee. 3. If the new course is not endorsed, the proponent will be advised of the reasons for rejection.
F.	Submit the new course object and course rules to Curriculum Committee for endorsement	Institute Executive Assistant (or equivalent) /Curriculum Services	1. In Curriculum Centre, workflow the new course object and course rules to Curriculum Committee for endorsement. 2. If the new course is endorsed by Curriculum Committee, it will be workflowed to Academic Board. Curriculum Committee may require corrections to the documentation prior to progressing the workflow to Academic Board. 3. If not endorsed by Curriculum Committee, the Institute will be advised of the reasons for rejection.
G.	Submit the new course object and course rules to Academic Board for approval	Academic Governance / Chair, Curriculum Committee	1. In Curriculum Centre, workflow the new course object and course rules to Academic Board for approval.
H.	Approve or reject the new course	Academic Board	1. If the new course is approved, the new course object and course rules will be workflowed to PMC for actioning. 2. If the new course is not approved by Academic Board, the Institute will be advised of the reasons for rejection.
I.	Ratify the new course	Senior Manager, Registrar Services (or nominee)	1. Following Academic Board approval, the course will be added to the Higher Education Current Award Courses register and the University

			approved student management system.
J.	Register for delivery to international students (where applicable)	Step 1 - Pro Vice-Chancellor/ Dean of School (or nominee) Step 2 - International Regulatory Services	1. Complete application for CRICOS registration (as per the CRICOS Registration of Higher Education and VET Programs Procedure) and submit to International Regulatory Services. 2. Submit application for CRICOS registration. When CRICOS approval is confirmed, advise PMC of CRICOS codes so they can be added to the University approved student management system and course record in Curriculum Centre before the course can be delivered or marketed to international students onshore in Australia.
K.	Undertake course implementation processes	Pro Vice-Chancellor/Dean of School (or nominee)	1. Provide information to Curriculum Services to update marketing material and the University's website information.

2. Amending an existing course

	Activity	**Responsibility**	**Steps**
A.	Determine whether the proposed amendment needs to be treated as a new course	Head of Discipline (or nominee)	1. As per TEQSA requirements, where a proposed amendment fundamentally changes the nature of the course of study and/or likely expectations of it from students and the community, it should be treated as a new course (see Section 1). This includes: • Significant changes to the course learning outcomes. • Changes to the course structure and/or content that fundamentally change the nature of the course, may impact students' employment prospects or opportunities for further

			study, or reflects a broadening or narrowing of the field of study, or a change to the primary field of study. • Change to the course's qualification type at the same or different AQFlevel. • Change to the duration of the course and/or volume of learning. • Change of course code and/or title.
B.	Submit business case for approval (where applicable)	Pro Vice-Chancellor/ Dean of School (or nominee)	1. When the amendment involves the addition of a new delivery location, including online and partner locations, or opening a course previously approved for domestic students to international students, ACPC approval of a business case is required. Contact the Manager, Curriculum Services to confirm information required in the business case. 2. When any other proposed amendment, including a change to the course structure, is likely to have budget implications (such as academic and/or professional staff workload) the relevant PVC/Dean will undertake all relevant consultations with Curriculum Services and Student Administration and decide whether to sign off on the budget required or submit to ACPC for approval. • Note: where a change to the course structure is proposed, the business case must include the cost of teaching out continuing students on the superseded study plan, noting that usually only students who have completed one year or less of their course may be moved to the new study

			plan, and only if it there is no disadvantage to the student (such as increased cost, change to professional accreditation, time required to complete the course). Fed Services, Student Administration and the Placements team (where relevant) must be consulted to ascertain which students could potentially be moved to the proposed study plan prior to submitting the business case to the PVC/ Dean or ACPC for approval.
C.	Approve or reject the business case (where applicable)	ACPC	1. Consider and approve or reject the business case. 2. If approved, request Institute to amend the course object and/or course rules in Curriculum Centre for Curriculum Committee approval. 3. If not approved, the Institute will be advised accordingly including reasons.
D.	Amend the course object and/or course rules	Institute/School/TAFE and University Pathways	1. Amend the existing course object and/or course rules in Curriculum Centre. Where the course rules are amended, the course object should be checked and amended if necessary (e.g. removing references to units that are no longer in the course structure). 2. If the course amendment includes the addition of new units, all new units must be approved as per section 7 of this procedure. 3. If the amendment involves a change to admissions requirements, consult with the Admissions team prior to submitting the proposal to Institute Board. 4. If the change only involves an adjustment to the teaching semester in which a unit will be delivered, adding a mid-

