COURSE AND UNIT APPROVAL AUTHORITIES

8/12/2022

No	Item	R=Recommend Approval / A=Approve				UCMS Navigation
		Academic Portfolio Group	PVC (Academic Innovation)	Academic Board	Council	
1.	**TEACHING DISCIPLINES**					
1a	Offer curriculum in new Broad Field of Education[1]	R	R	R	A	INITIATED OUTSIDE
1b	Cease offering curriculum in a Broad Field of Education	R	R	R	A	UCMS

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[1] As set out in the Australian Standard Classification of Education (ASCED), 2001

COURSE AND UNIT APPROVAL AUTHORITIES
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No	Item	Course Coordinator	Executive Dean	Faculty Board	Academic Portfolio Group	PVC (Academic Innovation)	VP (Students) & Registrar	Admissions Committee	Accreditation Committee	Academic Board	UCMS Navigation
2.	**COURSEWORK COURSES**										
Create or Remove Course											
2a	Course Concept Proposal		R		R	A					Main menu
2b	Accredit New Course			R					R	A	
2c	Disaccredit Course[1]		(R)	(R)					R	A	
2d	Significant Curriculum Change Proposal[2]		R		R	A					INITIATED OUTSIDE UCMS
2e	Transition Plan[2]						A				
Amend Course[3][4]											
2f	Title/Abbreviated Title			R					A		Course Configuration - Details
2g	Non-standard Advanced Standing			R				A			Credit & Transition
2h	Course Specific Admission Requirements			R				A			
2i	Course Specific Language Admission Requirements			R				A			Entry and Unit List
2j	Requirements for an Award			R					A		
2k	Schedule of Units			R		R			A		
2l	Learning Outcomes and Graduate Attributes			R					A		Academic Design 1
2m	AHEGS			R					A		
2n	Course Progressions	A									INITIATED OUTSIDE UCMS
2o	Inherent Requirements[5]		A								
Operational Arrangements											
2p	Faculty/College Owner					A					INITIATED OUTSIDE UCMS
2q	Partner/Collaborative Arrangements		R			A					

[1] If removal is initiated by VC or Academic Board, the proposal may go directly to Accreditation Committee for consideration.

[2] Required for removal and significant amendments to courses – refer to the Curriculum Amendment and Removal Procedures.

[3] A new course must be created for substantial amendments, including adding or removing a specialisation – refer to the Curriculum Policy and Curriculum Amendment and Removal Procedures.

[4] A new version and Curriculum Amendment Proposal and Transition Plan must be created and approved for all Major Amendments - refer to Curriculum Amendment and Removal Procedures

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

No	Item	Course Coordinator	Executive Dean	Faculty Board	Academic Portfolio Group	PVC (Academic Innovation)	VP (Students) & Registrar	Admissions Committee	Accreditation Committee	Academic Board	UCMS Navigation
					R=Recommend Approval / A=Approve						
2.	**COURSEWORK COURSES**										
2r	Allowable Delivery Modes and Locations		R			A					
2s	Course and Specialisation Availability for Student Intake					A					
2t	Fee/Funding Arrangements		R			A					
Administrative Amendments											
2u	Editorial Changes[6]		APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIRS FOR FACULTY BOARD, ACCREDITATION COMMITTEE & ACADEMIC BOARD)								INITIATED OUTSIDE UCMS.

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[6] As per Governance Documents Rule

COURSE AND UNIT APPROVAL AUTHORITIES
8/12/2022

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

R=Recommend Approval / A=Approve

[1] If removal is initiated by VC or Academic Board, the proposal may go directly to Accreditation Committee for consideration.

[2] A new course must be created for substantial amendments, including adding or removing a specialisation – refer to the Curriculum Policy

[3] As per Governance Documents Rule

COURSE AND UNIT APPROVAL AUTHORITIES
8/12/2022

No	Item	R=Recommend Approval / A=Approve					UCMS Navigation
		Executive Dean	Dean of Graduate Studies	DVC (Research)	Higher Degrees Research Committee	Academic Board	
4.	**PHD AND MASTER BY THESIS COURSES**						
Create or Remove Course							
4a	Course Concept Proposal	R	R	A			Main menu
4b	Accredit New Course				R	A	
4c	Disaccredit Course[1]		(R)		R	A	
Amend Course[2]							
4d	Title/Abbreviated Title				R	A	Course Configuration - Details
4e	Requirements for an Award				A		Entry and Unit List
4f	Schedule of Units				A		
4g	Learning Outcomes/Graduate Attributes				A		Academic Design 1
4h	AHEGS				A		
4i	Allowable Delivery Modes and Locations		R	A			INITIATED OUTSIDE UCMS
4j	Fee/Funding Arrangements		R	A			
4k	Partner/Collaborative Arrangements		R	A			
Administrative Amendments							
4l	Editorial Changes[3]	APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIR FOR HIGHER DEGREES RESEARCH COMMITTEE)					

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[1] If removal is initiated by VC or Academic Board, the proposal may go directly to Higher Degrees Research Committee for consideration.

