

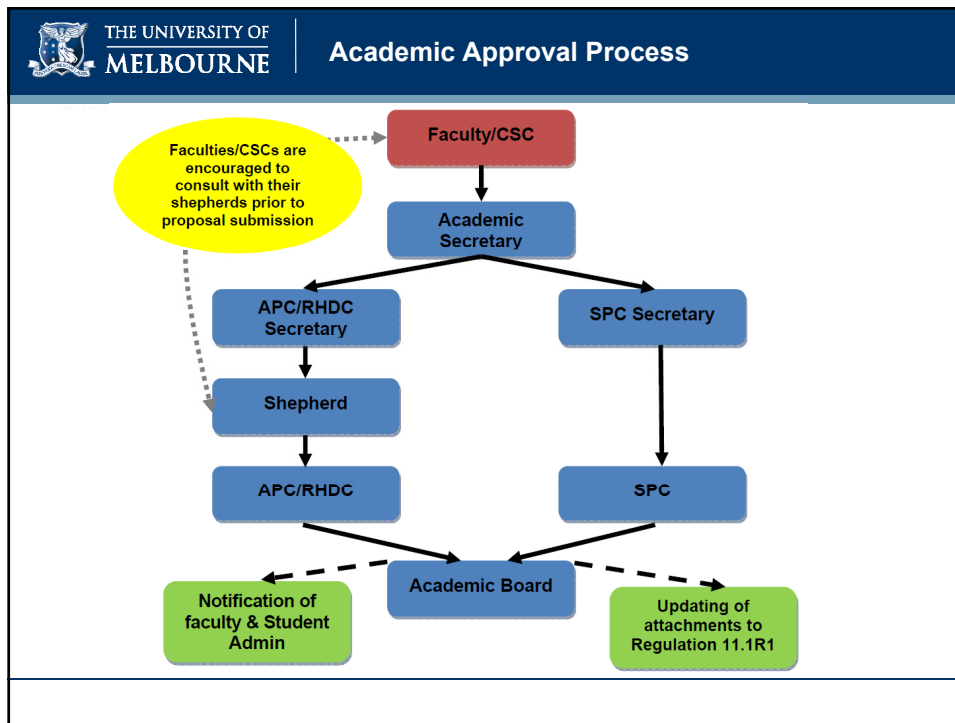


Course Approval and Management Procedures



Session Overview

1. The Academic Board Approval Process
2. Proposals Requiring Academic Approval
3. Timelines for Academic Approval
4. Changes under Delegated Authority
5. Timelines for Changes under Delegated Authority
6. Late Changes
7. Breadth Subjects & Breadth Tracks
8. Changes to the Approval Process for 2012
9. Review of Master Programs
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THE UNIVERSITY OF MELBOURNE | **Proposals Requiring Academic Board Approval**

Proposals Requiring Academic Board Approval

- New course proposals
- Major changes
 - constituting more than 25% of the subjects in any year of any program (stream/major/specialisation)
 - affecting the configuration of compulsory and elective points in a program
 - affecting the structure or mode of delivery of the entire course
- Changes to entry requirements
- Discontinuations
- Suspensions
- New and changed University Breadth Subjects

Submission deadline – 1 May



KEY COMMITTEE MEETING DATES & SUBMISSION DATES	DEADLINES	
	Meeting Cycle 1	Meeting Cycle 4
Concept Proposal Approval (where required)	9 January	13 April
Program Proposal Submission	17 January	1 May
Selection Procedures Committee (SPC)	6 February	28 May
Research Higher Degrees Committee (RHDC)	8 February	23 May
Academic Programs Committee (APC)	3 February	1 & 8 June
Academic Board	23 February	21 June

Meeting Cycle 1:

- VTAC inclusion for 2013
- Introduction in semester 2, 2012

Meeting Cycle 4:

- DEEWR reporting compliance for 2013
- Implementation in Student System for 2013
- Construction of 2013 timetable
- Publication in 2013 Handbook

**Changes Under Delegated Authority**

- Changes to elective subjects
- Changes to compulsory subjects that do not affect points requirements or level of subjects to complete the program
- Changing up to 25% of the subjects in any year of any program (stream/major/specialisation), provided that the configuration of compulsory and elective points remains the same and the changes do not affect the structure or mode of delivery of the entire course
- All changes to mode of delivery of subjects, except when changing the mode of delivery of the whole course



Changes Under Delegated Authority

- All changes to non-core breadth subjects and changes to University breadth subjects that do not affect the contributions from different disciplines
- New and changed breadth tracks
- Changes in semester dates

**Submission deadline for implementation in 2013 –
15 June**



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|-------------------|--|
| 15 June | Submission of changes under delegated authority to ISIS and the Academic Secretary |
| 25 July | Timetable production commences |
| 14 October | Handbook editing closes |
| 17 October | 2013 late changes commence |



Non-Core Subjects Available as Breadth

- Are considered electives, and can be established or changed under delegated authority
- The approval of the program directors is required for subjects to be made available as breadth in the various degrees (forward the subject proposal form to provost-policies@unimelb.edu.au)

University Breadth Subjects

- Establishment and changes to UBS require the approval of the Academic Board



Breadth Tracks

- Can be established or changed under delegated authority
- Should be forwarded to provost-policies@unimelb.edu.au for the information of the program directors responsible for the degrees in which the breadth track is available
- Are listed in the Handbook



Changes to Approval Process

- Dual shepherding process at APC:
<http://www.unimelb.edu.au/abp/camp/shepherds.html>
- Enforcement of the 1 May deadline for major changes and new course proposals for implementation in 2013
- Deadline for finalisation of proposals given conditional endorsement by APC – 1 month after notification of conditional endorsement

Innovations

- Redeveloped CAMP website:
<http://www.unimelb.edu.au/abp/camp/>
- Introduction of regular forum for academic programs staff, held on the last Tuesday of every month



AQF Compliance for Master Programs

- All current Master programs to be reviewed by the end of 2013 to ensure compliance with Level 9 AQF requirements
- A template for review of the master programs will be available by the end of February.
- The reviews will not need to comply with the usual course approval processes except where the reviews initiate a change to a course



AQF Compliance for Master Programs (continued)

- The review will require all current master programs to
 - Provide a set of learning outcomes for the degree consistent with the AQF level 9 learning outcomes;
 - Demonstrate the links between subject and course-level learning outcomes;
 - An assurance that subject-level outcomes are required to be demonstrated through subject-level assessments
 - The nature of the required capstone component(s) as well as the nature of optional or required research training pathways
- A paper, approved by the Board in August 2011, is available on the Academic Board guidelines page at <http://www.unimelb.edu.au/abp/policies/index.html>
- All new master program proposals will be required to comply at the time of submission of the course proposal.



Late Changes

- Are subject-level changes (not course-level changes)
- Apply from the scheduled closing date for Handbook Editing, **Friday 14 October**
- Proposals submitted less than two weeks before the start of the subject always require Board approval
- Changes submitted less than a week prior to the subject start date will not be approved
- See the CAMP website for details of late changes under delegated authority and late changes requiring Board approval
- Closing dates for late changes for semester 1, 2012:
 - Under delegated authority – **Monday 13 February**
 - Board approved – **Monday 20 February**



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Resources

- CAMP: www.unimelb.edu.au/abp/camp/index.html
- Academic Shepherds (contact details on CAMP and RHDC websites)
- Academic Secretary
- Secretaries of APC, RHDC and SPC (contact details on Academic Board and RHDC websites)



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Changes to Submission Process

- Development of an online academic program approvals submission system
- Workflow process, mirroring current processes
- Single data source for publication and review of courses and subjects