			year study plan, updating elective options, or updating links to the most recent Curriculum Committee-approved version of a major/ minor/specialisation, the ADLT approval workflow should be selected to enable approval by the Associate Dean, Learning and Teaching (or equivalent)/Dean, GRS (or nominee)/Associate Professor Pathways. Such amendments should adhere to the course amendment deadlines unless otherwise approved by the Chair of Curriculum Committee. 5. If the change only involves the addition of new delivery location(s), once ACPC approval has been confirmed, the change should be made in the course record and the ADLT approval workflow selected. The date of ACPC business case approval must be provided in the amendment rationale field of the course record in Curriculum Centre.
E.	Submit the amended course object and/or course rules to Institute/School Board/TUPCAC for endorsement	Institute/School/TAFE and University Pathways	1. In Curriculum Centre, workflow the amended course object and/or course rules to Institute/School Board/ TUPCAC. 2. If the amended course is endorsed, it will be workflowed to Curriculum Committee for approval. Institute/School Board/TUPCAC may require corrections to the documentation prior to progressing the workflow to Curriculum Committee. 3. If the amended course is not endorsed, the proposer will be advised of the reasons for rejection.
F.	Submit the amended course object and/or course rules to	Institute Executive Assistant (or equivalent)/Curriculum Services	1. In Curriculum Centre, workflow the amended course

	Curriculum Committee for approval		object and/or course rules to Curriculum Committee. 2. If the amended course is approved, it will be workflowed to PMC for actioning. Curriculum Committee may require corrections to the documentation prior to progressing the workflow to PMC. 3. If not approved by Curriculum Committee, the Institute will be advised of the reasons for rejection and may be invited to revise and resubmit.
G.	Update the University approved student management system	Senior Manager, Registrar Services (or nominee)	1. Update the University approved student management system.
H.	Amend CRICOS registration (where applicable)	Pro Vice-Chancellor / Dean of School (or nominee)	1. Where the course amendment involves a change to location offering, compulsory work-based training hours, or offering a course to international students that has not been previously CRICOS registered, complete CRICOS amendment to existing course (as per the CRICOS Registration of Higher Education and VET Programs Procedure) and submit to International Regulatory Services.
I.	Submit the amended course to Academic Board for noting	Academic Governance	1. Submit to Academic Board for noting.

3. Discontinuing, suspending or teaching out an existing course

	Activity	**Responsibility**	**Steps**
A.	Propose to suspend or teach-out an existing course	Pro Vice-Chancellor / Dean of School (or nominee)	1. Identify courses to be suspended or taught out through the Annual Course Offering approval process. If this annual process has already been completed, submit the Course Offering Amendment form to the Pro Vice Chancellor or Dean of

			School for initial approval and then to the ChiefLearner Experience Officer for final approval. • Note: when a new course will replace the course going into teach-out, teach-out costs must be factored into the new course business case to be submitted to ACPC (see Section 1).
B.	Approve or reject the suspension or teach-out proposal	Step 1: Chief Learner Experience Officer Step 2: Manager, Curriculum Services	1. Approve or reject the suspension or teach-out proposal. If not approved, advise the proponent accordingly, including reasons. 2. If approved, notify all relevant stakeholders including the Institute, Curriculum Services, Quality and Accreditation, and Student Administration.
C.	Suspend course at all or some locations	Head of Discipline (or nominee)	1. If a decision has been made to suspend a course for a year, either at all or some approved locations, liaise with Curriculum Services to update the status to 'suspended' in the relevant offering records. 2. Where suspension of a course will impact continuing students, submit a teach-out plan (see step D below) to the Manager, Strategic Course Quality for endorsement and notify Student Administration. 3. Submit the endorsed teach-out plan to Institute/School Board/TUPCAC and Curriculum Committee for noting. 4. Suspended courses will be reviewed annually by the CLXO. Where intakes have been suspended at all locations, after one year the course must either be formally put into teach-out or reopened

