Procedure:

Program and Course Life Cycle

Effective: 13 January 2023

Audience: Staff

Policy category: academic
Policy sub-category: programs and courses

Key words:	Course, microcredential, program, short course
Procedure owner:	Deputy Vice-Chancellor, Learning and Teaching
Responsible officer:	Head, Curriculum and Quality
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Contents

1 PURPOSE

1.1   This procedure supports the *Policy: Programs and Courses* by stating requirements for approval of:

1.1.1   new higher education programs, courses, assessment tasks in courses, short courses and microcredentials of the University of Notre Dame (Australia) (the University)

1.1.2   changes to higher education programs, courses, assessment tasks in courses, short courses and microcredentials

1.1.3   arrangements with a third party to deliver or share in delivery of a program or course accredited by the University, or a vocational education and training program or course on behalf of the University

1.1.4   suspension of intakes to higher education programs and discontinuation of programs, and

1.1.5   transition plans to support students when a higher education program is changed or discontinued.

1.2   The Interpretation and definitions section at the end of this procedure:

1.2.1   states requirements for interpreting this procedure and

1.2.2   explains its hierarchical relationship with other policy documents in the University's *Policy Framework*.

2   RELATED POLICIES AND REGULATIONS

2.1   This procedure should be read alongside the *Policy: Programs and Courses*, which it supports.

2.2   The *Procedure: (VET) Course Approval, Amendments, Review and Discontinuation* states requirements in relation to the life cycle of vocational education and training programs and courses, other than for approval and discontinuation of third-party delivery arrangements.

2.3   The *Procedure: Program and Course Design* states design requirements for programs and courses.

2.4   The *Procedure: Program and Course Delivery and Management* states requirements relevant to delivery of programs and courses.

2.5   The *Procedure: Program and Course Quality* states requirements for activities to assure the quality of programs and courses.

3   CENTRAL REPOSITORY OF PROGRAM AND COURSE APPROVALS

3.1   The Academic Council will:

3.1.1   communicate program and course approval decisions to offices that need to perform actions resulting from the approval, and

3.1.2   add approval documentation to the University's repository of this documentation, to ensure there is an authoritative source of information on the University's programs and courses as approved.

3.2   Approval of minor changes by Faculty Boards will be documented in the minutes for progression to Academic Council for noting and the Faculty Curriculum Manager will ensure that they forward any program or course proposals approved by Faculty Boards to relevant offices.

4   APPLYING PROGRAM AND COURSE DESIGN REQUIREMENTS

4.1   Members of committees that endorse or approve academic proposals for programs and courses, and staff who oversee or endorse such proposals, will:

  4.1.1 familiarise themselves with
    4.1.1.1 the standards for programs and courses stated in the *Policy: Programs and Courses*, and
    4.1.1.2 the requirements for design of programs and courses stated in the *Procedure: Program and Course Design*; and
  4.1.2 not endorse or approve a proposal that fails to meet the relevant standards of that policy and/or requirements of that procedure unless an exception has been approved by a person or committee authorised to approve the exception.

4.2 Associate deans, learning and teaching will review academic proposals of new programs and changes to existing programs, before these are submitted to academic committees for endorsement, to ensure that the proposals are consistent with relevant policies and procedures.

5 PROGRAM AND COURSE APPROVAL DOCUMENTATION AND TIMELINES

5.1 Curriculum& Quality in consultation with Academic Council will (in consultation with faculties and central offices involved in preparing to offer programs) maintain:
  5.1.1 templates or online forms for
    5.1.1.1 business cases for programs and major changes to programs to be brought to the Senior Management Group, and
    5.1.1.2 academic proposals to be brought through the academic governance committees; and
  5.1.2 timelines for submission of business cases and academic proposals for programs intended to be opened to admission in specific teaching periods.

