

New Course Concept Proposal Guidelines

Section 1 - Preamble

(1) This document replaces Appendix 2.10(a) of the Academic Policy (December 2010).

Section 2 - Definitions

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

Section 3 - Annotated Format for a New Course Concept Proposal

(3) The New Course Concept Proposal should be in 12pt. for ease of reading.

Part A - Summary Data

1	Working Title for the Course	The full course title This may change when the Course Accreditation Submission is put forward. e.g. Bachelor of Arts
2	Abbreviated Working Title for the Course	This must conform to University standards and be consistent within similar courses. e.g. BA
3	Level of Award	Undergraduate or Postgraduate
4	Academic Organisational Unit	The Academic Organisational Unit that will have responsibility for developing the course and will be academically and administratively responsible for the course. Only this unit may initiate changes to the Course.
5	Repealed	
6	Campus	On which campus or campuses will this course be offered. This should include off shore locations if relevant.
7	Mode of delivery	(a) internal/external/both (b) print-based/online-based/flexible mode (c) semester-based, trimester-based or other (d) off shore
8	Duration	How many years will it normally take to complete the course for a student with a full time load.
9	Total Units	Indicate how many units are required to complete this course.
10	Other Academic Organisational Units affected by or contributing to the proposed new course	Indicate Schools/Colleges other than the host School/College which are expected to make significant contributions to the course content or who are affected by the introduction of the course.
11	Year and teaching period for introduction	Indicate year and teaching period of planned first intake into the course.

12	Funding Source	- Commonwealth Supported - Australian Fee Paying Student Fees - International on shore student fees - International off shore student fees - Other (please specify) The funding source may be more than one of these, eg: Australian Fee Paying and international off shore. If indicating Commonwealth supported load, does the course require an allocation of new load or can it be offered through redistribution of load from other courses? If a course is to be funded through tuition fees, indicate the proposed fee level. If this information is not known at this stage it may be omitted.)
13	ASCEDField of Education Code (FOE)	This is a ASCEDrequirement. FOE selection may directly affect the government funding cluster and student HECS Band contribution (for Commonwealth supported students). This field must show the ASCED FOE six (6) digit code and textual description. For example, '100705 (Written Communication)'. refer to: Deputy Vice Chancellor, Faculty Student Services Officer. NOTE: Combined and double degrees require two FOEs with the first code being the primary or initiating course.

Part B - Case for Introducing the New Course

(4) In this section, the Academic Organisational Unit gives the rationale for the introduction of the new course. This must be clearly related to the University's, Faculty's and School/College's strategic priorities and the University Academic Plan. Other issues which are expected to be addressed include:

- a. is this course in a new discipline are for the University?
- b. evidence for the likely demand for graduates from the course,
- c. evidence for the likely demand from students to undertake the course,
- d. size of student cohorts projected over the next three (3) years:
 - i. undergraduate courses will normally only be approved if there is the prospect of 40 students in the first cohort,
 - ii. postgraduate courses will normally only be approved if there is the prospect of 20 students in the first cohort,
- e. the relationship with other courses within the University;
- f. information on competitor courses; and
- g. the resource capacity of the University to offer the new course.

Rationale for the Introduction of the Course

(5) Specify the rationale for the course including:

B1 Strategic Information

- a. What the course is about (the main academic or intellectual theme and/or professional outcome) and why it is proposed.
- b. How this course is aligned to the University's School/College's strategic priorities and the University Academic Plan.
- c. How this course relates to other courses offered by the University.

B2 Market Information

- a. Professional, industry, community demand for graduates of course
- b. Likely demand for admission to course
- c. Similar courses offered by other universities. If these are competitor courses, what is the likely market demand for this course compared to competitor courses?

B3 Capacity to Offer Course - Teaching Resources

- a. Is the expertise to conduct this course available within the School/College and/or within the University?
- b. If the course requires significant support from other Schools/Colleges, do those areas support the introduction of the proposed new course?

B4 Capacity to Offer Course - Other Resources

- a. Will the course require significant new resources in additional space, specialised facilities, equipment, library or technical resources?

Part C - Information for Advance Marketing

(6) In the event that the New Course Concept proposal is given approval for planning, the information provided in this section will facilitate the initial marketing of the course. The information in this section is used to prepare material for publications such as the QTAC and UAC Course Guides, UG Course brochures, International Student brochures, as relevant.

(7) All advertising at this stage must include the words 'subject to approval'.

(8) If this information is not included, it must be provided promptly to the Director of Marketing when the New Course Concept Proposal is given planning approval.

C1 Description of Course

(9) Provide a 150 word description of the course to be used as the basis for initial marketing, such as in the QTAC and UAC Course Guides (for UG), in brochures and on prospective student web site.

