



University Procedure

Approval of New Award Courses (Higher Education)

1. Purpose

This procedure describes the processes used to approve new higher education courses.

2. Scope

This procedure applies to all proposed higher education courses.

3. Definitions

Course:	A course is a program of study/research leading to the granting of an official award or qualification of the University contained in University Schedule 5.1. A course contains subsidiary elements variously referred to as units, competency units or modules.
CRN:	Course Registration Number.
New Course:	A course not currently listed on Schedule 5.1.

4. Actions

The course approval procedures for new course proposals consist of six stages. Each stage should normally be completed before proceeding to the next stage. Stages are as follows:

- Stage 1:** [Application For a Course Concept Approval.](#)
- Stage 2:** [Preparation of Full Proposal For New Course.](#)
- Stage 3:** [Consideration of New Course by Higher Education Curriculum Committee \(HECC\).](#)
- Stage 4:** [Consideration of New Course by Academic Board.](#)
- Stage 5:** [Consideration of New Course by Council and New Course Notification to Schools and Relevant Portfolio Areas.](#)
- Stage 6:** [New Course Ratification.](#)

Stage 1 Application For a Course Concept Approval (*normally no more than 4 pages*)

The **Head of School/Arts Academy** is responsible for the completion of the following steps required for a new course.

- 1.1 Proposer to present concept to School or TAFE Courses Committee, outlining the rationale for the new course and any inter and intra-sectoral implications. These implications must be discussed with those Schools/Arts Academy affected.
- 1.2 If the concept is accepted, the relevant Courses Committee prepares a Course Concept Proposal for consideration by a Deputy Vice-Chancellor.

The Course Concept Proposal must address items outlined under the following categories:

A Proposed Development in Relation to the Existing Course Profile and Strategic Directions of the University

- 1) Title of course, year of introduction and location.

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- 2) Brief description of the proposed course and its relationship to strategic priorities and partnerships:
 - brief description of course, including nature, aims, target market, availability to international students, distinguishing features;
 - rationale behind its development;
 - specific purpose and prime focus of the course;
 - demonstrate how the course will reflect the School's and the University's Strategic Plans;
 - explain why the University should offer it and how it would reflect emerging needs and best practice in the field;
 - indicate whether the course will be offered, either with or through partners, and outline the nature of the proposed arrangement;
 - indicate the general types of contemporary learning processes and practices that students will experience within the course (eg: use of problem-based learning approaches, work-integrated learning opportunities etc).

- 3) Inter- and intra-sectoral implications:
 - provide a brief overview of similar courses offered by other institutions, both in Australia and internationally;
 - indicate where there is a duplication between these courses and the one being proposed;
 - indicate where the School has developed co-operative arrangements with other institutions in this field and whether articulation with their courses has been considered;
 - provide information on the relationship between the proposed course and any similar courses offered at the University of Ballarat;
 - if another School is to be involved in this course, indicate how this will occur and the level of agreement that has been reached between the Schools.
 - outline specific pathways and articulation arrangements between Schools/Arts Academy and between sectors of the University.

B Evidence of Employer/Community Demand

- 1) Employer and Professional Advice:
 - list employer groups or professional associations from whom advice has been sought;
 - provide information concerning any experts in the field who have acted as consultants and/or members of the course development.

- 2) Professional Registration/Accreditation:
 - indicate whether the course will, or is intended to, lead to professional recognition, accreditation and/or registration – a statement would be sufficient;
 - explain whether it is anticipated that the course meets the requirements of the appropriate professional bodies at state, national and international levels;
 - do these bodies also require separate accreditation/registration of the course?

- 3) Potential Demand:
 - provide evidence of research undertaken to determine if there is a need in the community for this course (market survey evidence from other courses; evidence of need from a professional body);
 - provide evidence of employment prospects for graduates of this course using data from the Graduate Destination Survey of courses of a similar nature (if applicable);
 - indicate the group whose career needs will be met by the proposed course and provide evidence of student interest in it. Data from VTAC should be referred to on the demand from similar courses at State and national levels.

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C Enrolment, Load and Fee Details

- 1) Projected Enrolments:
 - present in table form, if appropriate, the anticipated commencing and returning load in EFTSL over a number of years;
 - describe any load impact this course will have on other Schools.
- 2) Mode of Enrolment:
 - provide details on the mode of study to be employed, including whether the course is to be offered off- or on-campus, on- or off-shore and the extent of on-line teaching to be employed;
 - if off-campus, indicate the mode of delivery and who will deliver it;
 - indicate the mix of full- versus part-time enrolments.
- 3) Course Funding Sources:
 - if the course is fee-paying, indicate the domestic- and international-recommended fees;
 - if the course is to be HECS funded, state from where the load will be allocated.

D Staff

- provide evidence that there is a critical mass of appropriately qualified staff to take responsibility for the course;
- indicate any plans to employ additional staff;
- if the course is to be taught by staff contracted outside the University, indicate how this is to be managed and how many staff will be appointed.

E Infrastructure

- outline the Library and information technology support, specialist facilities, equipment or other infrastructure support that will be required/available to be developed to support this course;
- indicate with whom the resource needs have been discussed and what advice was received;
- explain how the development of new units will be funded.