5.2 Central offices that need to be consulted on program approval deadlines for intakes include:
  5.2.1 the offices of Academic Registrar, Admissions, Student Administration, International, Marketing, Student Recruitment, Finance, Curriculum and Quality and the Deputy Vice-Chancellor Learning and Teaching

6 APPROVAL OF A NEW PROGRAM

6.1 A faculty that is proposing a new program will:
  6.1.1 submit a business case and market case, to Education Group, for approval by the Senior Management Group (SMG) which includes evidence-
  6.1.2 based load projections and market analysis and
  6.1.3 if SMG approves the business case, submit an academic proposal and the program requirements document for:
    6.1.3.1 endorsement by the faculty board
    6.1.3.2 where the program is a higher degree by research program, endorsement by the Research Degrees and Scholarships Committee
    6.1.3.3 endorsement by Program and Course Accreditation Committee (PCAC), and
    6.1.3.4 approval by Academic Council; and
  6.1.4 Where a proposed double degree program will comprise component single degrees that (as single degrees) are managed by two different faculties, the academic proposal must have been endorsed by both faculty boards when it comes to PCAC.
  6.1.5 Where a program will require students to complete a course that is managed by

another faculty, the academic proposal must include evidence that the executive dean of the other faculty has been consulted about this.

6.2   The academic proposal of a new program should identify any closely-related programs (in the same discipline, nested awards, double degrees) with which the program will be grouped for the purposes of program monitoring, reporting and review.

6.3   Where there is unusual urgency to introduce a program, the Vice-Chancellor may authorise a fast-track approval process comprising

6.3.1   executive endorsements/approvals by the chairs of committees identified in clause 5.1.2, with

6.3.2   subsequent submissions of the executively endorsed/approved proposal to the committee for noting, and/or

6.3.3   the endorsement/approval pathways for the business case and academic proposal to proceed concurrently instead of sequentially.

6.4   Approval of an academic proposal by Academic Council (or in the case of a fast-tracked application, by the chair of Academic Council, with subsequent noting by Academic Council) constitutes initial accreditation of the program.

6.5   When a new program proposal is submitted to Faculty Board, the proposal will include all course outlines for compulsory courses that include, as a minimum, course description, learning outcomes, and an overview of course content and assessment items.

6.6   When a new program proposal is submitted to the Faculty Board, the proposal will be endorsed by all relevant areas of the University and this endorsement will be documented in the template along with the school/faculty response to feedback received from these areas.

7   MAJOR AND MINOR CHANGES TO PROGRAMS

7.1   A faculty that is proposing a major change to a program will:

7.1.1   where the proposed change has resource and/or revenue implications, submit a business case, via Education Group for approval by SMG

7.1.2   If a business case is not needed, or a business case has been approved by SMG, submit an academic proposal of the change and the changed program requirements document (with the business case, if any, attached) for:

7.1.2.1   endorsement by the faculty board

7.1.2.2   where the program is a higher degree by research program, endorsement by the Research Degrees and Scholarships Committee

7.1.2.3   endorsement by the Program and Course Accreditation Committee (PCAC).

7.1.2.4   approval by Academic Council; and

7.1.3   Where a major change to a double degree program is being proposed, and the program comprises component single degrees that (as single degrees) are managed by two different faculties, the academic proposal must have been endorsed by both faculty boards when it comes to PCAC.

7.1.4   Where a program has a required course taught by a school of another faculty than the faculty that manages the program, and it is proposed to remove that course or discontinue the program or an offering of the program, the academic proposal must:

7.1.4.1   include evidence of advance consultation with the executive dean of other faculty, and

7.1.4.2   identify any issues or concerns raised by the other faculty and how these were responded to.

7.1.4.3 Such consultation is expected to occur before the proposal is submitted for approval.

7.2 A faculty that is proposing a minor change to a program will:

7.2.1 submit an academic proposal of the change and the changed program requirements document for:

7.2.1.1 Approval by the faculty board.

7.2.2 Where a minor change to a double degree program is being proposed, and the program comprises component single degrees that (as single degrees) are managed by two different faculties, the academic proposal must be approved by both faculty boards.

7.2.3 Where a minor change to a program involves adding or removing a required course that is taught by a school of another faculty, the academic proposal must:

7.2.3.1 include evidence of advance consultation with the Executive Deans of the other faculty, and

7.2.3.2 identify any issues or concerns raised by the other faculty and how these were responded to.

7.2.3.3 Such consultation is expected to occur before the proposal is submitted for approval.

7.2.4 The Faculty Curriculum Manager will forward the approved academic proposal and program requirements document to relevant areas for the consequential actions stated in clause 3.1 and its subclauses.

7.2.5 Academic Council and PCAC will receive the minutes of faculty boards to inform them of minor changes approved by faculties.