C2 Entry requirements

(10) For UG, propose any year 12 pre-requisites.

(11) For PG, indicate required entry qualifications.

(12) It is assumed that the English Language Requirements will conform to Rule 2, Section 2, clause (19)f. If it is known that the course is to have higher standards of English Language requirements, this must be stated here to assist advance marketing.

C3 Professional Recognition

(13) Indicate how the course will be designed to satisfy academic requirements for professional recognition.

C4 Majors/Minors

(14) List any major or minor study areas being considered.

C5 Vocational Information

(15) Provide a brief statement outlining the vocational outcomes of completing the proposed course.

Part D - Proposed Course Development Team

(16) In this section, the School/College nominates the membership of the Course Development Team, including the Course Convenor, who will act as Chair, for the planning phase. This Convenor may not necessarily be the Course Coordinator when the course is introduced.

(17) As a minimum requirement the Course Development Team is normally to include:

- a. Course Convenor (who may not be the same person as the Course Coordinator)
- b. at least one person external to the University who is active in the profession or industry and who is not a member of another university
- c. relevant School/College Administrative Officer, or equivalent, to facilitate the course planning and approval process
- d. a representative of all Faculties and Schools/Colleges which have an interest in the area of the proposed course or who have expertise in areas which are related to the proposed course
- e. curriculum designer from the Teaching and Learning Centre.

(18) The Course Convenor is responsible for the preparation of the Course Accreditation Submission.

Proposed Course Development Team

	Name	School/College, Faculty, external organisation
Convenor		Chair
Members		
School/College Administrative Officer		
Curriculum designer		Teaching and Learning Centre

Part E - Approval and Implementation Timetable

No	Step	Date
i.	School/College recommends New Course Concept Proposal and Initial Resource Statement to Pro Vice Chancellor	
ii.	Pro Vice Chancellor recommends New Course Concept Proposal and Initial Resource Statement to DVC	
iii.	approval of New Course Concept Proposal and Initial Resource Statement by DVC	
iv.	noting of New Course Concept Proposal by Accreditation Committee	
v.	formation of Course Development Team and Reference Group	
v.	recommendation of Course Accreditation Submission by the School Board /College Board, DVC and Secretary, Academic Board. Full Resource Statement submitted to the DVC.	
vii.	development of a marketing strategy	
viii.	Pro Vice Chancellor and DVC inform Secretary of Academic Board and School/College of their recommendation re the Full Resource Statement	
ix.	recommendation of Course Accreditation Submission by Accreditation Committee	
x.	recommendation or approval of Course Accreditation Submission by Academic Board	
xi.	approval of Course Accreditation Submission by Council (if course is in a new discipline area)	
xii.	entry of details on systems by Student Services	
xiii.	implementation of the marketing strategy	
xiv.	development of course materials	
xv.	first cohort of students commence	

xvi.	supply of course materials to students	
xvii.	first cohort of students graduate	

Part F - Approvals and Comments

School/College/Faculty Endorsement of the Proposal

(19) The New Course Concept Proposal is required to be endorsed by the School Board /College Board of each School/College which has a major input into the proposed course. In particular, where the proposal concerns a combined degree, the Schools/Colleges responsible for the single degrees are required to endorse the proposal. Where the proposal is for a Faculty-wide course, or where one of the degrees in a combined degree proposal is a Faculty-wide degree, the respective School Board will undertake the initial endorsement step in place of a single School Board /College Board. The Deputy Vice Chancellor must sign off on the proposal.

(20) Head of School /Head of College..... .

(21) Date

(22) Deputy Vice Chancellor..... .

(23) Date

Resource Implication Checks

(24) The following officers have the opportunity to comment on the New Course Concept Proposal, in regard to whether the introduction of the new course has significant resource implications for their area.

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

(26) Date

(27) Director, Technology Services.

(28) Date

(29) Director, Library Services and Copyright Officer..... .

(30) Date

(31) Director, Student Services..... .

(32) Date

Statement by Deputy Vice Chancellor

(33) In approving the New Course Concept Proposal and the Initial Resource Statement, I, the Deputy Vice Chancellor am satisfied that there is a viable plan for the provision of resources to conduct the course, including teaching staff, learning resources, technical and infrastructure resources. I am also satisfied that the course fits with the strategic priorities and Academic Plan of the University.

(34) Deputy Vice Chancellor..... .

(35) Date

(36) New Discipline Area Yes No

Status and Details

Status	Historic
Effective Date	14th August 2012
Review Date	14th April 2015
Approval Authority	Academic Board
Approval Date	14th August 2012
Expiry Date	23rd April 2013
Head of Work Unit	Andrew Rose Chair, Academic Board +61 2 66203189
Enquiries Contact	Governance Services