[2] A new course must be created for substantial amendments – refer to the Curriculum Policy

[3] As per Governance Documents Rule

COURSE AND UNIT APPROVAL AUTHORITIES

8/12/2022

No	Item	R=Recommend Approval / A=Approve						UCMS Navigation
		Executive Dean	Faculty Board	Academic Portfolio Group	PVC (Academic Innovation)	VP (Students) & Registrar	Accreditation Committee	
5.	**MAJORS AND MINORS (INCLUDING SHARED MAJORS AND MINORS)**							
Create or Remove Major or Minor								
5a	Accredit New Major or Minor		R				A	Main Menu
5b	Disaccredit Major or Minor	(R)	(R)				A	
5c	Significant Curriculum Change Proposal[1]			R	A			
5d	Transition Plan [2]					A		
Amend Unit Cluster								
5e	Title		R				A	Details
5f	Aim		R				A	
5g	Schedule of Units		R				A	Unit List
5h	Learning Outcomes		R				A	Learning Outcomes
Operational Arrangements								
5i	Faculty/College Owner	R			A			
5j	Field of Education	R			A			
5k	Allowable Delivery Modes and Locations	R			A			INITIATED OUTSIDE UCMS
5l	Major or Minor Availability for Student Selection	R			A			
5m	Partner/Collaborative Arrangements	R			A			
Administrative Amendments								
5n	Editorial Changes[2]	APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIRS FOR FACULTY BOARD, ACCREDITATION COMMITTEE & ACADEMIC BOARD)						INITIATED OUTSIDE UCMS

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[1] Required for all significant changes to amendments to, and removal of, unit clusters – refer to the Curriculum Amendment and Removal Procedures.

[2] As per Governance Documents Rule

COURSE AND UNIT APPROVAL AUTHORITIES
8/12/2022

No	Item	R=Recommend Approval / A=Approve					UCMS Navigation
		Associate Dean (Education)	Executive Dean	Faculty Board	PVC (Academic Innovation)	Accreditation Committee	
6.	**COURSEWORK UNITS**						
Create or Remove Unit							
6a	Accredit New Unit		R	R		A	Main menu
6b	Disaccredit Unit		R	R		A	
Amend Unit[1]							
6c	Grading Basis[2]			A			
6d	Community Engaged Learning	R	A				Details
6e	Requisites, Enrolment Information, Enrolment Restrictions		A				
6f	Aim			A			Requisites
6g	Content	A					
6h	Learning Outcomes			A			Content
6i	Graduate Attribute Mapping			A			
6j	Assessment Details	A					Assessment
6k	Learning Resources	A					Learning Resources
Operational Arrangements							
6l	Faculty/College Owner		R		A		INITIATED OUTSIDE UCMS
6m	Field of Education		R		A		
6n	University-wide Elective		A				Details
6o	Teaching Arrangements		A				Teaching and Learning
6p	Allowable Delivery Modes and Locations		A				Offerings
6q	Unit Availability for Student Enrolment				A		INITIATED OUTSIDE UCMS
Administrative Amendments							
6r	Editorial Changes[3]	APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIRS FOR FACULTY BOARD & ACCREDITATION COMMITTEE)					INITIATED OUTSIDE UCMS

[1] A new unit must be created for the following amendments: Unit Code, Title, Level of Learning, SCU Award Category, Unit Type, Credit Points, Field of Education, Capstone Unit Status.

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

[3] As per Governance Documents Rule

COURSE AND UNIT APPROVAL AUTHORITIES
8/12/2022

No	Item	R=Recommend Approval / A=Approve			UCMS Navigation
		Dean of Graduate Studies	Higher Degrees Research Committee	DVC (Research)	
7.	**HIGHER DEGREE RESEARCH UNITS**				
Create or Remove Unit					
7a	Accredit New Unit	R	A		Main menu
7b	Disaccredit Unit	R	A		
Create or Remove Unit					
7c	Title		A		Details
7d	Enrolment Information/Enrolment Restrictions	A			Requisites
7e	Allowable Delivery Modes and Locations	A			Offerings
7f	Field of Research	R		A	INITIATED OUTSIDE UCMS
Operational Arrangements					
7g	Unit Availability for Student Enrolment	A			INITIATED OUTSIDE UCMS
Administrative Amendments					
7h	Editorial Changes[1]	APPROVED BY FINAL APPROVAL AUTHORITY DEPENDING ON THE CHANGE (DELEGATED TO CHAIR FOR HIGHER DEGREES RESEARCH COMMITTEE)			INITIATED OUTSIDE UCMS

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[1] As per Governance Documents Rule