

Major Course Change Submission Guidelines

Section 1 - Preamble

(1) This Guideline replaces Appendix 2.10(e) of the Academic Policy (December 2010).

Section 2 - Definitions

(2) For the purpose of this Guideline, refer to the Academic Board's Definitions Policy.

Section 3 - Guidelines

(3) The following format should be followed in the presentation of a submission for a major change to a course. Additional information may be included, as appropriate.

(4) A substantial change to a course is defined as:

- a. Change of course name*;
- b. A change that significantly alters the nature of the course, including a substantial change to the aims of a course;
- c. A change that significantly alters the entry requirements* or exit points in a course;
- d. Addition or deletion of more than one core unit in a course;
- e. The addition or deletion of more than one core unit in a major;
- f. A change that impacts significantly on other school/college courses;
- g. Offering a course in a language other than English;
- h. Addition or deletion of a major;
- i. A change to the award name rules to give effect to a major change; and/or
- j. A change which will have a significant and substantial impact on continuing students.

* Normally written advice will be required to be provided to Student Administration Services (includes Tertiary Admission Centres) and Marketing and Media 14 months prior to the year of first offering.

1. Name and Code Number of Award

(5) Place here the name and SCU code for the course being changed and any nested courses.

2. Name and Code Number of Other Courses Consequentially Affected by these Changes

(6) Provide a clear indication of any potential impact on or overlap with other University courses and units.

(7) Report the consultation process and any discussions with other Schools/Colleges or Faculties concerning the possible effects for them of approval of this proposal.

(8) Provide written endorsement or comment from all relevant School Boards /College Boards.

(9) See Item 6 below.

3. ASCED Field of Education (FOE)

(10) FOE changes may directly affect the government funding cluster and student HECS Band contribution (for Commonwealth supported students). This field must show the existing and, if relevant, the proposed new ASCED FOE six (6) digit code and textual description. For example '100705 (Written Communication)'. Refer to the Senior Deputy Vice Chancellor, and the relevant Student Services Officer.

(11) Any change to the FOE must first be approved by the Senior Deputy Vice Chancellor.

4. Details of Proposed Change

(12) Provide a clear and succinct explanation of the change/s proposed in a format suitable for inclusion in an Agenda.

5. Justification for the Change

(13) Provide reasons for the change. Keep in mind the strategic directions of the University and the current Academic Plan.

6. Consultation and Development

(14) Who has initiated the change?

(15) Who has been consulted?

- a. Course Advisory Committee
- b. Accrediting Authorities
- c. Professional Organisations
- d. Students
- e. other Schools/College or Faculties (see Item 3 above)

7. Approval and Implementation

(16) Changes to Rules may not be made retrospectively, unless specifically approved by Academic Board.

(17) Rule changes, including changes to Schedules of Units will normally take effect from the student admission period following Academic Board approval of the change. However, if sufficient notice has not been given it may take place in a later teaching period.

(18) Indicate here if you have clarified with Student Administration Services that it is possible to implement the changes in the proposed time frame.

Timetable

No	Step	Date
i	recommendation of Major Course Change Submission by School Board /College Board	
ii	development of a revised marketing strategy	
iii	if a postgraduate research course — recommendation of Course Accreditation Submission by Higher Degree Research Committee	
iv	recommendation or approval of Major Course Change Submission by Accreditation Committee	

v	approval of Major Course Change Submission by Academic Board	
vi	first cohort of students enrol	
vii	entry of details on systems by Student Administration Services	
viii	implementation of the revised marketing strategy	
ix	development of course materials	
x	first cohort of students commence	
xi	supply of course materials to students	
xii	estimated length of time for any transitional arrangements	

8. Impact on EFTSU

(19) Will this change affect the EFTSU for this course and how? Provide details as appropriate.

9. Funding Source

Commonwealth Supported Student Australian Fee Paying Postgraduate Student International on shore student International off shore student Other (please specify)

(20) If indicating Commonwealth supported load, does the change in the course require an allocation of new load or can it be offered through redistribution of load from other courses?

(21) If the course is to be funded through tuition fees, indicate the proposed fee level.

10. Full Resource Statement

(22) Indicate who has contributed to the required Full Resource Statement and to whom it has been submitted.

(23) Note that the Senior Deputy Vice Chancellor is responsible for establishing all requirements and procedures for the approval of these Statements.

Position	Date
Director, Library Services and Copyright Officer *	
Technology Services *	
Student Administration Services *	
Head of School	
Other Head of Schools / Head of Colleges	
Pro Vice Chancellor)	
Senior Deputy Vice Chancellor	

* or delegate

(24) The following statement must be included in all submissions.

'The host School/College and Faculty have made provision for the resources necessary to administer the changes to the course. Other participating Schools/Colleges have indicated that the resources necessary to support their contribution to the changed course are available. There has been consultation with

Technology Services, Student Administration Services and the University Library who confirm that the library, computing, laboratory, technical, space and time resources necessary to support the changes to this course are realistic and will be available.'

11. Transitional Arrangements

(25) A change to a course title or to the schedule of units attached to a course will require specified transitional arrangements for existing students. Detail the arrangements that have been made to allow a student currently enrolled in the award course to satisfy the changed requirements for the award or to complete their course under the existing Rules. In all instances Rule 10, Section 1 of the University's Rules Relating to Awards must be complied with.

