Course and Subject Procedure - Lifecycle Approvals

Section 1 - Purpose

(1) This procedure supports the [Course and Subject Policy](#) by stating course and subject approval processes and requirements throughout the course lifecycle.

Scope

(2) This procedure applies to:

 a. new and existing award coursework and higher degree by research courses
 b. non-award courses (short courses, micro-credentials, enabling courses, etc).

Section 2 - Policy

(3) This procedure supports the [Course and Subject Policy](#).

Section 3 - Procedure

Part A - Course accreditation and approval

Overview

(4) The Executive Dean sponsors new award course proposals and manages the reaccreditation of existing courses. In conjunction with the new course proposer, relevant Associate Dean(s) and/or unit head (e.g. Executive Director), the Executive Dean is responsible for:

 a. authority to proceed and business case proposals (management approval), including:
  i. ensuring that business case proposals conform with the policy, these procedures, and all University and faculty-level approval processes
  ii. ensuring that adequate financial and human resources are allocated to the development and submission of the course proposal
  iii. obtaining the relevant stakeholder endorsement before submitting the business case
 b. course accreditation proposals (academic approval), ensuring, where applicable, that endorsement and approvals from all faculties or other stakeholders with an interest in the proposal have been obtained
 c. oversight of the course proposal and its implementation (including development, management, resourcing, risk management and quality assurance).

(5) The business case processes within each faculty may parallel the course accreditation process, however, the business case must be approved before the accreditation proposal is submitted for approval.

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Authority to proceed (stage 1)

(6) For new courses, the Executive Dean must approve the development of a business case via the authority to proceed process in the curriculum management system, to ensure that:

    a. the proposal is aligned with University Strategy and strategic course profile

    b. if Commonwealth Grant Scheme (CGS) places are required, these are considered in context with the strategic load principles

    c. appropriate resources are allocated to developing the business case.

Business case approval (stage 2)

(7) A business case must be completed whenever management approval of a course amendment is required, including:

    a. all new courses, majors, specialisations, and changes relating to:

        i. duration/volume of learning

        ii. graduate capabilities

        iii. new field of education

        iv. partnership or industry arrangement

    b. discontinuation of a course

    c. addition or removal of a course offering's:

        i. campus

        ii. teaching period (if deemed major)

        iii. funding source (if deemed major, i.e. request for postgraduate CGS is major)

        iv. delivery mode (if deemed major, i.e. adding an on-campus offering at a new location).

(8) Business cases must be endorsed and approved as follows:

    a. Endorsement:

        i. Executive Dean, as sponsor.

        ii. Division of Finance and Brand and Performance Marketing for the Finance viability and modelling.

        iii. Brand and Performance Marketing for the marketing outline and plan.

        iv. Executive Deans of any other impacted faculty concerning suspension or discontinuation of a course or course offering.

        v. Divisional Executive Directors (or nominee) as required.

    b. Approval: as per [Delegation Schedule E - Academic and Research](#), the Deputy Vice-Chancellor (Academic or Research).

(9) The business case should include the following:

    a. Details of proposed course (course name, course graduate capabilities, minimum academic and language proficiency requirements for admissions, graduation requirements, if available) aligned to the Charles Sturt Education Framework/Curriculum Model.

    b. Strategic alignment, consideration of the optimisation framework and research strength.

    c. Market intelligence shows evidence of demand, competitive environment, and potential commercial interest. Pricing strategy (for new courses).

    d. Finance viability and modelling and estimates for the initial implementation cost (for new courses), typical

annual income and expenditure, return on investment, surplus generated for the faculty, and an indication of the discontinuation point should the course not achieve the targets or outcomes.

e. An outline detailing how the proposal will be taken from development to market (for new courses) including the marketing plan throughout the investment period.

f. Consideration of all planning issues that may impact the quality, risk management and successful delivery of a course which includes identifying:

   i. infrastructure (physical and virtual)

   ii. facilities

   iii. learning resources

   iv. organisational structure implications.

g. Risk assessment (for new courses).

h. Consideration of the staffing complement required to meet the educational, academic support, student wellbeing and safety support, and administration needs. This will include:

   i. consultation with all internal and external stakeholders with an interest in the proposal

   ii. a subject and staff profile review to ensure the level and extent of academic oversight and teaching capacity will meet the student needs (including consideration of capability for the mode being delivered)

   iii. an outline of any additional staff requirements in the financial section.

i. Where changes to an existing course are proposed which have major impacts on existing student cohort(s):

   i. details of the proposed changes

   ii. rationale for and impact of the proposed changes

   iii. details of transition arrangements for continuing students.