7.3 Major changes that require Academic Council approval

7.3.1 The following types of change to a program must be submitted for academic approval via the endorsement and approval pathways stated in clause 6.1.2, but do not in all cases require submission of a business case:

7.3.1.1 a change to an award title

7.3.1.2 a change to the program's volume of learning

7.3.1.3 adding or removing an exit award

7.3.1.4 adding or removing a major to/from the majors listed for an undergraduate program

7.3.1.5 adding or removing a minor to/from the minors listed for an undergraduate program

7.3.1.6 adding or removing a specialisation to/from the specialisations listed for a masters by coursework program

7.3.1.7 any substantive change to a program learning outcome (that is, a change that is not merely a clarification of wording)

7.3.1.8 a change to the delivery mode of a program, or adding a delivery mode, delivery location or delivery via a third-party arrangement

7.3.1.9 adding compulsory courses or prescribed elective courses to the program, or

7.3.1.10 a change to courses required for the program that requires a student transition plan.

7.4 Major changes that require Senior Management Group approval

7.4.1 The following types of change to a program require submission of a proposal (but not a business case) to Senior Management Group, via Education Group for approval:

7.4.1.1 adding a delivery location (other than delivery via a third-party arrangement)

7.4.1.2 discontinuing the program

7.4.1.3 temporarily suspending intake into the program (refer to clause 7.7)

7.4.1.4 removing a delivery mode, delivery location or delivery via a third-party arrangement

7.4.1.5 opening the program to applications for admission by students on Australian student visas, or

7.4.1.6 a change to program admission requirements that is likely to substantially increase or reduce demand for the program.

7.4.2 A proposal to deliver a program via a third-party arrangement will follow the process stated in the section on approval of third-party arrangements below.

7.4.3 A proposal to suspend or discontinue a program or program offering will include a rationale and a summary of any financial and/or workload implications, as well as the impact for existing students enrolled in the program.

7.4.3.1 As far as possible, suspension or discontinuation of a program or program offering should be planned in advance to identify all actions that will be needed in relation to:

- students (including those on leave of absence and those who have deferred an offer of admission)
- staff
- related programs
- other schools that manage courses required for the program, and
- where relevant, an external professional body that accredits the program.

7.4.3.2 The proposal to suspend or discontinue a program should be submitted in time to avoid a further intake of students.

7.5 Transition plans

7.5.1 As far as possible, changes to programs will be managed so as not to disadvantage students currently enrolled in the program by requiring them to meet additional new requirements.

7.5.2 To this end, a change to a program may require a transition plan: that is, a plan to enable students who enrolled in the program under a previous program requirements document (or previous set of program regulations), to complete the program by satisfying the requirements of that document (or those program regulations).

7.5.3 In these cases, the transition plan for students still enrolled in the program, under a previous program requirements document (or set of program regulations,) will be included as a section of the proposed new program requirements document.

7.6 Approval of teach-out arrangements

7.6.1 A teach-out arrangement is an arrangement to continue teaching a suspended or discontinued program long enough and offer enough of its required and prescribed elective courses, for students currently enrolled in it to have a reasonable time frame in which complete it.

7.6.1.1 Where practicable, a teach-out arrangement will allow students still enrolled in the program:

- if the program permits part-time enrolment, long enough to complete the program by studying at a half-time rate, plus one year for contingencies such as students failing courses and having to repeat them, or students having to take leave of absence for ill-health, or
- if the program permits only full-time enrolment, long enough to complete

the program by studying at a full-time rate, plus one year for contingencies.

- Where the school that manages a discontinued program is unable to provide a reasonable teach-out period, the school will do its best to arrange for the remaining students enrolled in the program to transfer to a similar program with the least possible disadvantage.

7.6.2 Following SMG approval of a proposal to suspend or discontinue a coursework program or program offering, the faculty will submit details of the proposed teach-out arrangements for:

7.6.2.1 endorsement by the faculty board

7.6.2.2 where the program is a higher degree by research program, endorsement by the Research Degrees and Scholarships Committee

7.6.2.3 endorsement by Program and Course Accreditation Committee (PCAC), and

7.6.2.4 approval by Academic Council.

7.6.3 After a proposal to discontinue a program or program offering has been approved, the following positions and organisational units will take the following actions:

7.6.3.1 The executive officer of SMG will forward the discontinuation proposal, with advice of the approval, to the National Manager, Enrolments, Fees & Student Administration.