			for student intake. In some circumstances, the Institute may make a case to the CLXO to extend the suspension for one additional year.
D.	Develop teach out plan	Head of Discipline (or nominee)	1. When a decision has been made to put an existing course into teach-out, either at all or some locations, liaise with Curriculum Services to update the status to 'teach-out' in the relevant offering records in Curriculum Centre. • Note: when the course is to be taught out at all locations, a teach-out proposal must also be completed in Curriculum Centre and submitted to the next Institute Board/ Curriculum Committee meetings following the steps below. Where only some locations are to be taught out, the teach-out plan will be submitted as a PDF to the next Institute Board/ Curriculum Committee meeting for approval. 2. A comprehensive teach-out plan to ensure continuing students can complete within a reasonable timeframe must be developed. See the Teach-out Plan Template and Guidance Notes in the Forms section of this Procedure. The teach-out plan should be prepared in consultation with relevant stakeholders in the Institute, Curriculum Services, Student Administration and professional accrediting bodies (where applicable). • Note: when a new course is proposed to replace an existing course (including rebadging of an existing course), a teach-out plan must be developed for

			continuing students in the superseded course and the superseded course put into teach-out within six months of the new course approval. 3. Notify Student Administration and the Partner, Quality Accreditation team that the course is going into teach-out and request that continuing student study plans be updated. 4. Extract data from fdlGrades based on the study plans to determine units to be delivered during the teach-out period, the term the last student is scheduled to complete, and the last term that a student will be able to complete the course (teach-out end date) due to unit unavailability, accreditation restrictions, staffing availability, etc. 5. The teach-out plan must include provisions for full-time and part-time students (where applicable) and allow for contingencies such as unit failures. 6. The teach-out plan may include a proposal to transfer students into a mutually agreed alternative course at no disadvantage to the student. • Note: while the teach-out plan can include a plan to transition students to an alternative course, students cannot be required to transition, and the teach-out plan must allow for students to complete the course in which they originally enrolled within a specified period. 7. The teach-out plan must detail the proposed final teaching period of offering for each required unit, alternative

			pathways, planned unit substitutions, and support to be provided for affected students. 8. The teach-out plan must also include a detailed communication strategy to inform students, staff, and stakeholders of the teach-out arrangements.
E.	Submit the teach-out plan to Quality and Accreditation for endorsement	Head of Discipline (or nominee)	1. Submit the teach-out plan to the Teach-out plans channel in the Curriculum Committee Teams site for the Manager, Strategic Course Quality to review and endorse.
F.	Endorse teach-out plan	Manager, Strategic Course Quality	1. Review the teach-out plan for consistency and compliance. 2. The Manager, Strategic Course Quality may request further information to be added to the teach-out plan prior to endorsement.
G.	Prepare and submit the course teach-out proposal to Institute/ School Board/TUPCAC for endorsement	Head of Discipline (or nominee)	1. Where the course will be taught out at all locations, create a future or existing term amendment (as applicable) of the course record and course rules in Curriculum Centre, select the 'Teach-out approval required by Institute Board' workflow and complete the teach-out submission in the Amendment Rationale field. 2. Where the course will only be taught out at some locations, do not complete a teach-out course amendment in Curriculum Centre. The endorsed teach-out plan must be submitted as a PDF document for Institute Board endorsement and Curriculum Committee approval. 3. If there are no students remaining in the course do not submit a course teach-out proposal. Instead, submit a

			course discontinuation as per Step N below. 4. Workflow the course teach-out proposal to Institute/School Board/TUPCAC for endorsement.
H.	Endorse or reject the course teach-out proposal	Institute/School Board/TUPCAC	1. If the course or location teach-out is endorsed, it will be workflowed to Curriculum Committee for approval. Institute/School Board/ TUPCAC may require corrections to the documentation prior to progressing the workflow to Curriculum Committee. 2. If the course or location teach-out is not endorsed, the proposer will be advised of the reasons for rejection.
I.	Submit the course teach-out proposal to Curriculum Committee for approval	Institute/Curriculum Services	1. Workflow the course teach-out proposal to Curriculum Committee. 2. If the course teach-out is approved, it will be workflowed to PMC for actioning. Curriculum Committee may require corrections to the documentation prior to progressing the workflow to PMC. 3. If not approved, the Institute will be advised of the reasons for rejection.
J.	Inform key stakeholders and submit the course teach-out to Academic Board for noting	Academic Governance	1. Send extract of Curriculum Committee minutes to Quality and Accreditation and Student Administration to notify of approved course teach-out. 2. Submit to Academic Board for noting.
K.	Notify regulatory bodies	Quality and Accreditation	1. Submit Material Change notification to TEQSA (where applicable). 2. Notify professional accrediting bodies (where applicable). 3. If the course is delivered offshore, a notification should