(10) If approved, the relevant Deputy Vice-Chancellor:

a. notifies, via the curriculum management system, the Executive Dean of the decision and confirms that academic approval for accreditation of the course can commence

b. notifies, via the curriculum management system, key University stakeholders to initiate associated processes across the University (e.g. changes to the Course Availability Listing, University Handbook, etc.)

c. may also approve whether the faculty can start promoting the course (as per the Course and Subject Procedure – Information and Representation. In such cases, an appropriate proviso may be required (e.g. 'course planned for introduction and subject to final approval').

Course accreditation (stage 3)

Award course accreditation approval

(11) Course accreditation is required:

a. before commencement and implementation of new award courses

b. at three years for new courses (reaccreditation)

c. every seven years for existing award courses (reaccreditation), including award courses that are in teach-out

d. when changes are proposed to an existing award course that requires accreditation as a new course of study (see table B: Course change categorisations)

(12) Course accreditation documents must be endorsed and approved as follows:

a. Subject documents

   i. Approval of courses with Indigenous Australian content by the Indigenous Board of Studies

  ii. Approval of Indigenous Australian content by the Indigenous Board of Studies

  iii. Endorsed by the Associate Dean (Academic)

  iv. Approved by, as per [Delegation Schedule E - Academic and Research](#), Faculty Boards

 b. Course documents (including approved subject documents for new subjects/courses):

  i. Endorsed by the Associate Dean (Academic) (with the consultation of Associate Dean (Research), if required)

  ii. Endorsed by the University Courses Committee

  iii. Approved by, as per [Schedule E](#), Academic Senate.

(13) Course documentation is completed in the curriculum management system and should include:

 a. rationale for the new course/change to the course

 b. brief outline of changes

 c. completion of all information in the curriculum management system, as required

 d. supporting documentation, e.g. business case

 e. where changes to a course are proposed as part of the reaccreditation, the details, rationale, and impact of the proposed changes, as well as outcomes of consultation with all stakeholders in the proposal

 f. details of relevant endorsements and any requirements or actions attached to the course demonstrative of the discussion/interest captured from the review.

(14) To approve and accredit an award course, Academic Senate must be satisfied that the relevant [HESF](#) standards and course design requirements (see [Course and Subject Procedure – Coursework design](#) - Part A) are met, including that the course has:

 a. incorporated (as relevant):

  i. needs and feedback from students, staff, employers, practitioners, and industry professionals (including professional accrediting bodies) and external advisory committees

  ii. benchmarking and other appropriate sources of data

  iii. delivery factors, such as appropriate skills for mode of delivery the needs of student cohorts

  iv. emerging developments in the field of education

 b. the academic staff profile necessary to provide the level and extent of academic oversight and teaching required

 c. the staffing complement, educational resources, facilities and infrastructure required to deliver the course

 d. identified risks to academic quality.

Expedited approval process

(15) The [Course and Subject Policy](#) sets out the circumstances where an expedited approval process may be allowed.

(16) To expedite the approval of an award course:

 a. the relevant Deputy Vice-Chancellor must provide approval to proceed with the proposal

 b. Governance Services and the Chair, Academic Senate must be notified that a course will be submitted for expedited approval through the curriculum management system.

 c. course proposal documentation must be completed and, if required, may be reviewed by the ADA, Faculty Board and University Courses Committee

 d. an independent sub-group of the University Courses Committee (UCC), nominated by the chair of UCC, will complete an in-depth review of the submission and complete the UCCreview template (course allocation

amendment document)

e. the faculty Executive Dean will collate and finalise the course proposal documentation, course allocation amendment document, and provide a summary statement as part of the approval submission to Academic Senate (or Standing Committee) in the curriculum management system.

(17) A course may be approved with or without conditions. Where approval is conditional, the Executive Dean will take steps to meet the conditions within the timeframes specified. Should the conditions not be met, accreditation approval may be revoked.

Course commencement or implementation (stage 4)

(18) The course commencement stage acts as a gate to ensure that all necessary legislative, administrative and recourse conditions (if any) have been met prior to offers being made and students being admitted. Course commencement should include confirmation that:

a. all approvals have been granted including CRICOS requirements where required,

b. all conditions set for approval by Academic Senate have been satisfied,

c. data has been fully recorded in the curriculum management system and validated,

d. compulsory course information is available in the online course brochure and in the University Handbook on the public website, and

e. transition arrangements and communication plans for existing students, where applicable, are in place and have been discussed with the stakeholders.

(19) Course commencement approvals are managed within the curriculum management system and then actioned by the Office of Planning and Analytics.

(20) Stakeholders are notified via the curriculum management system when a business case or change to course is approved. These stakeholders include:

a. Facilities Management

b. Division of Finance

c. Division of Information Technology

d. Office of Global Engagement

e. Division of Learning and Teaching

f. Division of Library Services

g. Brand and Performance Marketing

h. Division of Student Success

i. Division of Student Experience

j. Office of Planning and Analytics

k. Office of Governance and Corporate Administration

l. All faculties

(21) The key stakeholder from each division or faculty is responsible for ensuring that when they receive notification of a decision it is distributed to the relevant parties within their business area.