7.6.3.2 The Admissions Office will advise any admission applicant with an offer of a place in the program or program offering that the offer is withdrawn, and where possible make them an alternative offer for a program for which they meet the entry requirements.

7.6.3.3 The faculty that manages the program and offices that manage program information for prospective students will, as relevant, remove the program information for the program or adjust the information to reflect the removal of the program offering.

7.6.3.4 Student Administration will advise students enrolled in the program or offering, including students currently on leave of absence, of the teach-out arrangements.

7.7 Temporarily suspending a program or program offering for intake

7.7.1 A faculty may propose to suspend a program for intake.

7.7.1.1 The period of suspension may be for up to two years. If at that stage the suspended program does not open for intake the faculty must submit a proposal to discontinue the program.

7.8 Minor changes

7.8.1 Changes to a program are minor changes if they do not meet the criteria to be considered major changes stated in subsections 7.3 and 7.4 and their subclauses.

7.8.2 Accordingly, the following types of change to a program are considered minor changes, and can be approved via the endorsement and approval pathways stated in clause 7.2 and its subclauses (unless they will require a student transition plan, substantively change program learning outcomes or the chair of AC requests that they be submitted AC):

7.8.2.1 changes to delivery mode of courses where these do not constitute a change to the delivery mode of the program

7.8.2.2 removing compulsory courses or prescribed elective courses from the program

7.8.2.3 replacing prescribed elective courses with an open elective component

7.8.2.4 a change to program-specific entry requirements that is unlikely to

substantially increase or reduce demand for the program

7.8.2.5   adding or removing an admission pathway or credit pathway to/from the program, and

7.8.2.6   any other change to a program that does not meet the criteria to be considered a major change above.

8   APPROVAL OF THIRD-PARTY ARRANGEMENTS

8.1   The approval process for a third-party arrangement to deliver or share in delivering a program or course accredited by the University, or a vocational education and training program or course on behalf of the University, will include the following steps, where a faculty or central office wishes to:

8.1.1   enter a new third-party arrangement, or

8.1.2   renew an existing third-party arrangement (with or without changes).

8.2   The faculty or office proposing the third-party arrangement will carry out a preliminary assessment of the third-party organisation, in consultation with the Academic Registrar, the Deputy Vice-Chancellor Learning and Teaching, the Legal Team, and the University Secretary, to confirm that the third-party organisation:

8.2.1   is financially viable and has legal standing to enter an agreement with the University

8.2.2   has the capacity and staff with adequate qualifications to carry out its share of the arrangement, and

8.2.3   has any accreditation relevant to the delivery and a track record of delivering such programs or courses.

8.3   The faculty or office proposing the third-party arrangement will, via the endorsement and approval pathway in clause 7.1 and its subclauses:

8.3.1   submit a business case for the third-party arrangement, via Education Group for approval by SMG, and

8.3.2   on approval of the business case, submit an academic proposal for the third-party delivery.

8.4   Where it is proposed to deliver a vocational education and training (VET) program or course via a third-party arrangement, the proposal must have been endorsed by the VET Advisory Committee before it can be considered by the Program and Course Accreditation Committee (PCAC).

8.5   The legal agreement between the University and the third-party organisation to formalise the arrangement can only be drafted by the Legal Office, after SMG has approved the business case.

8.6   The legal agreement will specify:

8.6.1   the objectives of the arrangement

8.6.2   all parties' roles, responsibilities and obligations

8.6.3   that the activities that are the subject of the agreement will meet the University's Objects and comply with its relevant policies and procedures

8.6.4   the standards for education delivery of (as relevant) the Higher Education Standards Framework, *National Standards for Foundation Programs* or *Standards for Registered Training Organisations 2015* and that the arrangement must meet these standards

8.6.5   the mechanisms for monitoring, evaluation and quality control of the arrangement (including the use of comparative data and moderation processes) to ensure that the University retains responsibility for academic standards and quality of the delivery and that its student outcomes are equivalent to those of a program delivered solely by the

University

8.6.6   the process and performance measures for annual review of the arrangement

8.6.7   start and end-dates and termination provisions

8.6.8   how non-compliance with the terms of agreement will be addressed

8.6.9   teach-out responsibilities, should the program be discontinued

8.6.10 arrangements to ensure that, should the third-party organisation cease to operate, its obligations to the students and the University will be met

8.6.11 arrangements for third-party organisation staff who will teach the delivery, including

     8.6.11.1 required qualifications and (where relevant) professional experience in the relevant discipline, and

     8.6.11.2 responsibilities for induction, professional development and performance management of the staff

8.6.12 arrangements to meet the University's admission standards

8.6.13 standards of support services for the students

8.6.14 student grievance processes

8.6.15 processes for communication to and from students;

8.6.16 student and stakeholder feedback mechanisms and how the feedback will be used, and

8.6.17 the financial arrangements.