			also be sent to any relevant jurisdiction regulatory bodies.
L.	Student communication and support	Head of Discipline (or nominee) / Student Communication	1. The Head of Discipline (or nominee) will advise Student Communication that the teach-out plan has been approved. Student Communication will communicate information about the teach-out to students based on the approved teach-out plan. 2. Students must be informed of the teach-out arrangements in a timely manner. 3. Communication must include options for course completion, alternative courses, available support services and an updated study plan. 4. Regular updates should be provided to ensure students remain informed throughout the teach-out period.
M.	Prepare and submit six-monthly review of course teach-out	Step 1: Student Administration Step 2 and 3: Head of Discipline (or nominee)	1. Student Administration will review study plans after each relevant teaching period and update as required, ensuring updates are within the approved teach-out plan. Approval of leave and reduction of study load must take into account the teach-out end date. Any issues identified with the teach-out plan will be directed back to the Head of Discipline in the Institute. 2. The Head of Discipline (or nominee) will submit a six-monthly report on the progress of the teach-out, to be noted at the first Curriculum Committee meeting following publication of results for the relevant study term. The six-monthly teach-out report must also be uploaded to the relevant folder of the Teach-out plans

			channel in the Curriculum Committee Teams site. 3. The report may identify adjustments required to the teach-out plan. See the six-monthly teach-out report template in the Forms section of this Procedure.
N.	Prepare and submit course discontinuation to Institute/School Board/TUPCAC	Head of Discipline (or nominee)	1. When the last student has completed, select the discontinuation workflow for the course record and course rules in Curriculum Centre and complete the discontinuation submission in the amendment rationale field. • Note: PMC should be consulted to confirm there are no active students. 2. Workflow the course discontinuation to Institute/ School Board/TUPCAC for endorsement. 3. If the course discontinuation is endorsed, it will be workflowed to Curriculum Committee. Institute/School Board/ TUPCAC may require corrections to the documentation prior to progressing to Curriculum Committee. 4. If the course discontinuation is not endorsed, the proposer will be advised of the reasons for rejection.
O.	Submit the course discontinuation to Curriculum Committee for approval	Institute/Curriculum Services	1. In Curriculum Centre, workflow the course discontinuation to Curriculum Committee. 2. If the course discontinuation is approved, it will be workflowed to PMC for actioning. Curriculum Committee may require corrections to the documentation prior to progressing the workflow to PMC.

			3. If not approved, the Institute will be advised of the reasons for rejection.
P.	Submit the course discontinuation to Academic Board for noting	Academic Governance	1. Submit to Academic Board for noting.
Q.	Update Higher Education Current Award Courses and Non-Current Award Courses registers	Senior Manager, Registrar Services (or nominee)	1. Move the discontinued course from the Higher Education Current Award Courses register to the Higher Education Non-Current Courses register. 2. Update the University approved student management system.
R.	Remove from CRICOS register	Step 1 - Curriculum Services Step 2 - International Regulatory Services	1. On completion of last student, complete CRICOS Discontinuation form as per the CRICOS Registration of Higher Education and VET Programs Procedure. 2. Request that CRICOS registration be cancelled for the course as per the CRICOS Registration of Higher Education and VET Programs Procedure.

4. Creating a new short course

	Activity	**Responsibility**	**Steps**
A.	Submit a new short course or concept executive summary (brief) to TAFE executive	Pro Vice-Chancellor / Dean of School (or nominee)	1. Submit a new short course or concept executive summary to TAFE Executive for approval. Contact the Associate Professor, Pathways for the executive summary form and to confirm information required.
B.	Approve or reject the executive summary	TAFE Executive	1. Approve or reject the executive summary. 2. If approved, request the Institute to develop a full business case for TUPCAC consideration. 3. If not approved, the Institute will be advised accordingly including reasons.

