

Course Details Form

Request to create a new course or change an existing course in the Student Management System

This form is used to request the creation in the Student Management System of a new course or to change the details of an existing course.

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For advice on procedure or definitions used in the form check the [Guidelines for Course Details](#), or contact Student System Support: merlinhotline@studentadmin.unimelb.edu.au (ext. 42690).

Section A - General Information (complete for all requests)

C1. Who can be contacted for queries relating to this form?

Academic contact:

Name Ext.
 Email:

Administrative contact:

Name Ext.
 Email:

C2. To which course does this request relate?

Is this a new course or a change to an existing course?

New Existing (please specify course code):

If this is a change, please indicate the type of change (e.g. major added, change to compulsory subject, title change)

If new, is this course replacing an existing course?

No Yes (please specify the course code):

If replacing an existing course, should existing students be 'taught out' under the old course or transferred to the new one?

Taught out Transferred No current students

Postgraduate (Coursework):

- | | |
|---|--|
| <input type="checkbox"/> Master's Coursework | <input type="checkbox"/> Doctorate by Coursework |
| <input type="checkbox"/> Grad Cert/Postgrad Certificate | <input type="checkbox"/> Cross Institutional PG |
| <input type="checkbox"/> Grad Dip/Postgrad Diploma | |
| <input type="checkbox"/> Non-award Course (specify): | <input type="checkbox"/> Other Award Course (specify): |
-

Research Higher Degree:

- | | |
|--|--|
| <input type="checkbox"/> Master's Research | <input type="checkbox"/> Doctorate by Research |
| <input type="checkbox"/> Postgrad Qualifying/Preliminary | <input type="checkbox"/> Higher Doctorate |

C8. Is it a combined course? (E.g. Bachelor of Arts / Bachelor of Science)

- Yes No

C9. Is it a concurrent course? (E.g. Diploma in Modern Languages)

- Yes No

C10. Does this course have an Honours Award?

- Yes (separate Honours year) Yes (Pass/Hons Awarded) No Honours Awarded

C11. Is an overall course result awarded? (I.e. Course Grade printed on the Academic Transcript)

- Yes, an overall grade is required for this course No overall grade awarded for this course
If Yes, specify grades available (e.g. H1, H2A, etc)
-

C12. What is the Primary Field of Education (ASCED Code)? (See Subject Codes policy and ASCED codes on the [University Planning Office](#) website)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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What is the Secondary Field of Education (ASCED Code)? (Combined courses only)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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C13. What is the CRICOS code? (Contact International Admissions for assistance)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Indicate if application is pending

C14. Should this course be reported to the government as a 'special interest' course? (Tick the appropriate box) (Contact University Planning Office for assistance)

- | | |
|---|---|
| <input type="checkbox"/> Not a special interest course | <input type="checkbox"/> Vet Science (pre-registration) |
| <input type="checkbox"/> General nursing (pre-registration) | <input type="checkbox"/> Dentistry (pre-registration) |
| <input type="checkbox"/> Initial teacher training | <input type="checkbox"/> Australian Maritime College |
| <input type="checkbox"/> Medicine (pre-registration) | |

Section C - Course offerings (how, when and where will this course be taught?)

C15. At what campuses will this course be taught? (Tick all relevant boxes)

- | | | |
|------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Parkville | <input type="checkbox"/> Creswick | <input type="checkbox"/> Hawthorn |
| | <input type="checkbox"/> Dookie | <input type="checkbox"/> South Melbourne |
| | <input type="checkbox"/> Burnley | <input type="checkbox"/> Singapore |

Where a course is taught at more than one campus, are students allowed to self-select at which campus they attend classes?

- Yes No

C16. How will this course be taught?

- On campus only Off campus only (e.g. online, distance education) Both

Where a course is taught both on- and off-campus, are students allowed to self-select in which way they attend classes?

- Yes No

C17. Is this course available on a part-time or full-time basis?

- | | |
|---|---|
| <input type="checkbox"/> Part-time only | <input type="checkbox"/> Either (part-time and full-time students enrol together) |
| <input type="checkbox"/> Full-time only | <input type="checkbox"/> Both (separate part-time and full-time offerings required) |

Section D - Admissions (who can apply, how and when can they apply?)

