

THE UNIVERSITY OF MELBOURNE



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MELBOURNE**

**PROPOSAL FOR A NEW UNIVERSITY BREADTH SUBJECT
OR
NEW SUBJECT TO BE OFFERED AS BREADTH THAT IS NOT CORE
TO ANY UNDERGRADUATE DEGREE
OR
MAJOR CHANGE TO AN EXISTING UNIVERSITY BREADTH SUBJECT**
*(Minor changes are not reported on this form; they are reported in the coordinating Faculty's
Quarterly Report)*

*This form must be submitted to the Director, Academic Programs,
East Wing Ground Floor Raymond Priestley Building*

BREADTH SUBJECTS

*Please see the principles for breadth subjects
This form should be completed along with Appendix 1 – Student System Database
Requirements and Appendix 2 – Subject Details form*

**TO BE REFERRED TO THE
ACADEMIC PROGRAMS MANAGEMENT COMMITTEE
AND
UNDERGRADUATE PROGRAMS COMMITTEE**

Tick one box only.

- 1. Proposal for new University breadth subject
 Proposal for new subject, to be offered as breadth, that is not core to any undergraduate degree
 Major change to an existing University breadth subject

- 2. Name of faculty/course standing committee making the proposal and responsible for subject delivery.

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(a) Academic Contact	Name:	
	Email:	
	Phone:	

(b) Administrative Contact	Name:	
	Email:	
	Phone:	

3. **Name of the new University breadth subject/subject offered as breadth or change to existing University breadth subject.**

4. (a) **Please list the faculties that will have teaching load in this subject.**

- (b) **Which faculty is primarily responsible for administering the subject?**

5. **Brief description of the subject**

6. **Where the request is for a change to an existing University Breadth subject or a breadth subject that is not core to a course, why is the proposed change necessary?**

7. **If this Breadth subject is part of a sequence, please give details**

8. **Where the subject is shared across faculties/schools please indicate the arrangement for the management of the subject and how the academic coherence of the subject will be maintained**

9. **Information Technology requirements**

Faculties and course coordination committees are asked to note that, under the Higher Education Funding Act, CSP students should be able to complete this subject without having to purchase their own IT equipment.

- (a) **In preparing this proposal, what consideration has been given to the provision of appropriate IT facilities for students?**

10. **If the change affects the title of an existing subject, please give details**

11. Does the proposed change to the subject alter its length or credit point value?
 Yes No

If yes, please explain

11. Does the change affect the objectives of the subject?
 Yes No

If yes, please explain and provide a revised list of objectives

12. Availability of subject:

- (a) Mode of delivery: On campus Distance On-line

[Complete Appendix 3 for Distance Education and on-line proposals.]

- (b) Campus name

13. Proposed date at which new subject will be introduced or the change in an existing subject will occur (semester/year)

For new Breadth Subjects, please answer questions 14 – 18.

14. How does the proposed University Breadth subject benefit the Melbourne Model's new generation degrees? Please provide a brief statement.

15. What are the developmental costs associated with the introduction of the proposed University Breadth subject? Provide financial details of these costs by completing and attaching a SSM template (available from the University Planning Office).

16. What new resources are required to deliver the new University Breadth subject (academic staff, professional staff, equipment, space, library and IT)?

17. What are the competitive advantages of the new University Breadth subject over other similar subjects offered within and external to the University?

18. What is the size of the potential market? Has any market research been conducted specifically in relation to this proposal? Please provide evidence of market and a summary of the market research.

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19. Has the advice of the UGPC shepherd been sought in the development of the proposal?

Yes No

Signature of Dean of faculty(s)

Name:	
Dean of Co-ordinating Faculty	
Signature:	
Date:	

Name:	
Contributing Faculty/	
Signature:	
Date:	

Name:	
Contributing Faculty	
Signature:	
Date:	

Please attach

- Appendix 1 – Course Details Form
- Appendix 2 – Subject Details Form
- Appendix 3 – Distance Education – as required

Please submit the signed form and attachment to the office of the Director, Academic Programs, Ground Floor, East Wing Raymond Priestley Building. The form should also be e-mailed to acprogmgmt-unit@unimelb.edu.au