C.	Submit a business case for approval to TUPCAC	Pro Vice-Chancellor / Dean of School (or nominee)	1. Submit a business case to TUPCAC for approval. Contact the Associate Professor, Pathways to confirm information required in the business case.
D.	Approve or reject the business case	TUPCAC	1. Consider and approve or reject the business case. 2. If approved, request Institute to develop a new short course category A or B object in Curriculum Centre for Institute/School Board/ TUPCAC approval. 3. If not approved, the Institute will be advised accordingly including reasons.
E.	Complete the short course category A or B object in Curriculum Centre	Institute/School/TAFE and University Pathways	1. Identify or establish a non-award program code and title and a non-award short course code and title. PMC can advise. 2. Determine the cost structure in consultation with Student Finance. 3. In Curriculum Centre, complete the Short Course Category A object for non-credit bearing short courses or Short Course Category B object for credit-bearing short courses.
F.	Submit the short course for approval	Institute/School/TAFE and University Pathways	1. In Curriculum Centre, workflow the short course object to Institute/School Board/TUPCAC for approval. 2. If the short course is approved, it will be workflowed to PMC for actioning. Institute/ School Board/TUPCAC may require corrections to the documentation prior to progressing the workflow to PMC. The short course object must also be listed for noting on the proposal to Curriculum Committee.

			3. If not approved, the proposer will be advised of the reasons for rejection.
G.	Recognising completion	Graduation office	1. Graduation office recognises completion of the short course with a certification of participation or attainment or a digital badge for recording in the student management system.
H.	Recording credentials	Student Administration	1. Configure and capture in an approved University student records system.
I.	Reviewing short courses	Institute/School/TAFE and University Pathways	1. Short courses that provide credit into a Federation University award course must be reviewed as part of the scheduled review of the award course, as detailed in the Higher Education Course Quality Assurance and Review Procedure.

5. Amending an existing short course

	Activity	Responsibility	Steps
A.	Amend the short course object in Curriculum Centre	Institute/School/TAFE and University Pathways	1. Open the existing short course object in Curriculum Centre and complete the amendment. 2. A change to short course title and/or code must be treated as a new short course. TUPCAC business case approval is not required.
B.	Submit the amended short course to Institute/School Board/ TUPCAC for approval	Institute/School/TAFE and University Pathways	1. In Curriculum Centre, workflow the amended short course object to Institute/ School Board/TUPCAC for approval. 2. If the amended short course is approved, it will be workflowed to PMC for actioning. Institute/ School Board/TUPCAC may require corrections to the documentation prior to progressing the workflow to PMC. The amended short course object must also be

			listed for noting on the proposal to Curriculum Committee. 3. If not approved, the proposer will be advised of the reasons for rejection. 4. Minor short course amendments can be approved by the Associate Dean, Learning and Teaching (or equivalent)/Dean GRS (or nominee)/Associate Professor, Pathways and noted by Institute/School Board/TUPCAC. Minor modifications are limited to spelling, punctuation and grammar corrections and minor edits to the description of the short course and short course content fields, to a maximum of 10% change to the overall short course outline.

6. Discontinuing an existing short course

	Activity	**Responsibility**	**Steps**
A.	Complete the short course discontinuation in Curriculum Centre	Institute/School/TAFE and University Pathways	1. Open the existing short course object in Curriculum Centre, select amendment, and complete the short course discontinuation.
B.	Submit the short course discontinuation to Institute/School Board/TUPCAC for approval	Institute/School/TAFE and University Pathways	1. In Curriculum Centre, workflow the short course discontinuation to Institute/ School Board/TUPCAC for approval. 2. If the short course discontinuation is approved, it will be workflowed to PMC for actioning. Institute/School Board/TUPCAC may require corrections to the documentation prior to progressing the workflow to PMC. The discontinued short course object must also be listed for noting on the

			proposal to Curriculum Committee. 3. If not approved, the proposer will be advised of the reasons for rejection.

