

**GUIDELINES FOR THE SUBMISSION OF COURSE PROPOSALS**

**PATHWAY FOR APPROVAL OF NEW PROGRAMS AND MAJOR CHANGES TO EXISTING PROGRAMS**

The pathways for approval of new undergraduate and postgraduate coursework programs and major changes to existing programs have been revised and, for 2009, will be as shown in the table below. Research Higher Degree proposals must be submitted to the Research higher Degrees Committee (RHDC) for recommendation to Academic Board.

Proposal	Approval Process	Documents to be Submitted	Signatures Required on Proposal	Consultation & Notification
<b>New Course</b>	<ol style="list-style-type: none"> <li>1. Proposal submitted to Academic Secretary</li> <li>2. MMC considers and recommends to APC and SPC;</li> <li>3. APC and SPC consider and recommend to Academic Board;</li> <li>4. Academic Board considers and recommends to Council for approval.</li> </ol>	<p>Submit to Academic Secretary: Strategic Statement and Business Plan Course proposal Subject description forms for all new and amended subjects The Academic Secretary will: submit to APC: Course proposal Subject description forms for all new and amended subjects submit to SPC: Course proposal</p>	Deans of all contributing faculties	<p>For new and existing courses, the Faculty must consult all contributing and affected faculties prior to submission; MMC will notify Senior Executive of all proposals received and refer proposals to Senior Executive if there are budgetary or management issues; Academic Secretary will notify Student Systems (Merlin Office) of all approvals The Academic Secretary will notify the faculty of the Board decision and arrange for publication in Reg 5.4R1</p>
<b>Major Change to Existing Course</b>	<ol style="list-style-type: none"> <li>1. Proposal submitted to Academic Secretary</li> <li>2. MMC consider and recommend proposal (where required) to APC and/or SPC;</li> <li>3. APC and/or SPC recommend proposal to Academic Board for approval.</li> </ol>	<p>Submit to Academic Secretary: Course proposal Subject description forms for all new and amended subjects If the change has resource implications, submit Strategic Statement and Business Plan The Academic Secretary will submit the proposal to MMC, where required, and to SPC, where there are proposed changes to the selection entry resolution.</p>	Deans of all contributing faculties	<p>For existing UG programs, the faculty must consult CSCs and CEC (where applicable) prior to submission; For PG courses, the faculty must consult all contributing faculties prior to submission; MMC will notify Senior Executive of all proposals received and refer proposals to Senior Executive if there are budgetary or management issues; Academic Secretary will notify Student Systems (Merlin Office) of all approvals The Academic Secretary will notify the faculty of the Board decision and arrange for publication in Reg 5.4R1</p>

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<b>Proposal</b>	<b>Approval Process</b>	<b>Documents to be Submitted</b>	<b>Signatures Required on Proposal</b>	<b>Consultation &amp; Notification</b>
<p><b>University Breadth Subject</b></p> <p>OR</p> <p><b>Non-Core Subject to be made available as Breadth</b></p>	<p>For new and amended University Breadth subjects:</p> <ol style="list-style-type: none"> <li>1. Proposal submitted to the Academic Secretary.               <ol style="list-style-type: none"> <li>a. MMC will consider the proposal and recommend it to APC</li> <li>b. APC will consider and recommend the proposal to Academic Board.</li> </ol> </li> <li>2. Proposal submitted to the Academic Secretary MMC               <ol style="list-style-type: none"> <li>a. MMC to consider the proposal and recommend it to APC</li> <li>b. APC to consider and recommend the proposal to Academic Board.</li> </ol> </li> </ol>	<p>For new and amended University Breadth, submit to the Academic Secretary, the Breadth form and Subject Description form.</p> <p>For amended listings of breadth, submit, to the Academic Secretary, and explanatory memorandum, with Subject Description form, if necessary.</p>	<p>Deans of all contributing faculties</p> <p>Dean</p>	<p>For new and amended University Breadth, consultation with CSCs takes place via MMC.</p> <p>For amendment to listings of non-core subjects available as breadth, consultation with CSCs takes place via MMC.</p>
<p><b>Minor Change</b></p>	<p>Faculty approves change (see definitions)</p>	<p>Submit to the Secretary, APC, Quarterly report with subject description forms. (Quarterly report must be submitted by 1 September to meet handbook deadline.)</p>	<p>Dean</p>	<p>Faculty notifies MMC; where a new non-core UG subject is introduced, MMC invites CSCs to recognise it as breadth            APC notifies Academic Board of reports received;            Faculty notifies Student Systems (Merlin Office) of all approvals <b>in parallel</b> with submission of Quarterly report to APC</p>

