Southern Cross University

COURSE AND UNIT APPROVAL AUTHORITIES

Approved by Academic Board: 27 June 2019
Effective: 19 November 2019

No	Item	R=Recommend Approval / A=Approve					UCMS Navigation
		School Director of Teaching & Learning	Head of School	School Board	DVC (Academic)	Accreditation Committee	
1. COURSEWORK UNITS							
1a	New Unit		R	R		A	Main menu
1b	Remove Unit[1]		R	R		A	
Amend Unit[2]							
1c	Title			R		A	Details
1d	University-wide Elective		A				
1e	Grading Basis[3]			A			
1f	Community Engaged Learning	R	A				
1g	Pre-requisites, Co-requisites, Anti-requisites, Enrolment Information, Enrolment Restrictions		A				Requisites
1h	Description			A			Content
1i	Content	A					
1j	Learning Outcomes			A			
1k	Graduate Attribute Mapping			A			
1l	Delivery Mode/Locations		A				Offerings
1m	Teaching Arrangements		A				Teaching and Learning
1n	Assessment Details	A					Assessments
1o	Learning Resources	A					Learning Resources
1p	Field of Education		R		A		INITIATED OUTSIDE UCMS
1q	School/College Owner		R		A		
1r	Editorial Changes[4]	APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIRS FOR SCHOOL BOARD & ACCREDITATION COMMITTEE)					

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[1] Remove permanently from university offering

[2] Amendments that require a New Unit: Unit Code, AQF Level, Level of Learning, SCU Award Category, Unit Type, Credit Points, Field of Education, Capstone Unit status

[3] Graded/Ungraded/Continuing (as per Academic Policy Grade Description Guidelines); this refers to the unit level not assessment level which is changed via 1n

[4] As per Governance Documents Rule (20)

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No	Item	R=Recommend Approval / A=Approve			UCMS Navigation
		Dean of Graduate Studies	Higher Degrees Research Committee	DVC (Research)	
2. HIGHER DEGREE RESEARCH UNITS					
2a	New Unit	R	A		Main menu
2b	Remove Unit[1]	R	A		
2c	Title		A		Details
2d	Enrolment Information/Enrolment Restrictions	A			Requisites
2e	Delivery Mode/Locations	A			Offerings
2f	Field of Research	R		A	INITIATED OUTSIDE UCMS
2g	Editorial Changes[2]	APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIR FOR HIGHER DEGREES RESEARCH COMMITTEE)			

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[1] Remove permanently from university offering
[2] As per Governance Documents Rule (20)

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No	Item	R=Recommend Approval / A=Approve			UCMS Navigation
		Course Coordinator[1]	School Board	Accreditation Committee	
3. SHARED MAJORS AND SHARED MINORS					
3a	New Shared Major or Shared Minor		R	A	Main menu
3b	Remove Shared Major or Shared Minor[2]		R	A	
Amend Shared Major or Shared Minor					
3c	Title		R	A	Details
3d	Description	A			
3e	Schedule of Units		R	A	Unit List
3f	Editorial Changes[3]	APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIR FOR ACCREDITATION COMITTEE)			INITIATED OUTSIDE UCMS

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[1] Course Coordinator of the primary owner Course for the Shared Major or Shared Minor, as defined in the UCMS

[2] Remove permanently from university offering

[3] As per Governance Documents Rule (20)

COURSE AND UNIT APPROVAL AUTHORITIES

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No	Item	Course Coordinator	Head of School	School Board	Academic Portfolio Group	DVC (Academic)	Accreditation Committee	Academic Board	Council	UCMS Navigation
		R=Recommend Approval / A=Approve								
4. COURSEWORK COURSES										
4a	Course Concept Proposal		R		R	A				Main menu
4b	New Course - New Discipline			R			R	R	A	
4c	New Course - Existing Discipline			R			R	A		
4d	Remove Course[1]		R	R			R	R	A	
Amend Course[2]										
4e	Title/Abbreviated Title			R			R	A		Course Configuration - Details
4f	Non-standard Advanced Standing			R			A			Credit & Transition
4g	Requirements for an Award			R			A			Entry and Unit List
4h	Non-standard Admission Requirements			R			A			
4i	Non-standard Language Admission Requirements			R			A			
4j	Schedule of Units[3]			R		R	A			
4k	Learning Outcomes/Graduate Attributes			R			A			Academic Design 1
4l	AHEGS			R			A			
4m	Course Progressions/Notes	A								INITIATED OUTSIDE UCMS
4n	Inherent Requirements[4]		A							
4o	School/College Owner		R			A				
4p	Partner/Collaborative Arrangements		R			A				
4q	Delivery Mode/Locations		R			A				
4r	Fee/Funding Arrangements		R			A				
4s	Editorial Changes[5]	APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIRS FOR SCHOOL BOARD, ACCREDITATION COMMITTEE & ACADEMIC BOARD)								

