

Course and subject change categorisations

This schedule supports the [Course and Subject Policy](#). It sets out categories and criteria for course and subject changes, as approved by Academic Senate. Approval authorities are provided for reference but will be overruled where there is an inconsistency between this document and any delegations or relevant policy.

A. Subject change categorisations

Curriculum mapping

For subjects: Major/minor changes to subject learning outcomes can affect curriculum mapping, particularly where the subject is included within multiple courses. Where these changes have occurred in courses and subjects, it is mandatory to review mapping information against the subject and/or course and update as required.

Change category	Criteria	Approval authority
New subject/subject discontinuation		Faculty Board
Major change	Work Experience in Industry (WEI) units Grading schema Field of education Ownership or teaching school/unit Institutional agreements (adding/removing) Subject learning outcomes (adding/removing) Subject syllabus (adding/removing) Assessment (adding/removing) Learning activities (adding/removing intensives/WIL) Student workload (non-standard)	Faculty Board
Indigenous content		Indigenous Board of Studies
Minor change	Title Abstract Indigenous Australian content (edit existing) Enrolment restrictions Teaching Resources Assessment (edit existing) Subject Learning Outcomes (edit existing) Subject Syllabus (edit existing) Learning Activities (edit existing Intensives/WIL)	Associate Dean (Academic) (ADA) (with advice from Faculty Course and Review Panel or equivalent if required) - reported to Faculty Board
Subject Outline Tool - assessment	Assessment changes made outside of curriculum management system processes	Head of School - reported to ADA
Editorial change	All fields	Manager, Subject Administration Team - reported to ADA



B. Course change categorisations

TEQSA expects courses of study to evolve with time, usually this is unlikely to have a significant impact on re-accreditation of a course of study. However, from time to time, marked changes may occur whereby the original course of study is changed beyond original scope and should be accredited as a new course of study. These are outlined under the accreditation/reaccreditation classification below.

Curriculum mapping

For courses: Major/minor changes to course learning outcomes, changes to course professional accreditation standards, and addition and removal of subjects can affect curriculum mapping. Where these changes have occurred in courses and subjects, it is mandatory to review mapping information against the subject and/or course and update as required.

Change category	Criteria	Approval authority
<p>Change requiring authority to proceed/business case</p>	<p>All new courses, majors, specialisations, and changes relating to the following:</p> <ul style="list-style-type: none"> • Duration/volume of learning • Graduate capabilities • New field of education • Partnership or industry arrangement <p>Discontinuation of a course</p> <p>Addition or removal of course offering:</p> <ul style="list-style-type: none"> • Campus • Session (if deemed major) • Fund source (if deemed major, i.e. request for Postgraduate CGS is major) • Delivery mode (if deemed major, i.e. adding an on campus offering at a new location) 	<p>Deputy Vice-Chancellor (Academic) for changes to coursework courses</p> <p>Deputy Vice-Chancellor (Research) for changes to higher degree by research courses</p>
<p>Change requiring accreditation/reaccreditation*</p>	<p>New course of study / majors / specialisations / reaccreditation of existing courses. Following process usually require a new course of study approved:</p> <ul style="list-style-type: none"> • Representation of the course of study (significant change to structure / nomenclature – likely to include other area as follows) • Type/level of qualification • Significant change to learning outcomes (narrowing or broadening course scope) • Course duration/volume of learning • Change to course graduate capabilities <p>Course changes to meet requirements of one or more cohorts of international students (whether onshore or offshore)</p>	<p>Academic Senate</p>



	<p>Teach out arrangements and other matters related to a discontinued course, major and/or specialisation, to ensure academic standards are maintained</p> <p>Other course changes where seeking exemption outside Senate approved policy: admissions (including IELTS), credit</p> <p>Change to faculty with ownership/oversight responsibilities</p>	
Major change	<p>Professional accreditation</p> <p>Change to the course structure/standard enrolment pattern where micro and yearlong sessions are proposed for progression or as intakes, or are removed</p>	University Courses Committee (UCC) – minutes to Senate
Minor change	<p>Changes to course structure/enrolment pattern (replacing or moving subjects) with no impact on course learning outcomes</p> <p>Changes not requiring higher approval as listed above</p>	ADA – report to FB, FB minutes to UCC
Editorial change	<p>All fields – no change to approved intent (rewording, typos, updating where a bulk approval to a section has been approved by a higher committing, i.e., terminology, ATAR)</p>	Manager, Course Administration Team – report to ADA

*Refer to <https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-changes-course-study-may-lead-accreditation-new-course> for further information about these course changes.



Approval date	Resolution or delegation	Nature of Amendment
25/09/2024	AS196/9	First version

