

COURSE AND UNIT APPROVAL AUTHORITIES

Approved by Academic Board: 3 September 2020

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)					

¹ Remove permanently from university offering

² Amendments that require a New Unit: Unit Code, 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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		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)			

¹ Remove permanently from university offering

² As per [Governance Documents Rule \(20\)](#)

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		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 COMMITTEE)			INITIATED OUTSIDE UCMS

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 \(20\)](#)

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		Course Coordinator	Head of School	School Board	Academic Portfolio Group	DVC (Academic)	Admissions Committee	Accreditation Committee	Academic Board	Council		
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	Course Specific Admission Requirements	R	R				A					
4i	Course Specific Language Admission Requirements	R	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)									

¹ Remove permanently from university offering. If removal is initiated by VC or Academic Board, the proposal may go directly to Accreditation Committee for consideration.

² Some types of amendment require a New Course submission – refer to [Curriculum Design and Development 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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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	Course Specific Admission Requirements	R		R		A						
5i	Course Specific Language Admission Requirements	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)										

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² Changing the Field of Education/Supplementary Field of Education and some other amendment types require a New Course submission; see [Curriculum Design and Development Policy](#) and [TEQSA Guidance](#)

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6. PHD AND MASTER BY THESIS COURSES								
6a	Course Concept Proposal	R	R	A				Main menu
6b	New Course - New Discipline				R	R	A	
6c	New Course - Existing Discipline				R	A		
6d	Remove Course ¹		R		R	R	A	
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			
6h	Learning Outcomes/Graduate Attributes				A			Academic Design 1
6i	AHEGS				A			
6j	Delivery Mode/Locations		R	A				INITIATED OUTSIDE UCMS
6k	Fee/Funding Arrangements		R	A				
6l	Partner/Collaborative Arrangements		R	A				
6m	Editorial Changes ⁴	APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIR FOR HIGHER DEGREES RESEARCH COMMITTEE)						

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³ Includes: Adding/Removing/Reordering Units within a Course

⁴ As per [Governance Documents Rule \(20\)](#)