C18. What fee types are available for this course? (Tick all applicable options)

- | | |
|---|--|
| <input type="checkbox"/> Commonwealth Supported | <input type="checkbox"/> Australian Fee Paying |
| <input type="checkbox"/> RTS / CTS | <input type="checkbox"/> Overseas Fee Paying |

C19. When can students apply to commence this course (coursework degrees only)? (Note - students will only be able to apply for the periods indicated here, so please tick all periods required)

- | | |
|--|--|
| <input type="checkbox"/> Start Year Intake | <input type="checkbox"/> Term 1 Intake |
| <input type="checkbox"/> Mid Year Intake | <input type="checkbox"/> Term 2 Intake |
| <input type="checkbox"/> Summer Intake | <input type="checkbox"/> Term 3 Intake |

Proposed date for first intake (semester / year)

/

C20. How will students apply for admission to this course? (Tick all applicable options)

- VTAC (specify code _____) Direct Application

If 'Direct Application' what limits apply to the number of places available for students of different fee types? (leave blank if not applicable)

- | | |
|---|--|
| <input type="text"/> Commonwealth Supported | <input type="text"/> Australian Fee Paying |
| <input type="text"/> RTS / CTS | <input type="text"/> Overseas Fee Paying |

C21. If offered a place in this course, can students apply to defer (in accordance with the University's deferral policy)?

- Yes No

Section E - Course structure and rules**C22. What credit point limits apply to this course and for which teaching periods?**

E.g. 1) In Semester One (or equivalent), students can take up to a maximum of 50 credit points without special permission, but in Summer Semester they can only take up to 25 credit points.

E.g. 2) Students can take up to 50 credit points per Term without special permission.

Period / Semester	Max. credit points

C23. Are students required to satisfy any non-subject based criteria to complete this course? E.g. police check, first aid certificate, work experience. Note: any criteria specified here will need to be checked by an authorised staff member for each student in the course to confirm the completion requirements have been met.

No Yes (please specify):

C24. How is this course structured / what are the completion requirements for this course?

This section must capture all the structural elements of the course (attach extra pages as required)

Include here any:

- *Compulsory subjects*
- *Optional subjects*
- *Majors, minors, specialisations*
- *Breadth requirements*
- *Any other requirements (e.g. students must complete 25 credit points of level-1 subjects in one of the following areas of study: BOND, WEAP, or ADMI).*

Be explicit in your responses and provide lists of subjects or precise rules. This will form the basis of the course structure created within the Student Management System. **Remember - If you can't quantify it – it can't be coded!**

Note: For changes to an existing course, specify **only** those requirements that need to be amended.

Credit points

Total credit points required for completion (one value only):

Compulsory subjects

List all compulsory subjects and their alternatives if applicable, e.g. students must take:

- BOND20001, plus
- WEAP20001, plus one of
- STUN10001 or SEDU10002.

Optional subjects

List all optional subjects (Provide a complete list or explicit rules), e.g. students must take:

- 25 points from [list all applicable subjects], plus
- 25 points of any level-2 subjects with an area of study = ADMI, BOND or AUTO

Compulsory majors / minors / breadth requirements

Provide details of all compulsory majors / minors / breadth requirements. Provide a complete list and include the structure of each component.

E.g. students must complete one 50 point major. Valid majors include Weaponry, Classic Automobiles and Seduction.

- Weaponry Major = WEAP30001, WEAP30002, WEAP30004, plus 12.5 credit points at level-3 from any subjects with an area of study WEAP, BOND or SEDU)
- Classic Automobiles Major = AUTO30001, AUTO30002, plus 25 credit points at level-3 from any subjects with an area of study WEAP, AUTO, BOND or SEDU), etc.

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Optional majors / minors

Provide details of any optional majors / minors. Provide a complete list and include the structure of each component.

E.g. students have the option of completing a 37.5 point minor. Valid minors include Classic Automobiles, Chest Hair Maintenance, Stealth.

- Minor in Classic Automobiles = AUTO30001, plus 25 points of level-3 subjects with an area of study = AUTO, etc.

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Other requirements

Provide details of any other specified points requirements, or requirements not already covered.

E.g. students must complete 100 credit points at level-1

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Non-allowed combinations

Do any non-allowed combinations apply to this course?

E.g. Students undertaking a Weaponry major cannot also take a Weaponry minor

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Section F – Approval and checklist (complete for all requests)

C25. Have you completed Appendix 2 Subject Details Form for all new and amended subjects?

Yes

No

C26. Signature of Dean of Faculty(s) / Graduate School(s) / Chair of the Course Standing Committee (Please replicate boxes if further signatures are required)

Name:

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Co-ordinating Faculty:

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Signature:

--

Date:

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Note: Changes made under delegated authority must be reported via the Quarterly Report.

Office use only:

Received: ___/___/___	Actioned: ___/___/___	Initials: <table border="1"><tr><td> </td></tr></table>	
Requester and Approver Notified: ___/___/___	Validated: ___/___/___		