8.7   Before a legal agreement that formalises a third-party arrangement can be executed, Academic Council must have either:

8.7.1   accredited the program, where the agreement is for delivery of a new program (clause 6.4), or

8.7.2   approved the required major program change, where the agreement is for delivery of an existing program (clause 7.3).

8.8   A legal agreement that formalises a third-party arrangement can only be executed by:

8.8.1   if the third party is an Australian organisation, the Vice-Chancellor or Deputy Vice-Chancellor, Learning and Teaching, or

8.8.2   if the third party is an organisation based in another country than Australia, the Vice-Chancellor.

8.9   Delivery of the third-party arrangement can only commence after the legal agreement has been fully executed.

8.10 Once the agreement has been fully executed, the office of (as relevant) the Deputy Vice-Chancellor, Learning and Teaching or Vice-Chancellor will return it to the Legal Office, which will

8.10.1 Advise the Academic Registrar and the National Director, Quality and Risk that the agreement has been signed, whereupon

8.10.2 the National Director, Quality and Risk will:

     8.10.2.1 record the agreement in a register of such arrangements that it maintains, and

     8.10.2.2 notify the University Secretary of the arrangement, so they can inform the Tertiary Education Quality and Standards Agency.

8.11 Faculty managers will:

8.11.1 collaborate with the National Director, Quality and Risk to ensure that the information for the faculty's third-party arrangements in the register is correct, and

8.11.2 obtain approval of changes to the information from:

     8.11.2.1 for a third-party arrangement for a higher education delivery in Australia, their executive dean, or

     8.11.2.2 for a third-party arrangement for a delivery of vocational education and

training, or for any delivery outside Australia, the Deputy Vice Chancellor, International and Partnerships.

9 RENEWAL, CHANGE OR DISCONTINUATION OF THIRD-PARTY ARRANGEMENTS

9.1 At least three months before the expiry date of the legal agreement for a third-party arrangement, the executive dean of the faculty that manages the relevant program or course should assess whether the arrangement is delivering the expected benefits or should be changed or discontinued.

9.2 Where an executive dean decides to discontinue a third-party arrangement, they will inform Academic Registrar and the National Director, Quality and Risk of this decision, so that :

9.2.1   the University's register of these arrangements can be updated, and

9.2.2   advise the University Secretary, who will advise the Tertiary Education Standards and Quality Agency that the arrangement has ended.

10 APPROVAL OF A MAJOR, MINOR OR SPECIALISATION

10.1 A faculty that is proposing to add a new major, minor or specialisation to the University's suite of majors, minors or specialisations will submit an academic proposal of the new major, minor or specialisation, and a program requirements document showing the change, via the endorsement and approval pathway stated in clause 6.1 and its subclauses.

10.2 Where the new major, minor or specialisation will require employment of new staff or substantial expenditure on buildings or equipment, the faculty will:

10.2.1 first submit a business case, via Education Group for approval by SMG, and

10.2.2 if SMG approves the business case, submit the academic proposal as above.

10.3 A faculty that is proposing to change a major, minor or specialisation will submit an academic proposal of the change, and a program requirements document showing the change, via the endorsement and approval pathway stated in clause 7.2 and its subclauses.

11 APPROVAL OF NEW COURSES

11.1 A new course will normally be approved as part of the academic proposal of a new program, major change to a program or minor change to a program

11.1.1   In these cases, the new course will be endorsed and approved by the process and by the endorsing/approving authorities stated in the section on the relevant type of program proposal above.

11.2 A new course may, however, be intended to be available only as an open elective choice for students in any program.

11.2.1 Such a course will be proposed, endorsed and approved by the process and endorsing/approving authorities stated in clause 7.2 and its subclauses.

11.2.2 A new Core Curriculum course, however, must be proposed, endorsed and approved by the process stated in the next section.

