

Curriculum Amendment and Removal Procedures

Section 1 - Purpose and Scope

(1) These Procedures set out the process for amending or removing courses, specialisations, majors, minors and units to ensure that:

- a. amended courses, specialisations, majors, minors and units continue to meet the requirements of the [Curriculum Policy](#); and
- b. students impacted by the amendment or removal of courses, specialisations, majors, minors or units are not disadvantaged.

Scope

(2) These Procedures apply to all coursework award courses or pathway programs (including ELICOS) and associated specialisations, majors, minors and units.

Section 2 - Definitions

(3) The [Definitions \(Academic\) Policy](#) applies to these Procedures.

Section 3 - Permissibility of Curriculum Amendments

Amendments Which Are Not Permissible

(4) Amendments to the curriculum which would fundamentally change the expected outcomes, or representation of expected outcomes, for students or the broader community (academic and non-academic) are not permissible, and instead a new course, unit cluster or unit (as applicable) must be created in accordance with the [Curriculum Policy](#) and associated Procedures and the [Course and Unit Approval Authorities](#).

(5) Amendment types which are not permissible with respect to clause (4) include:

- a. A change to the level or type of award including:
 - i. a different award type at the same AQF level; or
 - ii. a different AQF level; or
 - iii. a change from a coursework award to a research award.
- b. A change in the duration or the volume of learning of a course or specialisation.
- c. Adding or removing a specialisation in a course.
- d. A change to a course or specialisation that would result in loss of accreditation or recognition by any relevant external accrediting bodies (as determined by the Academic Board).
- e. A change in the credit point value of a unit.
- f. A change in the unit type.
- g. A change to the Level of Study for a unit.

(6) The Chair, Academic Board has authority to determine if other amendment types are not permissible because they would result in the outcomes set out in clause (4). Such amendment types may include (but are not limited to):

- a. Significant changes to the title of a course, unit cluster or unit.
- b. Significant changes to the aim of a course, unit cluster or unit.
- c. Significant changes to the expected learning outcomes for a course, unit cluster or unit.
- d. Significant changes to the Community Engaged Learning requirements for a course, unit cluster or unit.
- e. Significant changes to the field of education for a course, unit cluster or unit.
- f. Significant changes to the entry requirements for a course or specialisation.

(7) Significant amendments to courses are not permissible for a period of two years following accreditation of a new course by the University, unless approved by the Chair, Accreditation Committee as set out under clause (49) of the [Curriculum Policy](#).

Permissible Amendments

(8) Amendments to the curriculum which would not result in the outcomes set out in clause (4) are permissible, subject to approval by the appropriate authority.

Section 4 - Curriculum Amendments and Removals

Significant Curriculum Amendments and Removals

(9) An amendment to the curriculum is considered significant if it has the potential to disadvantage current students, impact expected outcomes, or impact the representation of expected outcomes for students or the broader community, and includes (but is not limited to):

- a. Addition or removal of a unit cluster from a course.
- b. Changes to core units in a course or unit cluster.
- c. Changes to the requirements for an award.
- d. Removing an approved delivery mode or location.
- e. Any of the amendment types listed in clause (6).

Significant Amendment or Removal of a Course or Unit Cluster

(10) Prior to removing, or making a significant amendment to, a course or unit cluster, a Significant Curriculum Change Proposal must be developed and approved in accordance with the [Course and Unit Approval Authorities](#).

(11) Significant Curriculum Change Proposals must be developed and submitted for approval in accordance with the Curriculum Development Planning Timeline that is published annually by the Pro Vice Chancellor (Academic Innovation), and must provide sufficient information to allow evaluation of:

- a. the rationale for the proposed removal or amendment and how this aligns with the University's strategy and priorities;
- b. the potential impacts on external accreditation, if relevant;
- c. the proposed final teaching period into which the University will admit students into the existing (or existing version) course or unit cluster;
- d. the offered, admitted and enrolled student cohorts and the likely impact on them;
- e. whether the course or unit cluster is offered to international onshore students, and if so how the University will meet its obligations for provider default under the [Education for Overseas Students Act 2000 \(Cth\)](#); and

f. the impact of the removal or amendment on other courses and unit clusters at the University.