(22) All approved course changes and associated support services must be implemented in time for admission of new students or re-enrolment of existing students in accordance with University timelines.

CRICOS applications

(23) The Office of Governance and Corporate Administration, Risk and Compliance Unit maintains the approval processes for international students and compliance with relevant legislation and codes (Education Services for Overseas Students Act 2000 (ESOS Act), National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) and Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS):

   a. Where a course is to be offered in Australia to international students, a (CRICOS) code (for new courses) is required.
   b. Approval to proceed with CRICOS courses must be given by the Provost and Deputy Vice-Chancellor (Academic).
   c. The information required for CRICOS code application is determined by the Tertiary Education Qualifications Standards Agency (TEQSA).
   d. The Risk and Compliance Unit and Senior Compliance Adviser (International) complete the CRICOS code applications and are responsible for the submission to TEQSA, communicating the CRICOS code to stakeholders (including the Executive Dean and Office of Planning and Analytics) and updating University systems.

Part B - Course changes and discontinuations

Course change approvals

(24) The Course and Subject Policy sets out the criteria for major, minor and editorial changes to courses and subjects, and authorities to approve these are set out in Schedule E – Academic and Research Delegations.

(25) Administrative, minor, major, and accreditation changes are set out in the Course and Subject Change Categorisation associated document.

(26) Any changes that are not clearly identifiable as major or minor will be referred to the relevant Deputy Vice-Chancellor for determination.

Discontinuation, teach out and suspension approvals

Discontinuation and teach out

(27) Proposals to discontinue a course require a business case, a teach out plan (where relevant), a government discontinuation form and, Department of Education, Skills and Employment approval (for any course considered a national priority).

(28) See also the Course and Subject Procedure - Delivery Management for detailed requirements for discontinuation and teach out.

(29) The University's Commonwealth funding agreements require the University to formally request, in writing, the Department of Education, Skills and Employment (DESE) approval on any closure of courses that are considered a national priority. The Director, Planning and Analytics manages these requests with DESE and will facilitate the submission and outcome advice for the initiator. DESE may take up to six months to approve requests and must be consulted as early as possible.

(30) Business cases for discontinuing a course or course offering follow the same process as the introduction of a new course. Particular attention needs to be made in the business case to managing the impact on:

   a. continuing students (a teach out plan must be included),

b. international offerings and applicants,

c. graduates of the course,

d. National skills priority course,

e. other faculties, and

f. internal and external articulation arrangements (e.g. international agreements).

(31) Proposals will either be for immediate discontinuance (if no students are enrolled) or teach out (where students are still enrolled in the course).

(32) The business case must be attached to the curriculum management system document which is submitted as part of the academic approval process. Refer to stage 2.

Teach out plan approval

(33) A teach out plan must be approved as per [Delegation Schedule E – Academic and Research](#).

(34) Teach out plans must include details on how:

a. students currently enrolled in the course or offering will be:

  i. informed about the need to discontinue the course and arrangements for teach out or transfer to a different course or course offering (including students who have deferred their enrolment)

  ii. allowed a reasonable time in which they can complete or will be provided with an option to transfer to a different course or course offering, and

b. the course will maintain:

  i. accreditation for the duration of the teach out period, and

  ii. professional accreditation if this is necessary for graduates to be eligible to practice, or seek University Courses Committee approval for the professional accreditation to lapse.

Suspension of intake

(35) Proposals to suspend intake into a course are managed in the curriculum management system.

(36) For a suspension of 12 months or less:

a. The business case is endorsed by the relevant Associated Dean (Academic or Research).

b. Approved by the Executive Dean, subject to consultation with the Executive Dean of any other impacted faculty in relation to suspension of a course or course offering.

(37) The business case must be attached to the curriculum management system document submitted as part of the course accreditation removal process.

(38) The Office of Planning and Analytics will update the Course Availability Listing and notify relevant University stakeholders.

(39) A course may suspend intake pending discontinuation approval. Where this is the case, the suspension of intake may occur following the business case approval.

(40) Proposals to extend the suspension of intake beyond 12 months must be approved by the Provost and Deputy Vice-Chancellor (Academic).

Part C - Other course and subject approvals

Non-award offering approvals (micro-credentials, short courses, etc.)

(41) Academic or administrative units of the University may provide non-award course offerings. These can include short courses, training events, single subject study, micro-credentials, career lab, attendance at workshops or other group events, and may be offered to or in conjunction with a third party.