12 APPROVAL OF CORE CURRICULUM COURSES

12.1 This section 5 should be read alongside section 5 in the *Procedure: Program and Course Design*.

12.2 Compulsory Core Curriculum course approval

    12.2.1 Proposals for changes to the compulsory Core Curriculum course are prepared by the School of Philosophy and Theology and, with the endorsement of the National Head of the School Philosophy and Theology and the Executive Dean, Education, Philosophy and Theology, submitted via the faculty board for endorsement by the Core Curriculum Committee (CCC).

        12.2.1.1 Where the CCC endorses the proposal, the faculty will submit the proposal for:

- endorsement by PCAC, and
- approval by Academic Council.

12.3 Proposals for elective Core Curriculum courses

    12.3.1 The following approval process applies to proposals for:

        12.3.1.1 new elective Core Curriculum courses (refer to section 5 in the *Procedure: Program and Course Design*)

        12.3.1.2 an existing course to be made available as an elective Core Curriculum course,

        12.3.1.3 changes to a course learning outcome, assessment task type or assessment task weighting toward the final course mark in an elective Core Curriculum course, and

        12.3.1.4 discontinuing an elective Core Curriculum course.

    12.3.2 Proposals relating to elective Core Curriculum courses will be prepared in consultation with the National Head of the School of Philosophy and Theology, and include the following:

        12.3.2.1 the rationale for the new elective, including how the proposed course will

- support the Objects of the University and is consistent with the Catholic intellectual tradition
- integrate faith and reason, theology and philosophy, and
- give students the opportunity to form intellectual and moral habits.

        12.3.2.2 a plan for design, delivery and teaching, including:

- how this will involve the School of Philosophy and Theology and staff in the proposing school
- mode of delivery (such as for example, face to face, online, blended, or hybrid/hyflex)
- minimum and maximum enrolments
- maximum class sizes for any face to face learning in lectures, seminars, tutorials, workshops or other

        12.3.2.3 proposed staffing arrangements, including

- staff involved in the design and delivery from both the School of Philosophy and Theology and the proposing school and/or faculty, and
- where sessional\casual teachers might be used, the plan to assess relevance of qualifications and research publications.

        12.3.2.4 the proposed course curriculum, including:

- the alignment of course learning outcomes with the content, learning activities and assessment tasks of the course, and
- an explanation of how this will demonstrably foster and promote the objectives of the Core Curriculum in accordance with the requirements in clause 5.6 and its sub-clauses in the *Procedure: Program and Course Design*.

12.4 Proposals for new elective Core Curriculum courses will be submitted via the faculty board for endorsement by the Core Curriculum Committee (CCC)

12.4.1 Where the CCC endorses the proposal, the faculty will submit the proposal for:

12.4.1.1 endorsement by PCAC, and

12.4.1.2 approval by Academic Council.

12.4.1.3 If the CCC decides not endorse the proposal, the executive dean may appeal the decision to the Vice Chancellor.

12.5 Reporting on Core Curriculum courses to the Board of Trustees

12.5.1 Once each year, the CCC will submit a list of new, revised and discontinued Core Curriculum courses to the Vice Chancellor for reporting to the Board of Trustees.

12.5.2 Elective Core Curriculum courses will be reviewed by the CCC on a biennial basis.

12.5.2.1 Where the CCC finds that an elective Core Curriculum course no longer fulfils the objectives of the Core Curriculum (refer to clause 5.1 in the *Procedure: Program and Course Design*), the CCC may recommend via the Vice-Chancellor to the Board of Trustees that the course be discontinued.

- Where the University Trustees accept the recommendation to discontinue the Vice-Chancellor will direct the executive dean of the faculty managing the course to submit a proposal to discontinue the course for endorsement by PCAC, and approval by Academic Council.

13 APPROVAL OF CHANGES TO COURSE OUTLINES

13.1 Changes to a course outline after it has been published

13.1.1 The following changes to a course outline can only in exceptional circumstance be made after the start of the teaching period to which the course outline applies, and only with the approval of the head of the school that manages the course:

13.1.1.1 a change to the weight, nature or timing of an assessment task

13.1.1.2 a change to the marking rubric for an assessment task, or

13.1.2 The course coordinator may submit a proposal for such a change to a course outline for endorsement and approval via the following process.

13.1.2.1 The course coordinator must submit the change, with an explanation of the exceptional need for it, to the program coordinator of the program for which the course is a required course or restricted elective course.