- 1.3 Head of School/Arts Academy to submit the Course Concept Proposal to the Deputy Vice-Chancellor, who shall normally respond to the Head of School within five working days.

Stage 2 Preparation of Full Proposal for New Course

- 2.1 Obtain Course Register Number (CRN) from Executive Officer (HECC), Council Committees & Academic Board Support Section.
- 2.2 Develop full new course proposal. (See also [Form 1A –Notice of Proposal for New Higher Education Course](#)).
- 2.3 Develop Unit Outlines and Handbook Entries, or
- 2.4 If using existing Unit Outlines and Handbook Entries, proceed to Courses Committee for recommendation of full new course proposal.
- 2.5 All Impact Statements need to be completed and distributed to all Schools/Arts Academy across the University.

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- 2.6 Where substantive changes have occurred between the Course Concept stage and the preparation of the full documentation the Head of School will need to discuss these with all other Heads
- 2.7 Following approval by School Courses Committee, the Head of School submits the full proposal to the Executive Officer, Higher Education Curriculum Committee (HECC).

Stage 3 Consideration of New Course by Higher Education Curriculum Committee (HECC)

- 3.1 HECC to receive documentation of **new course proposal** for consideration. A representative from the School will present the new course proposal to HECC.
- 3.2 If approved, HECC will recommend the proposed new course to Academic Board for approval.
- 3.3 If HECC approves the proposed new course with any amendments, the documentation will be returned to the Head of School to consider these and make the recommended amendments and then resubmit the proposal to the HECC for approval before transmission to Academic Board.
- 3.4 Final documentation for the proposed new course to be sent electronically to the Executive Officer (HECC), Legal & Secretariat, for accessing by Academic Board members via the Academic Board web site prior to consideration and following approval.
- 3.5 If HECC does not approve the proposed new course, documentation [with comments from the Chair of HECC] to be returned to the Head of School.

Stage 4 Consideration of New Course by Academic Board

- 4.1 Academic Board to consider the HECC recommendation and if approved, Academic Board to recommend **proposed new course** to Council. The School is to provide the Executive Officer (HECC), Legal & Secretariat, with *extract only* of proposed new course for Council. (See [New Course Proposal – Extract](#)).
- 4.2 If Academic Board does not approve the proposal, documentation, with comments from the Chair, Academic Board will be returned to the Head of School.

Stage 5 Consideration of New Course by Council and New Course Notification to Schools and Relevant Portfolio Areas

- 5.1 Council to consider new course proposal (extract only). If approved, Council to inform Academic Board via an Extract of Council Meeting Minutes. Heads of School/Arts Academy and Head, Student Administration Services, to be advised via the Academic Board agenda papers.
- 5.2 If the course is a fee-paying course, Executive Officer (HECC), Legal & Secretariat, to forward a copy of the Extract of Council Meeting Minutes to the Student Fees Officer, Finance & Development Section.
- 5.3 If Council does not approve the course, documentation (with reasons from Council Secretariat) to be returned to Academic Board.
- 5.4 Head of School to initiate electronic transfer of information for Handbook entries and for general information, to the Team Leader, Student Recruitment.

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- 5.5 Head of Student Services to be advised of new course (via Academic Board minutes).
- 5.6 Head of School to initiate approval of fees for fee-paying courses from Budget Planning & Formulation Committee and Council.
- 5.7 Relevant documentation to reside on the Legal & Secretariat web site and in the central records of the University.

Stage 6 New Course Ratification

Refer to the [Flowchart for Choosing the Appropriate Course Approval Procedure](#) for choosing the appropriate Course approval procedure.

5. Responsibilities

HECC has responsibility for the review and implementation of this procedure.

6. Policy Base

Statutes and Regulations:

- [Statute 2.2 – Academic Board.](#)
- [Statute 5.1 – Academic Awards and Courses.](#)

Related Policies:

- [Learning and Teaching Policy.](#)
- [Pathways and Articulation Policy.](#)
- [Policy Development, Implementation and Review Framework Policy.](#)
- [Teaching and Assessing in a Language Other Than English.](#)

7. Associated Documents

- [Notice of Proposal for New Course](#) – FORM 1A Procedure and Form.
- [Course Change that is More the Addition, Deletion or Replacement of 30% of Units within an Existing Course](#) – FORM 1B Procedure and Form.
- [Change to Course Title](#) – FORM 1C Procedure and Form.
- [Change to Unit Title and/or Unit Code](#) – FORM 1D Procedure and Form.
- [Course Discontinuation](#) – FORM 1E Procedure and Form.
- [Course Concept Approval Form.](#)
- [Flowchart for Choosing the Appropriate Course Approval Procedure.](#)

8. Forms/Record Keeping

N/A

9. Implementation

The “Approval of New Award Courses (Higher Education)” Procedure is to be implemented throughout the University of Ballarat in the form of notices via:

1. an announcement under ‘*Current News*’ on the ‘*myUB Gateway*’ website, and
2. the ‘*What’s New*’ page on the ‘*Policies and Procedures @ UB*’ website.

to alert the University-wide community of the approved Procedure.

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