

# Curriculum Availability Procedures

## Section 1 - Purpose and Scope

(1) These Procedures:

- a. set out the University's approach and process for determining the availability and publication of its coursework curriculum, consistent with the principles set out in the [Student Academic Experience Policy](#); and
- b. support compliance with the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students \(National Code\) 2018](#).

### Scope

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

## Section 2 - Procedures

### Availability of Courses and Specialisations

#### Student Intake into a Course or Specialisation

(3) After consultation with the appropriate Executive Dean or College Dean as set out in the [Course and Unit Approval Authorities](#), the Pro Vice-Chancellor (Academic Innovation) approves which courses and specialisations are available for student intake at a particular location and in a particular delivery mode during each intake period.

(4) A course or specialisation may only be made available for student intake at a particular location or in a particular delivery mode if:

- a. it is accredited by the Academic Board for delivery at that location and in that mode; and
- b. suitable learning and teaching resources are available at that location and in that mode; and
- c. in the case that the corresponding award is required for registration to practice, it is appropriately accredited or recognised by any relevant external accrediting bodies (as determined by the Academic Board) for delivery at that location and in that mode; and
- d. in the case that it is available to international onshore students, it is registered on CRICOS at that location.

(5) Unless a course or specialisation has an approved availability for student intake, the University will not admit students to the course or specialisation.

(6) The Pro Vice-Chancellor (Academic Innovation) may determine to suspend all student intake into a course or specialisation after consultation with:

- a. the relevant Executive Dean or College Dean;
- b. the Office of Business Intelligence and Quality;
- c. Student Administration Services;

- d. Southern Cross Global;
- e. Marketing; and
- f. any Educational Partners (if applicable).

(7) If an existing availability of a course or a specialisation for student intake is removed, or all student intake is suspended, the course or specialisation must continue to be delivered to all admitted students in accordance with the provisions of these Procedures and all other policies relating to the University's taught curriculum until:

- a. the process for removal of accreditation is commenced in accordance with the [Curriculum Policy](#) and [Curriculum Amendment and Removal Procedures](#); or
- b. there are no students remaining admitted to the course or specialisation.

## **Publication and Advertising of Information on Courses and Specialisations**

(8) Each course or specialisation will have suitable progressions for each student intake that show the recommended order in which full-time and part-time students should complete units, approved in accordance with the [Course and Unit Approval Authorities](#).

(9) Availabilities for student intake and associated progressions of courses and specialisations will normally be approved and published on the University's course web pages on its public website no later than June of the year prior to the corresponding student intake.

(10) The information specified in clause (15) of the [Student Academic Experience Policy](#) must be published on the University's public website for each course or specialisation as soon as practicable after approval of any changes and will normally be drawn directly from the UCMS or Student Management System as appropriate.

(11) The Vice-Chancellor may approve advertising a new course or specialisation to domestic students after approval of a Course Concept Proposal, in accordance with the [Curriculum Policy](#), provided all marketing materials are clear that offering of the course or specialisation remains subject to approval and otherwise comply with the [Advertising and Marketing Policy](#).

## **Changes to the Availability of Courses and Specialisations after Publication**

(12) Changes to the availability of a course or specialisation for student intake may be approved by the Pro Vice-Chancellor (Academic Innovation) after publication if there are:

- a. serious unforeseen circumstances beyond the University's control that would significantly compromise the ability to deliver the course or specialisation; or
- b. significant unforeseen financial or strategic considerations; or
- c. no student enrolments by the cut-off date.

(13) Requests for changes to the availability of a course or specialisation for student intake after publication will be made by the Faculty Manager according to the process set by the Course Implementation and Publication team, who will liaise with the Pro Vice-Chancellor (Academic Innovation) to seek approval and notify Marketing, the Office of Business Intelligence and Quality, and Southern Cross Global (if appropriate) if changes are approved.