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<b>Proposal</b>	<b>Approval Process</b>	<b>Documents to be Submitted</b>	<b>Signatures Required on Proposal</b>	<b>Consultation &amp; Notification</b>
<b>Course Discontinuation</b>	<ol style="list-style-type: none"> <li>1. Proposal to discontinue a course submitted to the Academic Secretary.</li> <li>2. APC will consider the proposal, together with the teach-out plan, and will recommend the discontinuation to Academic Board.</li> <li>3. Academic Board recommends discontinuation to Council for approval</li> </ol>	Submit to the Academic Secretary: Course discontinuation form Teach out plan	Deans of all contributing faculties	For UG programs, the faculty must consult the relevant CSCs The Academic Secretary will notify MMC, which will notify Senior Executive Academic Secretary will notify the Student Systems (Merlin Office) of all approvals The Academic Secretary will notify the faculty of the Board decision and arrange for publication in Reg 5.4R1
<b>Selection Entry Requirements</b>	<ol style="list-style-type: none"> <li>1. Proposal submitted to the Academic Secretary</li> <li>2. SPC will consider the proposal and recommend to Academic Board</li> </ol>			The Academic Secretary will notify the faculty of the Board decision and arrange for publication in Reg 11.1R3
<b>Late Change</b> (all subjects, including all Breadth)	<ol style="list-style-type: none"> <li>1. Proposal submitted to Secretary APC.</li> <li>2. APC Secretary will relay request to shepherd.</li> <li>3. The shepherd will make a recommendation to the President, Academic Board.</li> <li>4. The president notifies the Academic Secretary of decision to approve or otherwise.</li> </ol>	Submit to APC Secretary Late Change form and Subject description form	Dean	For UG programs, faculty consults CSCs APC Secretary notifies MMC and Academic Board APC Secretary notifies Student Systems (Merlin Office) and faculty of all approvals

MMC: Melbourne Model Committee

APC: Academic Programs Committee (currently PCPC and UGPC, which are to merge from 2009)

SPC: Selection Procedures Committee

CSC: Course Standing Committee

CEC: Course Executive Committee

## STEPS IN THE COURSE APPROVAL PATHWAY

### 1 Initiation of a proposal by Faculty<sup>1</sup>

All proposals for new programs or changes to existing programs are to be made using the following forms:

- Strategic Statement and Business Plan – to be used for all new courses and for course changes that have business planning implications;
- New Course Proposal (Undergraduate or Postgraduate) – contains the academic components of the proposal;
- Major Change Proposal – outlines proposed changes to existing courses.

Proposals for new programs or major changes to existing programs are initiated by discussion within faculties, course executive committees and course standing committees. These discussions should include advice from:

- senior faculty administrators (faculty manager/resources officer) who in turn will consult with the Planning Office (Deputy Vice-Principal, Planning) and Financial Operations (Deputy Vice-Principal and Director of Financial Operations) for assistance with the completion of the Business Plan, and;
- the appropriate Academic Programs Committee shepherd(s), who can advise on the completion of the course proposal form and major change form.

The pathway for approval is the same for undergraduate and postgraduate programs. Although the forms require similar information, separate forms for undergraduate and postgraduate programs are to be used as the guidelines for their content are different.