7. Creating a new unit

	Activity	Responsibility	Steps
A.	Create a new unit object	Institute/School/TAFE and University Pathways	1. Create a new unit object in Curriculum Centre including the new unit outline and rationale section. • Refer to Guide to completing higher education unit record. 2. If a unit code, title or grading scheme 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 via the workflow detailed in section 9 of this procedure.
B.	Submit the new unit object to Institute/School Board/TUPCAC for endorsement	Institute/School/TAFE and University Pathways	1. In Curriculum Centre, workflow the new unit object to Institute/School Board/ TUPCAC for endorsement. 2. If the new unit is endorsed, it will be workflowed to Curriculum Committee for approval. Institute/School Board/TUPCAC may require corrections to the documentation prior to progressing the workflow to Curriculum Committee. 3. If not endorsed, the proposer will be advised of the reasons for rejection. 4. If a new unit affects the structure of an existing course, a course rules amendment must also be submitted to Curriculum Committee via the course amendment workflow for

			approval. (See section 2 of this Procedure).
C.	Submit the new unit object to Curriculum Committee for approval	Institute/School/TAFE and University Pathways	1. In Curriculum Centre, workflow the new unit object to Curriculum Committee for approval. 2. If the new unit is approved, it will be workflowed to PMC for actioning. Curriculum Committee may require corrections to the documentation prior to progressing the workflow to PMC. 3. If not approved, the proposer will be advised of the reasons for rejection.
D.	Update the University approved student management system	Senior Manager, Registrar Services (or nominee)	1. Update the University approved student management system.

8. Amending an existing unit

	Activity	**Responsibility**	**Steps**
A.	Amend the unit object in Curriculum Centre	Institute/School/TAFE and University Pathways	1. Open the existing unit object in Curriculum Centre and complete the amendment. 2. If a unit code, title or grading scheme 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.	Submit the amended unit to Institute/School Board/TUPCAC for approval	Institute/School/TAFE and University Pathways Step 4 - Associate Dean, Learning and Teaching (or equivalent)/ Dean GRS (or nominee)/ Associate Professor, Pathways	1. In Curriculum Centre, workflow the amended unit object to Institute/School Board/TUPCAC for approval. 2. If the amended unit is approved, it will be workflowed to PMC for actioning. Institute/ School Board/TUPCAC may require corrections to the documentation prior to progressing the workflow to PMC. The amended unit object must also be listed for

			noting on the proposal to Curriculum Committee. 3. If not approved, the proposer will be advised of the reasons for rejection. 4. Minor unit amendments can be approved by the Associate Dean, Learning and Teaching (or equivalent)/Dean, GRS (or nominee)/Associate Professor, Pathways and noted by Institute/School Board/TUPCAC. Minor amendments are limited to updating requisites to align with the Curriculum Committee-approved course structure, 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.	Update the University approved student management system	Senior Manager, Registrar Services (or nominee)	1. Update the University approved student management system.

9. Discontinuing or reactivating a unit

	Activity	**Responsibility**	**Steps**
A.	Complete the unit discontinuation or reactivation in Curriculum Centre	Institute/School/TAFE and University Pathways	1. Open the existing unit object in Curriculum Centre, select amendment, and complete the unit discontinuation or reactivation.
B.	Submit the unit discontinuation or reactivation to Institute/School Board/TUPCAC for approval	Institute/School/TAFE and University Pathways	1. In Curriculum Centre, workflow the unit discontinuation or reactivation to Institute/School Board/ TUPCAC for approval. 2. If the unit discontinuation or reactivation is approved, it will be workflowed to PMC for actioning. Institute/School Board/TUPCAC may require corrections to the documentation prior to progressing the workflow to

			PMC. The amended unit object must also be listed for noting on the proposal to Curriculum Committee. 3. If not approved, the proposer will be advised of the reasons for rejection.
C.	Update the University approved student management system and Register – Discontinued Units	Senior Manager, Registrar Services (or nominee)	1. Update the University approved student management system. 2. For a discontinued unit, add to the Register – Discontinued Units. 3. For a reactivated unit, remove from the Register – Discontinued Units.

10. Expedited approval process

In exceptional circumstances, where an urgent decision is required, the Pro Vice-Chancellor or Dean of School may consult with the Chair of ACPC about submitting a written request to the Vice-Chancellor to activate the expedited approvals process for a new, amended, or rebadged course or new badged stream. The notification must include:

- The reason for activating the expedited approval process;
- 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 Vice-Chancellor, the Institute must notify the Chairs of Curriculum Committee and Academic Board of their intention to activate the following expedited approvals process:

1. Institute/School Board/TUPCAC: endorsement of the new, amended, or rebadged course or new badged stream 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 Pro Vice-Chancellor or Dean of School may seek Vice-Chancellor 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 amendment, where the Chair judges the recommendation to be straightforward and the documentation complete, a circulatory resolution may be utilised.
3. Academic Board: for new courses, rebadged courses and new badged streams the Chair, Academic Board may call for a circulatory resolution or out-of-session special meeting to approve the recommendation. Course amendments that have been approved by Curriculum Committee via the expedited process will be noted at the next scheduled Academic Board meeting.