(12) Once a Significant Curriculum Change Proposal has been approved:

- a. the proposed amendment or removal details are developed in the UCMS;
- b. a Transition Plan is then developed in accordance with these Procedures and approved in accordance with the [Course and Unit Approval Authorities](#);
- c. in the case of a proposed course removal, the status of the course is then changed in the Student Management System to "phasing out" and no further students will be admitted; and
- d. the amendment or removal must then be approved in accordance with the [Course and Unit Approval Authorities](#) (in the case of a proposed Course Removal, this cannot occur until no students remain admitted to the course).

(13) When a significant amendment to a course or unit cluster is approved:

- a. a new version of the amended course or unit cluster will be created in the Student Management System; and
- b. creation of a new CRICOS code may be required, as determined by Business Intelligence and Quality.

(14) When a course removal is approved the course will be considered disaccredited and the status changed to "discontinued" in the Student Management System.

(15) Any amendments to a course that is phasing out must be developed and approved in accordance with the [Curriculum Policy](#), these Procedures and the [Course and Unit Approval Authorities](#).

Significant Amendment or Removal of a Unit

(16) Significant amendments to, or removal of, units are developed and approved in the UCMS in accordance with the [Course and Unit Approval Authorities](#).

(17) The impacts of a proposed significant amendment or removal of a unit must be determined in consultation with all relevant Course Coordinators, and the outcomes of such consultation and analysis documented in the UCMS.

(18) When a significant amendment to a unit is approved, a new version of the amended unit will be created in the Student Management System.

Other Curriculum Amendments

(19) Administrative amendments to the curriculum, as defined in clause (21) of the [Governance Document Rule](#), are progressed using the process specified by Governance Services and approved in accordance with the [Course and Unit Approval Authorities](#).

(20) Consequential changes to the curriculum, as defined in clause (49) of the [Curriculum Policy](#), are developed, approved and implemented in accordance with the process set out in the [Consequential Changes Schedule](#) to the [Curriculum Policy](#).

(21) All amendments to the curriculum other than those described in clauses (9) to (20) must be developed and approved in the UCMS in accordance with the [Course and Unit Approval Authorities](#).

Transition Plans

Development and Approval of Transition Plans

(22) A Transition Plan will be developed by Student Administration Services in consultation with the relevant Course

Coordinators and approved by the Vice President (Students) and Registrar before a significant amendment to, or removal of, a course or unit cluster is submitted for approval in accordance with the [Course and Unit Approval Authorities](#).

(23) The Transition Plan will detail:

- a. all students currently enrolled in the course or unit cluster by cohort (domestic and international, full-time and part-time, enrolment location, study mode, and units completed);
- b. the proposed transition approach, including any proposed unit substitutions and the rationale for the proposed approach, for each student cohort;
- c. consultation that has taken place with students to inform the recommended transition approach and development of the Transition Plan;
- d. the proposed plan for communication with students in each student cohort once the curriculum amendment or removal has been approved;
- e. the proposed plan for communication with relevant external stakeholders including TEQSA or other government departments, which also must be developed in consultation with Office of Business Intelligence and Quality;
- f. the proposed plan to remove the course or unit cluster from marketing materials such as UAC and QTAC guides, and marketing materials for international students, which must also be developed in consultation with Marketing; and
- g. the proposed date on which the course or unit cluster will be discredited.

Approaches to Student Transition

(24) When a course or unit cluster is removed:

- a. All current students will normally be offered the option to transfer to an equivalent course or unit cluster offered by the University, provided this does not disadvantage them.
- b. If any current students choose not to transfer to an equivalent course or unit cluster at the University, cannot be transferred without suffering a disadvantage, or there is a risk of provider default, the course or unit cluster must continue to be delivered ("taught out") in accordance with the Curriculum Availability Procedures until no students remain enrolled in the course or unit cluster.
- c. In exceptional circumstances, when a course or specialisation is being removed and neither the option to transfer to an equivalent at the University nor teach out the course or specialisation are feasible for a particular student or student cohort, the University may assist the affected student(s) to transfer into an equivalent course or specialisation at another institution.

