

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

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

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No	Item	R=Recommend Approval / A=Approve									UCMS Navigation
		Course Coordinator	Executive Dean	Faculty Board	Academic Portfolio Group	PVC (Academic Innovation)	VP (Students) & Registrar	Admissions Committee	Accreditation Committee	Academic Board	
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 ³⁴											
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			Entry and Unit List
2i	Course Specific Language Admission Requirements			R				A			
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](#)

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		Course Coordinator	Executive Dean	Faculty Board	Academic Portfolio Group	PVC (Academic Innovation)	VP (Students) & Registrar	Admissions Committee	Accreditation Committee	Academic Board		
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.	

⁶ As per [Governance Documents Rule](#)

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No	Item	R=Recommend Approval / A=Approve									UCMS Navigation
		Course Coordinator	Executive Dean	Dean of Graduate Studies	Faculty Board	Higher Degrees Research Committee	pvc (Academic Innovation)	DVC (Research)	Accreditation Committee	Academic Board	
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

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](#)

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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)					

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](#)

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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			INITIATED OUTSIDE UCMS
5d	Transition Plan ²					A		
Amend Unit Majors and Minors								
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			INITIATED OUTSIDE UCMS
5j	Field of Education	R			A			
5k	Allowable Delivery Modes and Locations	R			A			
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

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](#)

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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			Details
6d	Community Engaged Learning	R	A				
6e	Requisites, Enrolment Information, Enrolment Restrictions		A				
6f	Aim			A			Requisites
6g	Content	A					Content
6h	Learning Outcomes			A			
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, 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](#)

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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

¹ As per [Governance Documents Rule](#)