(14) If the availability of a course or specialisation for student intake is removed after publication:

- a. the course must continue to be delivered to any admitted students in accordance with clause (7), including students who have been admitted but have not yet enrolled in any units, unless all students choose to transfer to a different location or study mode, or to a different course or specialisation; and
- b. any students who have applied but have not yet been admitted will be notified that the course or specialisation

is no longer available and that either:

- i. their application can be transferred to a different course or specialisation for assessment (if desired); or
  - ii. their application (or offer, if an offer of admission has been made) can be withdrawn with a refund of any application, tuition or non-tuition fees (including non-refundable deposit) paid.
- c. The Pro Vice-Chancellor (Academic Innovation) is required to report a determination made in accordance with clause (12) to the next meeting of the Student Academic Experience Committee.

(15) The content and distribution of communications to students under clause (14)b must be approved by the Vice President (Students) and Registrar, and include:

- a. details of the change;
- b. the rationale for the change;
- c. the additional details specified in clause (14)b;
- d. contact details for enquiries, support and assistance; and
- e. any steps the student must take.

## **Availability of Majors and Minors**

(16) After consultation with the appropriate Executive Dean or College Dean as set out in the [Course and Unit Approval Authorities](#) The Pro Vice-Chancellor (Academic Innovation) approves the availability of majors and minors for student selection.

(17) The availability of majors and minors for student selection may be changed at any time in accordance with clauses (16) and (33). Requests for such changes will be made by the Faculty Manager according to the process set by the Course Implementation and Publication team, who will liaise with the Pro Vice-Chancellor (Academic Innovation) to seek approval.

(18) The availability of majors and minors for selection by students at particular locations and in particular delivery modes is determined by the setting of availabilities of the units that comprise the major or minor for student enrolment.

(19) A major or minor must be available for student selection if completion of the major or minor is required:

- a. as a condition of external accreditation; or
- b. to meet the requirements for the award.

(20) If the availability of a major or minor for student selection is removed:

- a. the major or minor must continue to be delivered through appropriate setting of unit availabilities for student enrolment as set out in clause (25), and in accordance with the provisions of all other policies relating to the University's taught curriculum, until:
  - i. all admitted students who had previously selected the major or minor for addition to their study plan in the Student Management System, and who had already completed at least one unit in the major or minor, have either completed all units in the major or minor or chosen to remove it from their study plan; or
  - ii. the process for removal of the major or minor is commenced in accordance with the [Curriculum Policy](#) and [Curriculum Amendment and Removal Procedures](#); and
- b. any students who are admitted to a course for which the major or minor is available, but who have not selected the major or minor for addition to their study plan in the Student Management System and completed at least one of the constituent units, will be notified that the major or minor is no longer available and that they can

select from other available majors or minors if desired.

(21) Details on the University's public website must be updated to reflect any changes to the availability of majors or minors as soon as practicable after approval of any changes.

## **Availability of Units**

### **Approval of Unit Availabilities for Student Enrolment**

(22) After consultation with the appropriate Executive Dean or College Dean, as set out in the [Course and Unit Approval Authorities](#), the Pro Vice-Chancellor (Academic Innovation) approves which units are available for student enrolment at a particular location and in a particular delivery mode during each teaching period.

(23) A unit may only be made available for student enrolment at a particular location or in a particular delivery mode if:

- a. it is approved by the appropriate Faculty Board for delivery at that location and in that mode; and
- b. suitable learning and teaching resources are available at that location and in that mode.

### **Setting of Unit Availabilities for Student Enrolment**

(24) Student Administration Services will develop a Unit Availability List for each calendar year in consultation with the Course Coordinators and Associate Dean (Education) from each Faculty or College for approval by the Pro Vice-Chancellor (Academic Innovation).

