

Guide to updated Programs and Courses procedures

This guide identifies where provisions for specific topics or activities can be found in the University's new suite of Program and Course procedures that come in to effect from Semester One 2023.

To support effective implementation all references to superseded policy texts in documents, forms, webpages, etc. need to be updated to refer to the new policy and procedures. To assist with this process the details provided below include mapping to former (now superseded) policy texts and the relevant sections in the new procedures.

Procedure: Academic Progress

Topic / activity	Former location	New location
Student success plans	New provisions for domestic students. The Procedure: Intervention Strategy still applies for international students	Procedure: Academic Progress, Section 4
Monitoring academic progress (Coursework programs)	General Regulations	Procedure: Academic Progress, Section 5; General Regulations
Show cause	Procedure: Show Cause; General Regulations	Procedure: Academic Progress, Section 6; General Regulations
Monitoring academic progress (ELICOS)	Policy: Course Progress (ELICOS); Procedure: Course Progress (ELICOS)	Procedure: Academic Progress, Section 8
Student success plans (ELICOS)	Procedure: Course Progress (ELICOS)	Procedure: Academic Progress, Section 9
Appeals against Reporting unsatisfactory progress (ELICOS)	Procedure: Course Progress (ELICOS)	Procedure: Academic Progress, Section 10
Reporting unsatisfactory progress (ELICOS)	Procedure: Course Progress (ELICOS)	Procedure: Academic Progress, Section 10

Procedure: Program and Course Delivery and Management

Topic / activity	Former location	New location
Qualifications required to teach or assess	Policy: Qualifications and Equivalence of Experience for Staff Teaching or Supervising Higher Education Programs; Procedure: Qualifications and Equivalence of Experience for Staff Teaching or Supervising Higher Education Programs	Procedure: Program and Course Delivery and Management, Section 3
Consultation time	New provisions	Procedure: Program and Course Delivery and Management, Section 4
Coordinating course offerings	New provisions	Procedure: Program and Course Delivery and Management, Section 5
Punctuality and class cancellations	New provisions	Procedure: Program and Course Delivery and Management, Section 6
Copyright	New provisions	Procedure: Program and Course Delivery and Management, Section 7
Recording classes and oral assessment tasks	Policy: Recording of Live Course Content; Procedure: Recording of Live Course Content	Procedure: Program and Course Delivery and Management, Section 8
Work integrated learning placements	New provisions	Procedure: Program and Course Delivery and Management, Section 9
Refusing permission to undertake or continue a placement	New provisions	Procedure: Program and Course Delivery and Management, Section 10
Research ethics clearance in coursework courses	New provisions	Procedure: Program and Course Delivery and Management, Section 11

Procedure: Program and Course Design

Topic / activity	Former location	New location
Program design	New provisions	Procedure: Program and Course Design, Section 3
Maximum program duration	General Regulations	Procedure: Program and Course Design, Section 4; General Regulations
Core curriculum	General Regulations	Procedure: Program and Course Design, Section 5; General Regulations
Work integrated learning and community service learning (design)	New provisions	Procedure: Program and Course Design, Section 6
Undergraduate certificates (design)	New provisions	Procedure: Program and Course Design, Section 7
Majors, minors and specialisations (design)	General Regulations	Procedure: Program and Course Design, Section 8; General Regulations
Double degrees (design)	Policy: Double and Combined Degrees; General Regulations	Procedure: Program and Course Design, Section 9; General Regulations
Bachelor (honours) degree programs (design)	Policy: The Award of a Degree with Honours; General Regulations	Procedure: Program and Course Design, Section 10; General Regulations
Postgraduate coursework programs (design)	General Regulations; Policy: Masters Award (Coursework)	Procedure: Program and Course Design, Section 11; General Regulations
Nested awards, including exit awards (design)	Policy: Nested Awards; Policy: Exit Awards	Procedure: Program and Course Design, Section 12
Course design (design)	New provisions	Procedure: Program and Course Design, Section 13
Microcredentials (design)	Policy: Non-Award Micro-credentials in Higher Education and Vocational Education and Training; Procedure: Proposing and Quality Assuring Non-Award Micro-credentials in Higher Education	Procedure: Program and Course Design, Section 14
Short courses (design)	New provisions	Procedure: Program and Course Design, Section 15
Program and course configuration (design)	New provisions	Procedure: Program and Course Design, Section 16

Procedure: Program and Course Information

Topic / activity	Former location	New location
Advertising a program before it is approved	New provisions	Procedure: Program and Course Information, Section 3
Program requirements documents	New provisions	Procedure: Program and Course Information, Section 4
Course outlines	Procedure: Course Outlines	Procedure: Program and Course Information, Section 5
Course codes	New provisions	Procedure: Program and Course Information, Section 6
Information for prospective students on microcredentials	Policy: Non-Award Micro-credentials in Higher Education and Vocational Education and Training; Procedure: Proposing and Quality Assuring Non-Award Micro-credentials in Higher Education	Procedure: Program and Course Information, Section 7

