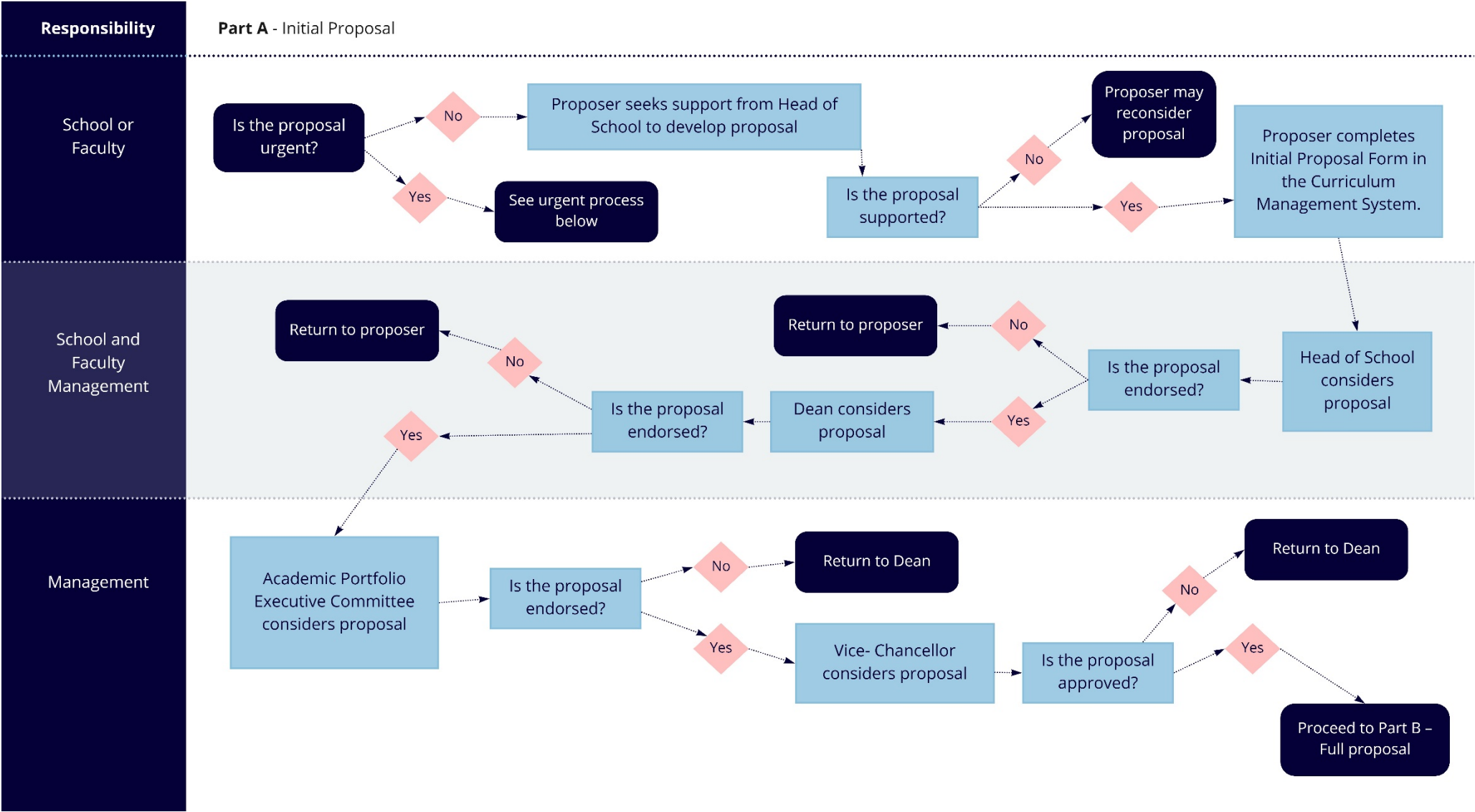
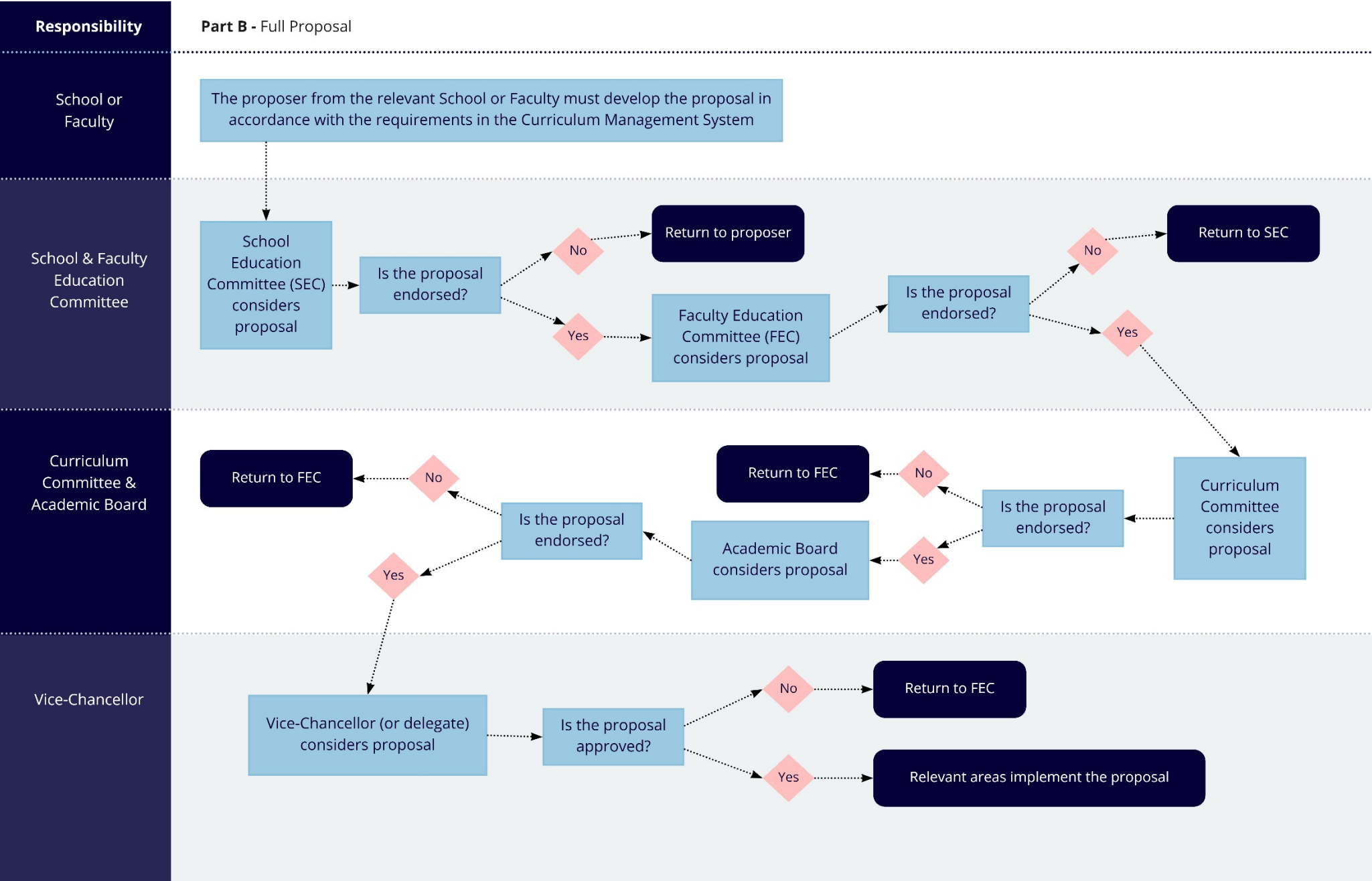


