

Courses and Units Review and Approval of Changes Guidelines

Change Trigger	Change Type	Initial Review	Reviewing Authority	Approving Authority	Note
1. UNITS					
a) New Unit	Relatively minor	Discipline and Course Coordinators; School Academic Manager; Faculty Academic Manager; Information Management	Faculty Associate Dean (Teaching and Learning); Faculty Education Committee***	Faculty Dean or Delegate (Approve)*	Summary rationale to Curriculum Committee (via Faculty Education Committee meeting minutes)
b) Unit Changes	Relatively minor	Discipline and Course Coordinators; School Academic Manager; Faculty Academic Manager; Information Management	Faculty Associate Dean (Teaching and Learning); Faculty Education Committee***	Faculty Dean or Delegate (Approve)*	Summary rationale to Curriculum Committee (via Faculty Education Committee meeting minutes)
c) Discontinued Unit	Relatively minor	Discipline and Course Coordinators; School Academic Manager; Faculty Academic Manager; Information Management	Faculty Associate Dean (Teaching and Learning); Faculty Education Committee***	Faculty Dean or Delegate (Approve)*	Summary rationale to Curriculum Committee (via Faculty Education Committee meeting minutes)
2. COURSE – New/ Establishment					
a) New Course	Significant	Refer ‘new course’ workflow: Discipline and Course Coordinators; School Academic Manager; Faculty Academic Manager; Information Management; Part A - Finance CFO/VCAC/ International (ESOS/ CRICOS); Part B – Faculty Associate Dean (Teaching and Learning)	Faculty Education Committee***; Curriculum Committee (Endorse); Academic Board (Endorse)	VC Delegate (Approve)**	Proposal to Curriculum Committee and Academic Board to include summary rationale for change and impact on Course Profile
3. COURSE – Amendments					

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<p>a) Changes to titles of courses</p> <p>[eg. changes to course code and/or award title is a significant change]</p>	Significant	Refer 'significant course amendments' workflow: Discipline and Course Coordinators; School Academic Manager; Faculty Academic Manager; Information Management; Part A – MaPA/International (ESOS/CRICOS); Part B – Faculty Associate Dean (Teaching and Learning)	Faculty Education Committee***; Curriculum Committee (Endorse); Academic Board (Endorse)	VC Delegate (Approve)**	Proposal to Curriculum Committee and Academic Board to include summary rationale for change and impact on Course Profile
<p>b) Replacement or redesign of less than 30% of program of study (except those amendments considered 'significant' (see 3c below)</p> <p>[eg. Minor changes to inherent requirements (where applicable); changes to exit pathways; changes to small number of underlying units (less than 30%); changes to course duration (less than 10%); changes to mode of offering – additional modes]</p>	Relatively minor	Refer 'relatively minor course amendments' work flow: Discipline and Course Coordinators; School Academic Manager; Faculty Academic Manager; Information Management; Part A – MaPA/ International (ESOS/ CRICOS); Part B – Faculty Associate Dean (Teaching and Learning)	Faculty Education Committee***; Curriculum Committee (Note); Academic Board (Note)	VC Delegate (Approve)**	Assurance report to include summary list of course amendments (and impact on course profile) to Secretariat (for VC co-approval) progression)

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<p>c)</p> <p>Replacement or redesign of 30% or more of program of study</p> <p>[eg. Significant changes to inherent requirements (where applicable); changes to 30% or more of underlying units; changes to course duration (10% or more); changes to Admission Rules; changes to Advanced Standing for Admission; changes to Majors (ie. amendments or new majors) OR minor OR specialisation; changes to learning outcomes; changes to modes of offering (reduced availability)]</p>	Significant	Refer 'significant course amendments' workflow: Discipline and Course Coordinators; School Academic Manager; Faculty Academic Manager; Information Management; Part A – MaPA/International (ESOS/CRICOS); Part B – Faculty Associate Dean (Teaching and Learning)	Faculty Education Committee***; Curriculum Committee (Endorse); Academic Board (Endorse)	VC Delegate (Approve)**	Proposal to Curriculum Committee and Academic Board to include summary rationale for change and impact on Course Profile; Course Progression; student outcomes
4. COURSE Discontinuation					
a) Discontinue a course	Significant	Refer 'course discontinuation' workflow: Discipline and Course Coordinators; School Academic Manager; Faculty Academic Manager; Information Management; Part A – MaPA/ International (ESOS/ CRICOS); Part B – Faculty Associate Dean (Teaching and Learning)	Faculty Education Committee***; Curriculum Committee (Endorse); Academic Board (Endorse)	VC Delegate (Approve)**	Proposal to Curriculum Committee and Academic Board to include summary rationale for change and impact on Course Profile; assurance regarding impacted students (teach out plans), international partnerships, communications, etc.
5. COURSE Suspension					

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a) Decision to suspend a course	Significant	Refer 'course suspension' work flow: Discipline and Course Coordinators; School Academic Manager; Faculty Academic Manager; Information Management; Part A – MaPA/ International (ESOS/ CRICOS); Part B – Faculty Associate Dean (Teaching and Learning)	Faculty Education Committee***; Curriculum Committee (Endorse); Academic Board (Endorse)	VC Delegate (Approve)**	Proposal to Curriculum Committee and Academic Board to include summary rationale for change and impact on Course Profile; assurance regarding impacted students (teach out plans), international, partnerships, communications, etc.
6. COURSE Changes (External)					
a) Change in Accreditation Status [eg. Notice of change in course accreditation status by industry/ association]	Significant	Use 'significant course amendments' work flow: Discipline and Course Coordinators; School Academic Manager; Faculty Academic Manager; Information Management; Part A – MaPA/ International (ESOS/ CRICOS); Part B – Faculty Associate Dean (Teaching and Learning)	Faculty Education Committee***; Curriculum Committee (Endorse); Academic Board (Endorse)	VC Delegate (Approve)**	Proposal to Curriculum Committee and Academic Board to include summary rationale for change and impact on Course Profile; assurance regarding impacted students (teach out plans), international, partnerships, communications, etc.

* Final approval of unit changes rests with the Faculty Dean. The UNE [Course Approval Rule](#), approved before the introduction of the Faculty structure, stipulates this authority rests with the Head of School, and the Faculty Dean may delegate unit approval functions to the Associate Dean (Teaching and Learning) or Head of School.

** Curriculum Committee endorsement is to be communicated to relevant parties and is made with the delegated authority of Academic Board. Academic Board has the right to review endorsements and recommendations made on its behalf by the Curriculum Committee. Approval is made by the Vice-Chancellor and Chief Executive Officer (or delegate) as per the UNE [Course Approval Rule](#).

*** Note that Faculty Education Committees are management committees, whose role is to advise the Faculty Executive. They are not subcommittees of Academic Board for the purpose of academic governance.

Status and Details

Status	Historic
Effective Date	31st October 2018
Review Date	31st October 2021
Approval Authority	Pro Vice-Chancellor (Academic Innovation)
Approval Date	31st October 2018
Expiry Date	29th April 2020
Unit Head	Richard Dobek Executive Principal Student Experience
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