11. Standard credit points

Credit points provide an indication of the estimated hours of learning activities necessary that a student achieving an average performance needs to 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. The credit point value of a unit is constant regardless of the course and year in which the unit is taken. Any change to credit point value will require approval as a new unit.
2. 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 +/- 20%.
3. Fifteen (15) credit points is the standard value per unit, equating to an expected workload of 150 hours.
4. Alternate credit point values are available where required for either administrative purposes or where the expected student workload is defensibly higher:
   - Zero (0) credit points, where the unit is to be used for administrative purposes (e.g. tracking Education students' LANTITE attempts).
   - Thirty (30) credit points, equating to an expected student workload of 300 hours.
   - Sixty (60) credit points, equating to an expected student workload of 600 hours.
   - One-hundred and twenty (120) credit points, equating to an expected student workload of 1200 hours.
   - Note: when proposing a 60 or 120 credit point unit, a strong rationale must be included in the unit documentation submitted to Curriculum Committee.
5. The standard credit point value of one year FTE is 120 credit points, equating to a standard full-time annual coursework workload of approximately 1200 hours.

12. Nomenclature of Sealed Awards (Higher Education)

	Activity	Responsibility	Steps
A.	Conventions for naming awards	Institute	1. Use 'of' to link the award level 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 indicate the badged stream. 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	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 badged stream. 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.

13. Examples

Single Awards					
Level		**Discipline: Generic**	**Optional Specialisation: 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	
	Post-Nominal
Bachelor of Commerce/Bachelor of Business	BCom/BBus

Responsibilities

- The ChiefLearner Experience Officer (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 Approval Authority.

Forms

- Six monthly report on teach-out template

Forms.

- Course offering amendment form (DOCX 194.8kb)
- New course roadmap (PDF 350.8kb)
- Teach-out plan template (DOCX 74.4kb)

Supporting documents

- Academic Governance Policy
- Curriculum Centre user guides
- Curriculum Approval Pathway
- Higher Education Academic Credit Transfer Procedure
- CRICOS Registration of Higher Education and VET Programs Procedure
- Honours Course Guidelines

Forms.

- Guidance Notes for a Course Teach-Out Plan (PDF 137.0kb)
- Supplementary Guidelines Learning Outcomes and Assessment (DOCX 480.9kb)
- Unit Description Higher Education Form (DOCX 212.1kb)

Implementation

The Approval and Maintenance of Higher Education Courses Procedure is to be implemented throughout the University via:

- 'FedNews' announcement and on the 'Recently Approved Documents' webpage to alert the University-wide community of the approved Procedure;
- Inclusion on the University's Policy Central website; and/or
- Distribution of emails to appropriate staff.

Promulgation

The Approval and Maintenance of Higher Education Courses Procedure is to be communicated throughout the University via:

- An Announcement Notice in 'FedNews', FedEngage 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.

Records management

Title	Location	Responsible Officer	Minimum Retention Period
Master set of curriculum records prepared in Curriculum Centre and submitted for approval	Curriculum Centre	Pro Vice-Chancellor/ Dean of School	**Permanent**
Master set of curriculum records prepared outside Curriculum Centre and submitted for approval or accreditation including: • Initial Concept Assessment and Business Case • Supporting documentation	The University's approved records management system	Pro Vice-Chancellor/ Dean of School	**Permanent**
Unapproved curriculum records, draft and working papers prepared outside Curriculum Centre including: • Initial Concept Assessment and Business Case • Supporting documentation	The University's approved records management system	Pro Vice-Chancellor/ Dean of School	**Destroy 3** years from date of last action
Institute/School Board/TUPCAC Agenda and Minutes – Master Copy	The University's approved records management system	Institute/School Board/TUPCAC 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 Governance	**Permanent**