### 2.2 Referral of Course Proposals to the Melbourne Model Committee (MMC)

The terms of reference of the Melbourne Model Committee are at:

<http://www.unimelb.edu.au/seniorexecutive/mmc.html>

#### New Course Proposals

When a proposal for a new course is ready for submission, both the Strategic Statement and Business Plan and the New Course Proposal form should be submitted to the Academic Secretary. The Academic Secretary will refer the Strategic Statement and Business Plan to the Deputy Principal (University Planning) and the Deputy Vice-Principal and Director Financial Operations for advice on the business planning aspects of the proposal. Their advice is then referred to MMC together with the New Course Proposal. MMC considers and must endorse the Strategic Statement and Business Plan before the New Course Proposal can proceed further, and MMC notes the New Course Proposal for information. Resolution of any issues in the proposal will be coordinated by the Academic Secretary and the Secretary of MMC with the initiating faculty and may include the Planning Office and Financial Operations, depending upon the nature of the issues. MMC can recommend to Senior Executive that a proposal not be endorsed, or that it should be revised and resubmitted, if in the view of the Committee it overlaps with an existing course or does not demonstrate adequate collaboration with other departments with a cognate interest in the course content.

Once MMC has endorsed the Strategic Statement and Business Plan, the Academic Secretary will refer the Course Proposal form to Student Services for advice on student service impacts and regulatory compliance with government requirements. The Course Proposal will then be submitted to the Academic Board Committees, Academic Programs Committee (APC) and Selection Procedures Committee (SPC), for review and advice to the Board.

#### Major Change Proposals

Definitions of major and minor changes to courses are at:

<http://www.unimelb.edu.au/abp/ugpc/glossary.html>

The faculty responsible for the program should submit a Major Change Proposal form to the Academic Secretary. If the change has any implications for business planning, either in the faculty responsible for the program or in any contributing faculties, the faculty should also submit a Strategic Statement and Business Plan outlining the business implications. In this case, MMC first considers and endorses the Strategic

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<sup>1</sup> For the purposes of these guidelines, the word 'faculty' refers to those faculties and graduate schools that are designated as faculties under Statute 5.1.1.

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Statement and Business Plan before the proposal can proceed further, and MMC notes the Major Change Form for information.

The Major Change Proposal form will then be referred to Student Services for advice on student service impacts and regulatory compliance with government requirements. It will then be considered by APC and, where entry requirements are to be approved or amended, by SPC. Resolution of any issues raised in respect of the proposal will be coordinated by the Academic Secretary and the Secretary of MMC, in the same way as for new course proposals.

### **2.3 Consideration By Academic Board Committees**

APC will make recommendations to Academic Board on course proposals, and, as necessary, SPC will make recommendations to the Board for resolutions on selection. Any queries raised will be referred back to the Faculty. The Academic Secretary will coordinate the advice of the Board committees to the Board. In the event that MMC or APC do not endorse the proposal, it will not be submitted to the Board but will be referred back to the initiating faculty.

### **2.4 Academic Board Consideration and Recommendation to Council for Approval**

Council must approve new programs, and does so on the advice of Academic Board. Academic Board is authorised to approve changes to existing programs and must notify Council of such changes.

## **3. Breadth Subjects**

Proposals for new University Breadth subjects and major changes to University Breadth subjects should be submitted to both MMC and APC using a Breadth Subject form. Minor changes to Breadth subjects will be recorded in the Quarterly Report of the coordinating faculty. A definition of major and minor changes to Breadth subjects is contained in the glossary at <http://www.unimelb.edu.au/abp/ugpc/glossary.html> and proposals should be consistent with the Policy for Breadth Study at <http://www.services.unimelb.edu.au/policy/breadth/policy.html>.

The recognition of non-core subjects as breadth occurs on a course by course basis and is carried out through MMC.

## **4. Minor Changes to Existing Courses**

The late change process and the late change forms to be used will be as for 2008.