

Federation University Handbook Procedure

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Table of Contents

Purpose	1
Scope	1
Legislative context	1
Definitions	1
Deadlines	2
Exceptional approval process	3
Actions	3
1. Handbook structure and content	3
Supporting documents	5
Responsibility	5
Promulgation and implementation	5
Records management	5

Purpose

This procedure describes the purpose, structure, deadlines and responsibilities for the university's higher education digital handbook, which is the authoritative source for students of courses and units in an academic year.

Scope

This procedure applies to all higher education award courses (including higher degree by research) and units, and to non-award enabling and foundation courses.

Legislative context

- Federation University Australia Act 2010
- The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- Higher Education Standards Framework (Threshold Standards) 2021

Definitions

The Handbook is the authoritative source of course and unit requirements for students. For course requirements, students refer to the handbook entry for the year they commenced enrolment in a course, unless otherwise

instructed by the CLXO. For unit requirements, students refer to the handbook entry for the specific year they enroll in the unit.

Term	Definition
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.
CLXO	Chief Learner Experience Officer, responsible for the Learner Experience portfolio which has end-to-end responsibility for the journey of students from promotion to application and graduation.
Curriculum centre	The University's approved records management system for curriculum records.
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 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 .

Deadlines

The digital student handbook is published prior to enrolments opening for the following year. Its publication aligns with the Commonwealth Government's deadline for publication of the schedule of student contribution amounts, tuition fees, census dates, and EFTSL values for the following year. The following table describes the deadlines for curriculum approval to ensure that the handbook meets the above deadlines and accurately reflects the latest approved offerings. Please refer to the [Approval and Maintenance of Higher Education Courses Procedure](#) for further information about the curriculum approval process.

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.

Exceptional approval process

Corrections and changes outside the above deadlines will only be approved in exceptional circumstances, where there is no detrimental impact on student enrolment or progression, and under the following conditions:

1. The Executive Dean of the Institute/Dean of GRS/PVC, VET and Pathways must submit a business case to ACPC for approval to submit a new or amended course or unit to Institute Board outside the approved deadlines.
2. ACPC will consider the potential impacts of late approval, including financial implications, accreditation, university portfolios, resourcing, and impacts on staff and students.
3. If approved by ACPC, the new/amended curriculum must be submitted to the next Institute Board meeting.
4. The date of ACPC approval of the business case must be entered into the curriculum centre record in the approvals field (for courses) or amendment rationale (for units).

Actions

1. Handbook structure and content

	Activity	Responsibility	Steps
A	Confirm the structure and content fields to be published in the Handbook	CLXO or nominee	<ol style="list-style-type: none"> 1. In consultation with key stakeholders, confirm the structure and content fields to be published in the Handbook. 2. Information published in the handbook will only be sourced from curriculum centre, as the university's approved curriculum management system, and will include information on the following: <ol style="list-style-type: none"> a. Courses <ul style="list-style-type: none"> • Course overview and key information • Course offering • Entry requirements • Course rules and structure • Learning outcomes

			<ul style="list-style-type: none"> • Placement Fees and additional costs • Credit, pathways and RPL <p>b. Units</p> <ul style="list-style-type: none"> • Unit overview and key information • Unit offering • Requisites • Learning outcomes • Assessment and FedTASK <p>3. Courses that Curriculum Committee has approved for teach-out or discontinuation will continue to appear in the handbook for the years in which the course was offered but will not appear for subsequent years.</p>
B	Ensure curriculum centre course and unit data (curriculum design and course rules) is current, has the necessary approvals, and is ready for publication in the handbook	Heads of Discipline	<p>1. Submit new courses and units and amended courses and units for approval by the deadlines detailed above, as per the process described in the Approval and Maintenance of Higher Education Courses Procedure.</p>
C	Ensure curriculum centre offering data is ready for publication in the handbook	Curriculum Services	<p>1. Confirm with Executive Deans and Chief Learning Experience Officer the course and unit offerings for the following year.</p> <p>2. Ensure curriculum centre offering data for the following year is populated prior to the publication of the handbook.</p>
D	Review handbook entries prior to publication	Curriculum Services	<p>1. Review the draft handbook entries prior to publication for accuracy and readability.</p>
E	Communicate changes to handbook entries to impacted students	CLXO	<p>1. Communicate course changes for the following year to impacted continuing students to ensure they are consulting the appropriate version of the course record in the handbook.</p>

			2. Communicate late changes to handbook entries that have been approved via the exception process detailed above to impacted students.
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Supporting documents

- [Academic Governance Policy](#)
- [Approval and Maintenance of Higher Education Courses Procedure](#).

Responsibility

- The Chief Learning Experience Officer (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Manager, Curriculum Services (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

Promulgation and implementation

The [Federation University Handbook Procedure](#) will be communicated throughout the University via:

1. Announcement posts via FedNews and FedEngage and on the 'Recently Approved Documents' page on the University's Policy Central website.

Records management

Document title	Location	Responsible officer	Minimum retention period
Master set of curriculum records	Curriculum centre	Executive Dean of Institute/Dean of GRS/PVC, VET and Pathways.	Permanent
Business case for course and unit approvals outside deadlines	The University's approved records management system	Manager, Curriculum Services	Temporary – destroy when administration use has concluded
Handbook	Handbook website	Chief Learner Experience Officer	Permanent