(25) The availability of units for student enrolment will be set:

- a. so that all students following a published course progression can:
  - i. enrol in units appropriate to their commencing teaching period and study pattern (full-time or part-time) in any teaching period up to the maximum enrolment specified in [Rule 2](#); and
  - ii. enrol in the core units for their course and any chosen specialisation, major or minor in Terms 1-4 (and/or in the first four Terms of the commencing term) at their location of course admission; and
  - iii. complete the requirements for their course within the minimum advertised course duration or the duration set out in their Confirmation of Enrolment (as appropriate), without having to enrol in any units in Term 5 or Summer Term; except where:
    - Term 5 in their first year of study, for students commencing in Term 5; or
    - a compulsory project, research or placement unit is scheduled in Term 5 or the Summer Term; or
    - they choose to enrol in available units.
  - iv. in the case of International Onshore students, meet the requirements of the [Course Progress and Completion Within Expected Duration of Study Policy](#); and
- b. to maximise efficiency in delivery of units within and between Faculties and Colleges; and
- c. to align with the operational needs of each Faculty and College, including the planned availability of teaching staff and physical resources, as much as possible.

(26) For the avoidance of doubt, the provisions of clause (25)a do not apply to students who do not follow the appropriate published course progression, are required to repeat units, or are awarded Advanced Standing for specified units in their course.

### **Publication of Unit Availabilities**

(27) The availability of units for each calendar year, as specified in the approved Unit Availability List, will normally be

published on the University's public website no later than September of the year prior to the corresponding student enrolment.

## **Changes to Unit Availabilities for Student Enrolment after Publication**

(28) Changes to unit availabilities for student enrolment may be approved by the Pro Vice-Chancellor (Academic Innovation) after publication of the annual Unit Availability List provided that:

- a. in compulsory study periods, suitable alternative units are available for international students to meet the requirements of the [Course Progress and Completion Within Expected Duration of Study Policy](#); and
- b. if the unit is a core unit in any courses or specialisations, alternative availability is scheduled to ensure students can undertake the unit within the expected course duration and in the correct sequence for course progression.

(29) Requests for changes to unit availabilities for student enrolment after publication of the annual Unit Availability List will be made by the Faculty Manager according to the process set by the Course Implementation and Publication team, who will liaise with the Pro Vice-Chancellor (Academic Innovation) to seek approval.

(30) A change to the availability of a unit less than two weeks before the delivery of the unit is due to commence may only be approved by the Pro Vice-Chancellor (Academic Innovation) if there are serious unforeseen circumstances beyond the University's control that would prevent effective delivery of the unit and must be reported to the next meeting of the Student Academic Experience Committee.

(31) If the availability of a unit for student enrolment is removed after publication of the annual Unit Availability List:

- a. any students for whom the unit is a core unit will be advised that the unit is no longer offered and provided with the choice to enrol in a suitable alternative unit, consistent with clause (28)b, regardless of whether they are currently enrolled in the unit;
- b. any students who are enrolled in the unit, but for whom it is not a core unit, will be advised that the unit is no longer offered and provided with the choice to enrol in an alternative option unit.

(32) The Pro Vice-Chancellor (Academic Innovation) is required to report a determination regarding changes to unit availability after publication of the annual Unit Availability List of the next meeting of the Student Academic Experience Committee.

(33) The content and distribution of communications to students under clause (31) must be approved by the Vice President (Students) and Registrar, and include:

- a. details of the change;
- b. the rationale for the change;
- c. the additional details set out in clause (31);
- d. contact details for enquiries, support and assistance; and
- e. any steps the student must take.

## **Record Keeping**

(34) Availabilities of course and specialisations for student intake, and of major, minors and units for student enrolment, are maintained in the Student Management System by Student Administration Services and must be updated as soon as practicable after approval of any changes.

(35) Any changes to the locations at which courses and specialisations are available for intake of International Onshore Students must be updated in CRICOS by the Office of Business Intelligence and Quality as soon as practicable after approval.



## Status and Details

<b>Status</b>	Current
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