13.1.2.2 However, where the course is a required course or restricted elective course for a discipline major, the course coordinator will submit the change, with an explanation of the exceptional need for it, to the discipline coordinator.

13.1.2.3 The program coordinator will consider the rationale for the change and whether to endorse it for approval by the head of school.

13.1.2.4 To endorse or approve such a change, a program coordinator, discipline coordinator or head of school must be satisfied that:

- it will not disadvantage students in the course, or
- if it does disadvantage students in the course, this is unavoidable or is essential to maintain academic integrity of an assessment task.

13.1.2.5 If the head of school approves the change:

- the course coordinator will communicate the change to all students enrolled in the course as soon as possible,
- the approving head of school will report the change to Faculty Board and

the Faculty Curriculum Manager who will carry out the consequential actions stated in clause 3.1.1

14 APPROVAL OF MICROCREDENTIALS

14.1 A Faculty Board may approve a proposal to:
  14.1.1 offer a microcredential
  14.1.2 change an existing microcredential
  14.1.3 suspend offerings of a microcredential, or
  14.1.4 discontinue a microcredential.
14.2 Where a Faculty Board approves such a proposal, they will inform the Faculty Curriculum Manager, who will carry out the consequential actions stated in clause 3.1.1.

15 APPROVAL OF SHORT COURSES

15.1 A head of school may approve a short course to be delivered, changed or discontinued.
  15.1.1 Where a head of school makes such a decision, they will inform the Faculty Curriculum Manager who will inform relevant areas and who will carry out the consequential actions stated in clause 3.1.1 where relevant

16 RELATED DOCUMENTS

16.1 None.

17 INTERPRETATION AND DEFINITIONS:

17.1 Interpretation
  17.1.1 The following rules of interpretation apply to this procedure:
  17.1.2 The University's *Policy Framework* sets out the hierarchy of the University's policy documents.
  17.1.3 Should any provision in this procedure be inconsistent with a provision of a document higher in the University's hierarchy of policy documents as stated in the *Policy Framework*, the higher document prevails and overrules this procedure to the extent of the inconsistency.
  17.1.4 This procedure must be read alongside other closely-related policy documents:
      17.1.4.1 the policy that it supports, identified in the Purpose section
      17.1.4.2 closely-related policies and regulations listed in the Related policies and regulations sections
      17.1.4.3 the *Code of Conduct (Staff)* and *Code of Conduct (Students)*, which include a requirement to comply with policy documents of the University, and
      17.1.4.4 any other documents listed in the Related documents section.
  17.1.5 Where this procedure uses:
      17.1.5.1 the verbs 'will' or 'must', it states a requirement
      17.1.5.2 the phrases 'cannot', 'must not' or 'only [position title] can', it states a prohibition
      17.1.5.3 the words 'include', 'includes; or 'including' followed by a list, the words 'without limitation' are taken to follow immediately

17.1.5.4 the phrase 'for example' or 'such as' followed by a single instance or list, the instance or list is not exhaustive

17.1.5.5 the phrases 'described in', 'set out in', 'specified in' or 'stated in', it will be read as if the words 'expressly or impliedly' appeared immediately before them;

17.1.5.6 the singular, it also means the plural, and vice versa

17.1.5.7 any gender, it includes the other genders, and

17.1.5.8 a reference to a statute, ordinance, code or other law, it includes regulation, by-laws, rules and other statutory instruments under it for the time being in force and consolidations, amendments, re-enactments, or replacements of any of them.

17.2 Definitions

17.2.1 For the purpose of this procedure, the definitions stated in the definitions section of the *Policy: Programs and Courses* apply.

17.2.2 The following additional definitions apply to this procedure:

17.2.2.1 ***Microcredential*** has the meaning stated in the *Procedure: Program and Course Design*.

17.2.2.2 <u>**Offering**</u> means:
- of a course, a delivery of the course in a teaching period
- of a program, the ongoing delivery of the course at a location or online.

17.2.2.3 ***Short course*** has the meaning stated in the *Procedure: Program and Course Design.*

17.2.2.4 ***Teach-out arrangement*** has the meaning stated in clause 7.6.2.1.

17.2.2.5 ***Transition plan*** has the meaning stated in clause 7.5.2.

Version	Date of approval	Approved by	Amendment
1	13/01/2023	Vice Chancellor	New procedure