New Courses Workflow





Responsibility

Urgent Proposal - The Chair of Academic Board and Chair of Academic Portfolio Executive Committee must approve a proposal to progress a new course through the urgent process

School or Faculty

The proposer from the relevant School or Faculty must develop the Part A and Part B in accordance with the requirements in the Curriculum Management System

Management/ Committees

Part A — Initial Proposal

Part B — Full Proposal

Return to proposer

Academic Portfolio Executive Committee considers business case

Academic Board Standing Committee or Academic Board (whichever meets first) considers curriculum design

Return to proposer

No

Is the proposal endorsed?

Yes

Is the proposal endorsed?

No

Yes

Vice-Chancellor (or delegate) considers proposal

Vice-Chancellor

Return to FEC

No

Is the proposal approved?

Yes

Relevant areas implement the proposal

Part A – Initial Proposal

The following steps apply to consideration and approval of Part A – Initial Proposal:

- Proposer seeks support from Head of School to develop proposal. Head of School decides whether to support.
- Proposer completes Initial Proposal Form in the Curriculum Management System.
- Head of School considers proposal and decides whether to endorse
- Dean considers proposal and decides whether to endorse
- Academic Portfolio Executive Committee considers proposal and decides whether to endorse
- Vice- Chancellor considers proposal and decides whether to approve. If approved, the proposal proceeds to Part B – full proposal.

If a proposal is not supported, endorsed or approved at any step, it is returned to the proposer for further consideration.

Part B – Full Proposal

The following steps apply to consideration and approval of Part B – Full Proposal:

- Proposer develops proposal in accordance with the requirements in the Curriculum Management System
- School Education Committee considers proposal and decides whether to endorse
- Faculty Education Committee considers proposal and decides whether to endorse
- Curriculum Committee considers proposal and decides whether to endorse
- Academic Board considers proposal and decides whether to endorse
- Vice- Chancellor (or delegate) considers proposal and decides whether to approve. If approved, relevant areas implement the proposal.

If a proposal is not endorsed or approved at any step, it is returned to the proposer for further consideration.

Urgent Proposal

The Chair of Academic Board and Chair of Academic Portfolio Executive Committee must approve a proposal to progress a new course through the urgent process.

The following steps apply to consideration and approval of an urgent new course proposal

- Proposer develops Part A and Part B of the proposal in accordance with the requirements in the Curriculum Management System
- Concurrently, the Academic Portfolio Executive Committee considers Part A of the proposal and decides whether to endorse and the Academic Board Standing Committee or Academic Board (whichever meets first) considers Part B of the proposal and decides whether to endorse.
- Subject to Part A and Part B being endorsed, the Vice- Chancellor (or delegate) considers proposal and decides whether to approve. If approved, relevant areas implement the proposal.

If a proposal is not endorsed or approved at any step, it is returned to the proposer for further consideration.