(25) When a course or unit cluster is subject to a significant amendment, current students may be required to either:

- a. transfer to the new version of the course or unit cluster, provided this does not disadvantage them; or
- b. continue in the current version of the course or unit cluster, in which case it must be taught out in accordance with the Curriculum Availability Procedures until no students remain enrolled.

(26) In the case of the arrangements specified in clause (25), the University may make different arrangements for different student cohorts and is not required to provide students with the choice to opt in or out of particular arrangements (although it may do so if desired), provided no students are disadvantaged.

(27) Transition Plans may include substitution of units in students' study plans to provide credit for previously completed units and prevent disadvantage to students, provided that all students will meet:

- a. the course learning outcomes; and

- b. any external accreditation requirements.

Transfer to an Equivalent (or New Version of a) Course or Unit Cluster

(28) Accreditation Committee is authorised to determine equivalence between courses or unit clusters for the purpose of student transition.

(29) For the new (or new version of the) course or unit cluster to be considered equivalent to the existing course or unit cluster, it must:

- a. develop cognate skills and knowledge with the original course or unit cluster;
- b. provide the opportunity for students to complete any specialisations or majors that they have already commenced, if applicable;
- c. have sufficiently similar learning outcomes that a transferring student can meet the new learning outcomes based on units already completed, regardless of whether the units in the new course or unit cluster are different; and
- d. enable a student to obtain the same external accreditation outcomes.

(30) Equivalence between new and existing versions of a course or unit cluster does not require that students have:

- a. the same hours of community engaged learning or other course opportunities such as mobility; or
- b. the same choice of minors or electives.

(31) The Vice President (Students) and Registrar is authorised to determine if transfer would result in student disadvantage.

(32) Transfer would be considered to result in student disadvantage if:

- a. the equivalent full time or part study time load of students would increase because of the transfer;
- b. the cost for students would increase because of the transfer;
- c. students would be unable to complete their studies at the same location and in the same delivery mode after the transfer; or
- d. students would be required to under or over-enrol in units in any teaching period because of the transfer.

Teach Out of an Existing Course or Unit Cluster

(33) A course or unit cluster in teach out must continue to be delivered to students for a duration equal to the minimum of:

- a. the duration required for all remaining students to complete the course or unit cluster, if the students were to enrol in their remaining units in the most expedient manner based on the recommended progression for their study mode (full-time or part-time) and successfully complete the remaining units on their first attempt, plus one year.
- b. the published normal duration of the course or unit cluster for a full-time student, plus one year.

(34) When teach out is required due to the proposed removal of a course or unit cluster, the course or unit cluster in teach out may continue to be amended in accordance with the normal requirements for curriculum amendments to facilitate timely student progress and completion and to meet the operational needs of the University.

(35) When a new version of a course or unit cluster is approved and it is determined to teach out one or more student cohorts in the existing version, no further amendments to the existing version are permissible. However, unit

substitutions may be approved if required at any time until the teach out process is complete, in accordance with clauses (37) to (39).

(36) Courses or unit clusters in teach out must continue to comply with all relevant requirements of the University's policies relating to the taught curriculum, including (but not limited to) those set out in the relevant Rules Relating to Awards, the [Academic Quality, Standards and Integrity Policy](#), the [Assessment, Teaching and Learning Policy](#), the [Curriculum Policy](#), and associated Procedures.

Unit Substitution

(37) When students are to be transferred into a new course or unit cluster, or where a new version of the course or unit cluster is to be created due to a significant amendment, Accreditation Committee may approve substitution of individual units or groups of units for specified student cohorts provided that the proposed substitution demonstrably ensures that all affected students will still meet:

- a. all learning outcomes of the course or unit cluster.
- b. any external accreditation requirements.