(26) The information provided should be in the following format:

- a. All students enrolled in the (COURSE name to be inserted) will be strongly encouraged to move to the new structure, though student cohorts who have made substantial progress through the existing award (ie completed at least 50%) would normally continue studies under the current award structure. A student may not choose to complete their studies under a combination of old and new structures.
- b. There will be no new intake of students under the existing rules of (COURSE name to be inserted) from (DATE to be inserted). The final cohort of student enrolled under the present rules will complete their course by the end of (DATE to be inserted).
- c. If a student chooses to continue in the current award structure, they are required to take responsibility for enrolling in relevant units prior to these units being discontinued.
- d. Students who do not complete the required units by the nominated 'last offer date' must seek approval for unit substitution within their award from their Head of School.
- e. By (DATE to be inserted) all students will be informed of the effect of the changes on their study pattern. Those who are transferring to the new degree structure will receive individual advice by (DATE to be inserted) regarding the impact on their enrolment following confirmation of the new structure.
- f. This advice to students will include information about the dates that units within the award are to be discontinued. Any change to FOE should also be advised in this communication.
- g. Students will also be required to confirm by (DATE to be inserted) their intention to remain in the current award structure or transfer to the new award structure. Requests for transfer after this time will not be considered unless hardship to a student or class of students can be demonstrated.
- h. In all cases, students must indicate their intention to transfer to a new award structure prior to the commencement of their final period of study.
- i. The following units will be deleted from offerings by the dates listed below:

Unit Code	Unit Name	Last Offered (Study period)

- j. The following units will be substituted as indicated below if a student has not completed the unit by the discontinuation date:

Current Unit Code	Current Unit Name	Substitute Unit Code	Substitute Unit Name

- k. Change to Field of Education (FOE)

- i. The change in FOE has resulted in a change to the funding cluster from (insert 6 digit code + description)

to (insert 6 digit code + description) and the HECS band has changed from (insert No.) to (insert No.).
Students will be informed of these changes in writing as indicated above, OR

ii. There is no change in the funding cluster or HECS band.

i. A links analysis has been undertaken and the proposed unit changes and deletions have been identified as impacting on the following courses. Other Schools identified have been consulted about these changes as indicated below:

Course Code	Course Name	School Affected	Date of Consultation

12. Other Matters for Consideration

(27) These are to be identified by the proposer.

13. New Specific Award Rules

(28) Show as Appendix 1 the amended Specific Award Rules as they will appear in the Handbook and which are in addition to the generic Rules Relating to Awards. For example

Appendix 3 BACHELOR OF APPLIED SCIENCE(FORESTRY) (Abbreviated title: BAppSc(For))	
Level of Award:	Undergraduate Degree
Faculty:	Health and Applied Science
Academic Organisational Unit:	School of Environmental Science and Management
Campus:	Lismore
Course Mode:	Internal
Duration:	4 years
Total Units:	32
<p>Specific Award Rules See the University's Rules Relating to Awards, in conjunction with the Specific Award Rules listed below.</p> <p>4.1 Requirements for an Award (a) To be eligible for the award of Bachelor of Applied Science (Forestry) degree a candidate shall successfully complete not less than thirty-two (32) units comprising: (i) all units listed in Part A of the Schedule of Units attached to these Rules (ii) five (5) units from Part B of the Schedule, or other approved units. (b) A candidate who while enrolled for the Bachelor of Applied Science (Forestry) has completed the requirements for the Associate Degree of Applied Science may elect to be awarded the Associate Degree of Applied Science following removal from candidature for the Bachelor's degree. 4.2 Advanced Standing (a) A candidate enrolled in the Associate Degree of Applied Science or the Bachelor of Applied Science who successfully completes all eight (8) first-year units may transfer into the Bachelor of applied Science (Forestry) with advanced standing for the eight (8) units. Candidates who have vocational, employment or other relevant experience may be granted advanced standing for up to four (4) units provided that the work, units or experience so completed are considered to be equivalent to a unit or units in the Schedule attached to these Rules. Schedule of Units PART A PART B</p>	

14. New Unit Statements

(29) List new units and attach new unit statements. Refer to the Unit Statement Policy when writing new unit statements.

(30) If this course is at post graduate level, indicate which, if any, of the new units are under graduate, why, and what arrangements will be in place to take account of this.

15. Approvals and Comments

School/College/Faculty Endorsement of the Proposal

(31) The Major Course Change Submission is required to be endorsed by the School Board /College Board of each School/College which has a major input into the course. In particular, where the submission concerns a combined or double degree, the Schools/Colleges responsible for the single degrees are required to endorse the submission. Where the submission is for a Faculty-wide course, or where one of the degrees in a combined or double degree is a Faculty-wide degree, the respective School Boards undertakes the initial endorsement step in place of a single School Board /College Board.

Head of School /Head of College..... . Date

(32) Senior Deputy Vice Chancellor..... . Date

Resource Implication Checks

(33) The following officers have the opportunity to comment on the Major Course Change Submission in regard to whether the changes to the course have significant resource implications for their area

(34) Director, Graduate Research College (PG research programs only)

a. Date

(35) Director, Technology Services

a. Date

(36) Director, Library Services and Copyright Officer

a. Date

(37) Director, Student Administration Services

a. Date

(38) In supporting this Major Course Change Submission, I, the Senior Deputy Vice Chancellor am satisfied that there is a viable plan for the provision of resources to implement the changes to the course, including teaching staff, learning resources, technical and infrastructure resources. I am also satisfied that the course still fits with the strategic priorities and Academic Plan of the University.

(39) Senior Deputy Vice Chancellor..... . Date

Status and Details

Status	Historic
Effective Date	14th August 2012
Review Date	14th April 2015
Approval Authority	Secretary, Academic Board
Approval Date	10th August 2012
Expiry Date	1st October 2015
Head of Work Unit	Andrew Rose Chair, Academic Board +61 2 66203189
Enquiries Contact	Governance Services