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[1] Remove permanently from university offering
[2] Some types of amendment require a New Course submission – refer to Course and Unit Accreditation Policy and TEQSA Guidance
[3] Includes: Adding/Removing/Reordering Units within a Course, Adding/Removing/Renaming Majors/Minors/Specialisations
[4] Inherent Requirements statements are to be prepared as per the Inherent Requirements Development Guidelines
[5] As per Governance Documents Rule (20)

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No	Item	Course Coordinator	Head of school	Dean of Graduate Studies	School Board	Higher Degrees Research Committee	DVC (Academic)	DVC (Research)	Accreditation Committee	Academic Board	Council	UCMS Navigation
5. PROFESSIONAL DOCTORATE COURSES												
5a	Course Concept Proposal		R	R			R	A				Main menu
5b	New Course - New Discipline				R	R			R	R	A	
5c	New Course - Existing Discipline				R	R			R	A		
5d	Remove Course[1]		R	R	R	R			R	R	A	
Amend Course[2]												
5e	Title/Abbreviated Title				R	R			R	A		Course Configuration - Details
5f	Non-standard Advanced Standing				R	R			A			Credit & Transition
5g	Requirements for an Award				R	R			A			Entry and Unit List
5h	Non-standard Admission Requirements			R	R	R			A			
5i	Non-standard Language Admission Requirements			R	R	R			A			
5j	Schedule of Units[3]				R	R	R		A			
5k	Learning Outcomes/Graduate Attributes				R	R			A			Academic Design 1
5l	AHEGS				R	R			A			
5m	Course Progressions/Notes	A										INITIATED OUTSIDE UCMS
5n	Inherent Requirements[4]		R	A								
5o	School/College Owner		R	R			R	A				
5p	Delivery Mode/Locations		R	R			R	A				
5q	Fee/Funding Arrangements		R	R			R	A				
5r	Partner/Collaborative Arrangements		R	R			R	A				
5s	Editorial Changes[5]	APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIRS FOR SCHOOL BOARD, HIGHER DEGREES RESEARCH COMMITTEE, ACCREDITATION COMMITTEE & ACADEMIC BOARD)										

R=Recommend Approval / A=Approve

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[1] Remove permanently from university offering

[2] Changing the Field of Education/Supplementary Field of Education and some other amendment types require a New Course submission; see Course and Unit Accreditation Policy and TEQSA Guidance

[3] Includes: Adding/Removing/Reordering Units within a Course, Adding/Removing/Renaming Majors/Minors/Specialisations

[4] Inherent Requirements statements are to be prepared as per the Inherent Requirements Development Guidelines

[5] As per Governance Documents Rule (20)

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		Head of school	Dean of Graduate Studies	DVC (Research)	Higher Degrees Research Committee	Academic Board	Council	
6. PHD AND MASTER BY THESIS COURSES								
6a	Course Concept Proposal	R	R	A				Main menu
6b	New Course - New Discipline				R	R	A	Main menu
6c	New Course - Existing Discipline				R	A		Main menu
6d	Remove Course[1]		R		R	R	A	Main menu
Amend Course[2]								
6e	Title/Abbreviated Title				R	A		Course Configuration - Details
6f	Requirements for an Award				A			Entry and Unit List
6g	Schedule of Units[3]				A			Entry and Unit List
6h	Learning Outcomes/Graduate Attributes				A			Academic Design 1
6i	AHEGS				A			Academic Design 1
6j	Delivery Mode/Locations		R	A				INITIATED OUTSIDE UCMS
6k	Fee/Funding Arrangements		R	A				INITIATED OUTSIDE UCMS
6l	Partner/Collaborative Arrangements		R	A				INITIATED OUTSIDE UCMS
6m	Editorial Changes[4]	APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIR FOR HIGHER DEGREES RESEARCH COMMITTEE)						

[1] Remove permanently from university offering
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