

Course Approval Rule

Section 1 - Overview

(1) This Rule provides a framework for the approval, amendment and withdrawal of all coursework programs offered by the University of New England. The Rule is designed to ensure quality assurance processes are maintained in the development and continuance of academic programs and that they are aligned with the University's academic profile and [Strategic Plan](#). This Rule must be read in conjunction with the [Course Approval Procedures](#).

Section 2 - Scope

(2) This Rule applies to all coursework awards offered by the University in regard to:

- a. the development of new courses;
- b. amendments to existing courses; and
- c. withdrawal of courses.

(3) This Rule does not apply to higher degree by research courses.

Section 3 - Rules

Principles

(4) The University is committed to ensuring that the development and renewal of courses:

- a. are academically rigorous and are guided by the maintenance and assurance of academic standards and quality;
- b. align with the [University's Strategic Plan](#) and academic profile;
- c. have resources to successfully offer and sustain the course;
- d. support the achievement of the University's graduate attributes;
- e. consider equity and diversity issues for access to courses;
- f. meet defined market needs and viability benchmarks;
- g. are consistent with the relevant University rules, procedures and guidelines;
- h. are compliant with the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework and any professional or statutory accreditation and/or industry requirements; and
- i. promote collaboration and connections with other University groups and offerings, where possible.

(5) Each course must have a School of ownership that is responsible for development, approval, external accreditation (where applicable) and ongoing management of the course.

(6) Course development and renewal of courses must be informed by consultation with relevant internal and external stakeholders and external benchmarking.

Approval of New, Amended and Withdrawn Courses

(7) Subject to final approval of the Vice-Chancellor (or delegate) the University Academic Program Committee (UAPC) approves:

- a. new courses;
- b. amended courses; and
- c. withdrawn courses.

(8) A new or amended course will only be approved by the UAPC if it is consistent with the Principles in clause 4.

Approval of New, Amended and Withdrawn Units

(9) Subject to final approval of the Head of School (or delegate), the owning School Teaching and Learning Committee approves:

- a. new units;
- b. amended units; and
- c. withdrawn units.

Timelines for Submission and Approval

(10) It is recognised that there is considerable lead-time for the development, approval and introduction of changes to courses. The University is required to meet internal and external deadlines, including statutory reporting to the Commonwealth and inclusion in internal and external publications. It is critical that approvals are finalised by these deadlines.

Responsibilities

(11) The School is responsible for management of the accreditation process where courses require professional accreditation by external bodies, to allow graduates admission to practice or admission to a professional association.

(12) The relevant School Teaching and Learning Committee is responsible for ensuring that all new, amended and withdrawn course proposals are considered and endorsed in accordance with this Rule and the associated Procedures.

(13) The Academic Board is responsible for monitoring the quality of the University's academic programs by ensuring that course proposals are approved in accordance with University policy to assure course quality and integrity.

Records Management

(14) Electronic records of all actions and decisions relating to this Rule and associated Procedures must be kept in accordance with the University [Records Management Rule](#).

Authority and Compliance

(15) The Vice-Chancellor and Chief Executive Officer, pursuant to Section 29 of the [University of New England Act](#), makes this University Rule.

(16) UNE Representatives and Students must observe this Rule in relation to University matters.

(17) In the event of a conflict between this Rule and any School policy or practice, this Rule shall take precedence.

(18) The Rule Administrator, the Pro Vice-Chancellor (Academic Innovation) is authorised to make procedures and guidelines for the operation of this University Rule. The procedures and guidelines must be compatible with the

provisions of this Rule.

(19) This Rule operates as and from the Effective Date.

(20) Previous University policies and related documents on course approval are replaced and have no further operation from the Effective Date of this new Rule.

(21) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.

Status and Details

Status	Current
Effective Date	8th March 2017
Review Date	8th November 2019
Approval Authority	Vice-Chancellor and Chief Executive Officer
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Expiry Date	To Be Advised
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Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.