

Programs and courses policy suite: summary of changes to requirements

This information is provided to assist with implementing the new Programs and Courses policy and its seven supporting procedures.

Key changes to requirements from rescinded policy documents and new requirements that have been introduced with new policy suite are listed below for each new procedure.

In addition to these changes, the new policy and procedures have replaced the school regulations and some sections of the General Regulations.

Procedure: Academic Progress

- New provisions about student success plans for domestic students at risk of not making satisfactory academic progress. (Procedure: Academic Progress, s 4).
- Program termination and university termination for repeated failure of courses (for first-time failure of certain types of course) will no longer be recorded on a student's formal academic transcript.

Procedure: Program and Course Delivery and Management

- New requirements about coordinating course offerings to ensure students are able to progress towards completion, and have a reasonable choice of courses. (Procedure: Program and Course Delivery and Management, s 5)
- New requirements about informing students about copyright. (Procedure: Program and Course Delivery and Management, cl 7.1, cls 8.6, 8.7; Procedure: Program and Course Information, s 5.6)
- The provision for staff to record a class using their own device where the teaching space doesn't have recording functionality has been removed
- New requirements for program and course coordinators to ensuring the quality of work integrated learning placements. (Procedure: Program and Course Delivery and Management, s 9)
- New requirement to ensure ethics approval is in place where coursework courses require students to undertake research with human or animal subjects (Procedure: Program and Course Delivery and Management, s 11)

Procedure: Program and Course Design

- New requirements for award titles. (Procedure: Program and Course Design, cl 3.3)
- New requirement for all bachelor degree and embedded bachelor (honours) programs to provide opportunities for work integrated learning or community service (Procedure: Program and Course Design, s 6)
- New provisions for students undertaking two majors. (Procedure: Program Design, cl 8.3.2).
- New requirements for the research component of masters by coursework programs from 1 January 2024. (Procedure: Program and Course Design, cl 11.4)
- Changes to the terminology used for nested awards and exit awards. (Procedure: Program and Course Design, s 12)

Procedure: Program and Course Information

- Program regulations have been re-named as 'program requirements documents' (Procedure: Program and Course Information, s4)
- New requirement for program coordinators to provide students with information about selecting courses for enrolment (Procedure: Program and Course Information, cl. 4.4)
- New requirement for bachelor (honours) degree program requirements documents to indicate the courses and weightings used to calculate honours levels (Procedure: Program and Course Information, cl 4.2.3)
- New requirements about providing information about assessment tasks in course outlines. (Procedure: Program and Course Information, cl 5.7.1).
- New requirement for assessment rubrics for each assessment task to be included in course outlines. (Procedure: Program and Course Information, cl 5.7.3.2)
- New requirements for faculties about archiving course outlines. (Procedure: Program and Course Information, s. 5.11)
- New requirements for assigning course codes on the basis of the level of the course (Procedure: Program and Course Information, s. 6)

Procedure: Program and Course Life Cycle

- Minor program changes are now approved by the faculty board (Procedure: Program and Course Life Cycle, cl 7.2 and its subclauses, s 7.7)
- New microcredentials, changes to microcredentials or discontinuation of a microcredentials are now approved by the faculty board (Procedure: Program and Course Life Cycle, cl 14.1)

Procedure: Program and Course Quality

- New requirements for external advisory committees (Procedure: Program and Course Quality, s. 4)
- New program and course benchmarking requirements (Procedure: Program and Course Quality, cl 5.3)
- New requirement for annual Program Performance Reports (Procedure: Program and Course Quality, s. 6)
- New requirements for addressing program viability in program reviews (Procedure: Program and Course Quality, cl 7.4)
- Authority for approving program review arrangements has moved from DVC to Executive Deans (Procedure: Program and Course Quality, cl 7.6)
- The requirement for review panel chairs to be external to the University has been removed
- New requirements for the role of review panels in program reviews (Procedure: Program and Course Quality, cl 7.6.7, cl 7.6.9)
- Program coordinators are required to review course outlines before the start of the relevant teaching period (Procedure: Program and Course Quality, cl 9.1)
- Teaching staff are required to undergo peer review each year (Procedure: Program and Course Quality, cl 10.2)
- New requirement for student experience of course and student experience of teaching surveys for micro credentials (Procedure: Program and Course Quality, cl 16.1)

Procedure: Qualification Equivalence Assessment

- New requirements for executive deans and heads of school to keep records of approval of staff qualification equivalence assessments (Procedure: Qualification Equivalence Assessment, s. 3)
- Eligibility to practise in a profession has been removed from the criteria for qualification equivalence assessment to teach in a professional program (Procedure: Qualification Equivalence Assessment, tables following cl 4.1.2)