(38) When significant amendment of a course or specialisation is proposed to enable teach out, unit substitution may be additionally facilitated by creating a choice of unit clusters in the course structure to provide students with flexibility in the combination of units they are required to complete. In this case, all possible combinations of choice in the amended curriculum structure must individually satisfy the requirements of the [Curriculum Policy](#) and [Curriculum Design and Development Procedures](#).

(39) Unit substitution for individual students may additionally occur:

- a. through recognition of previously completed units in accordance with the [Advanced Standing and Recognition of Prior Learning Policy](#) and [Advanced Standing and Recognition of Prior Learning Procedures](#).
- b. in accordance with clause (74) of [Rules Relating to Awards - Rule 2 - Coursework Awards - General Provisions](#).

Implementation and Monitoring of Transition Plans

(40) A report will be provided by the Associate Dean (Education) of the relevant Faculty or College to each meeting of the Student Academic Experience Committee detailing progress on implementation of all Transition Plans, including:

- a. Any impediments, or anticipated impediments, to implementation of the approved plan and timely student completion.
- b. Any unit substitutions approved under clause (39), and the rationale for such approvals.
- c. Any concerns raised by students, staff, or external accrediting bodies, and how those concerns have been (or are proposed to be) addressed.
- d. Any impacts, or anticipated impacts, on student progress or retention.
- e. Any proposed changes to the plan required to enable students to successfully progress or complete their studies, developed in consultation with Student Administration Services.

(41) Any substantive changes to a Transition Plan must be approved by the Vice President (Students) and Registrar and reported to the next meeting of the Student Academic Experience Committee for ratification.

Section 5 - Communication and Publication of

Changes

(42) Once a Significant Curriculum Change Proposal has been approved, communications will be developed by Client Services, in consultation with the relevant Course Coordinator(s), for distribution to all students who may be impacted by the proposed curriculum changes that describe:

- a. the proposed changes;
- b. the rationale for the proposed changes;
- c. the possible transition approaches for different student cohorts;
- d. the potential benefits to students of the changes;
- e. how any potential disadvantage to students will be avoided;
- f. how they are able to provide feedback on the proposed changes and the proposed transition approaches; and
- g. who they can contact with questions, to seek assistance, or for further advice.

(43) Once a Transition Plan and (except in the case of a course removal) the associated curriculum amendment have been approved, all impacted students will be advised by Client Services, in consultation with the relevant Course Coordinator(s), of:

- a. the approved changes to the curriculum;
- b. the approved approach to transition;
- c. the date by which they must have completed, or transferred out of, the existing version of the course or unit cluster;
- d. any further action they are required to take; and
- e. who they can contact with questions, to seek assistance, or for further advice.

(44) The content and distribution of all communications with students concerning significant amendments to, or removal of, courses or unit clusters must be approved by the Vice President (Students) and Registrar.

(45) Once a curriculum amendment is approved, details will be updated on the University's public webpages as soon as practicable. So that students can easily locate the curriculum requirements relevant to their studies, when the amendment involves creation of a new version of a course or unit cluster:

- a. Details of any previous versions of the course or unit that are in teach out must remain accessible on the University's public webpages and will normally be associated with a particular year of student admission.
- b. Details of any unit substitutions for specific student cohorts approved in accordance with clause (37) will be listed on the University's public webpages for the relevant course or unit cluster.

(46) Students will be notified individually by Student Administration Services of any unit substitutions approved in accordance with clause (39) and their study plans updated accordingly.

Status and Details

Status	Current
Effective Date	15th December 2022
Review Date	15th December 2025
Approval Authority	Academic Board
Approval Date	14th December 2022
Expiry Date	Not Applicable
Responsible Executive	Erica Wilson Pro Vice Chancellor (Academic Innovation) +61 2 66203151
Head of Work Unit	Erica Wilson Pro Vice Chancellor (Academic Innovation) +61 2 66203151
Enquiries Contact	Sophie Kemm Executive Officer +61 2 66203303 <hr/> Academic Portfolio Office