Procedure: Program and Course Life Cycle

Topic / activity	Former location	New location
Central repository of program and course approvals	New provisions	Procedure: Program and Course Life Cycle, Section 3
Applying program and course design requirements	New provisions	Procedure: Program and Course Life Cycle, Section 4
Program and course approval documentation and timelines	New provisions	Procedure: Program and Course Life Cycle, Section 5
Approval of a new program	Policy: Program Approval, Amendment, Discontinuation, Monitoring and Reporting, and Review and Reaccreditation; Procedure: Higher Education Course Approval Amendment and Discontinuation	Procedure: Program and Course Life Cycle, Section 6
Major and minor changes to programs	Policy: Program Approval, Amendment, Discontinuation, Monitoring and Reporting, and Review and Reaccreditation; Procedure: Higher Education Course Approval Amendment and Discontinuation	Procedure: Program and Course Life Cycle, Section 7
Approval of third-party arrangements	Procedure: Third Party Collaborative Coursework Arrangements	Procedure: Program and Course Life Cycle, Section 8
Renewal, change or discontinuation of third-party arrangements	Procedure: Third Party Collaborative Coursework Arrangements	Procedure: Program and Course Life Cycle, Section 9
Approval of a major, minor or specialisation	Policy: Program Approval, Amendment, Discontinuation, Monitoring and Reporting, and Review and Reaccreditation; Procedure: Higher Education Course Approval Amendment and Discontinuation	Procedure: Program and Course Life Cycle, Section 10
Approval of new courses	New provisions	Procedure: Program and Course Life Cycle, Section 11
Approval of core curriculum courses	General Regulations	Procedure: Program and Course Life Cycle, Section 12
Approval of changes to course outlines	Procedure: Course Outlines	Procedure: Program and Course Life Cycle, Section 13
Approval of microcredentials	Policy: Non-Award Micro-credentials in Higher Education and Vocational Education and Training; Procedure: Proposing and Quality Assuring Non-Award Micro-credentials in Higher Education	Procedure: Program and Course Life Cycle, Section 14
Approval of short courses	New provisions	Procedure: Program and Course Life Cycle, Section 15

Procedure: Program and Course Quality

Topic / activity	Former location	New location
Overview of program and course quality	New provisions	Procedure: Program and Course Quality, Section 3
External advisory committees	New provisions	Procedure: Program and Course Quality, Section 4
Benchmarking	New provisions	Procedure: Program and Course Quality, Section 5
Program monitoring and reporting	Policy: Program Approval, Amendment, Discontinuation, Monitoring and Reporting, and Review and Reaccreditation; Procedure: Programs by Coursework – Monitoring and Reporting	Procedure: Program and Course Quality, Section 6
Comprehensive program review	Policy: Program Approval, Amendment, Discontinuation, Monitoring and Reporting, and Review and Reaccreditation; Procedure: Program Review and Re-accreditation; Guideline: Higher Education Course Review and Re-Accreditation	Procedure: Program and Course Quality, Section 7

Procedure: Program and Course Quality

Topic / activity	Former location	New location
Quality assurance of third-party arrangements	Procedure: Third Party Collaborative Coursework Arrangements	Procedure: Program and Course Quality, Section 8
Quality assurance of course outlines	Procedure: Course Outlines	Procedure: Program and Course Quality, Section 9
Peer review of teaching	New provisions	Procedure: Program and Course Quality, Section 10
Board of examiners review of assessment	General Regulations	Procedure: Program and Course Quality, Section 11
Course-level review of assessment	New provisions	Procedure: Program and Course Quality, Section 12
Teaching and course experience surveys	Policy: Teaching Performance and Course Content Evaluations	Procedure: Program and Course Quality, Section 13
Administration of teaching and course experience surveys	Policy: Teaching Performance and Course Content Evaluations	Procedure: Program and Course Quality, Section 14
Interpretation and use of teaching and course experience survey results	Policy: Teaching Performance and Course Content Evaluations	Procedure: Program and Course Quality, Section 15
Microcredentials (quality)	Policy: Non-Award Micro-credentials in Higher Education and Vocational Education and Training; Procedure: Proposing and Quality Assuring Non-Award Micro-credentials in Higher Education	Procedure: Program and Course Quality, Section 16
Short courses (quality)	New provisions	Procedure: Program and Course Quality, Section 17

Procedure: Qualification Equivalence Assessment

Topic / activity	Former location	New location
Qualification equivalence assessment	Policy: Qualifications and Equivalence of Experience for Staff Teaching or Supervising Higher Education Programs; Procedure: Qualifications and Equivalence of Experience for Staff Teaching or Supervising Higher Education Programs	Procedure: Qualification Equivalence Assessment, Section 3
Criteria for qualification equivalence assessment	Policy: Qualifications and Equivalence of Experience for Staff Teaching or Supervising Higher Education Programs; Procedure: Qualifications and Equivalence of Experience for Staff Teaching or Supervising Higher Education Programs	Procedure: Qualification Equivalence Assessment, Section 4
Evidence of equivalence	Policy: Qualifications and Equivalence of Experience for Staff Teaching or Supervising Higher Education Programs; Procedure: Qualifications and Equivalence of Experience for Staff Teaching or Supervising Higher Education Programs	Procedure: Qualification Equivalence Assessment, Section 5