(42) Non-award offerings:

a. must not imply that participants are to be granted an AQF award or qualification of the University.
b. must be approved in accordance with [Delegation Schedule E - Academic and Research](#), including those non-award offerings under the authority of the Academic Senate (e.g. StudyLink).

(43) A business case should be completed, with stakeholder consultation and endorsement obtained, to ensure that all planning is complete and facilities and support services are able to support (where appropriate).

(44) Non-award courses must satisfy the following requirements, which should be addressed in the business case documentation:

a. Enrolment in the non-award offering will allow participants to be formally affirmed and considered a Charles Sturt University student, including provision of a student ID and access to appropriate support and resources.
b. Participant's completion of the non-award offering will be certified, and there will be an auditable process for verification and replacement of certification.

(45) Non-award courses offered by units outside of a faculty must be approved by the delegated officer of the faculty most closely aligned to the discipline of the course. Guidance may be sought from the relevant Deputy Vice-Chancellor in relation to the appropriate discipline.

(46) Faculties will maintain a register of non-award courses offered and:

a. provide a consolidated quarterly report of non-award offerings approved, changed, or removed, to University Courses Committee
b. provide an annual report of new courses approved by the faculty, to Faculty Board.

(47) Where a school (or unit) ceases to offer a short course, it will notify the faculty as appropriate.

Subject outline approvals

(48) Subjects are approved as part of the course (re)accreditation process, and subject outlines and assessment information must be consistent with the curriculum management system information for the subject.

(49) The Head of School will approve subject outline information outside of what is populated from the curriculum management system, and any changes to this.

(50) In exceptional circumstances, the Head of School may approve a variation to subject assessment or an exam for an individual student, with the student's agreement, on the advice of the Subject Coordinator. A consolidated list of assessment changes approved for individual students must be submitted to the Faculty Board for noting.

Service teaching arrangements

(51) To avoid duplication and ensure high standards of teaching and research, specialists in a discipline or profession will normally be concentrated in a single academic unit. Faculties will negotiate service teaching arrangements where

courses need to include subjects in disciplines and/or professional studies of other faculties or schools (or external to the University for higher degree by research courses).

(52) A written agreement between the academic units concerned should be signed where either unit considers it is needed to reduce risks, in any of the following situations:

a. The content of an existing or proposed subject in one academic unit overlaps wholly or in part with the subject matter of the discipline or professional area of another academic unit.
b. One academic unit requires students in a course it manages to enrol in a subject offered by another academic unit (as a compulsory subject or restricted elective for the course or one of its elective sequences).
c. A staff member of one academic unit teaches all or part of a subject offered by another academic unit.
d. Academic units share delivery of a shared course or a double degree (however, the course proposal will normally be sufficient documentation).

(53) A written agreement is not required where subjects are taught by the School of Indigenous Australian Studies as part of an approved course structure (see the [Indigenous Australian Content in Courses and Subjects Policy](#)).

(54) A service teaching agreement must be signed by the heads of the two units concerned, documenting the following:

a. Ownership of the subject(s) that are service taught.
b. Who is responsible for curriculum design.
c. Who is responsible for teaching (whether one academic unit or shared).
d. A commitment for one academic unit to continue delivering a subject(s) if the other unit's course relies on this.
e. The kind of component the subject(s) is/are in each course (core or restricted elective in the course as a whole or in a major or minor).
f. How student load for service teaching will be assigned to the service teaching unit.
g. Arrangements for adequate advance notice and consultation between the two academic units when any change is being considered that would affect either unit, such as changes to the structure of a course that includes service-taught subjects, changes to a service-taught subject (content, code, title, delivery, availability pattern, teaching staff, etc.). Where a change may cause a significant change in load of a service-taught subject, at least one years notice will be normal.
h. Who in each unit is responsible for liaison on each aspect of the arrangement.
i. How and how often the arrangement will be reviewed.
j. How any disputes over the carrying out of the arrangement will be resolved, where typically disputes will be arbitrated:
    i. between schools within a faculty, by the Heads of School or if necessary escalated to the Executive Dean
    ii. for disputes between schools in different faculties, by the Executive Deans or if necessary escalated to the Provost and Deputy Vice-Chancellor (Academic).

Intensive school changes and cancellations

(55) An intensive school may only be cancelled after information has been published to students if the subject containing an intensive school is cancelled or, in exceptional circumstances, the cancellation is approved by the Executive Dean.

(56) Schools must as far as possible, avoid changes to details of intensive schools as published to students' which students may have relied on to decide to attend the intensive school, such as date, hours, location.

(57) Where an intensive school is cancelled or changed:

a. The Executive Director, Student Experience (or nominee) must be notified, who will ensure essential services outside the faculty are notified of the cancellation or change

b. Schools must notify students and advise them that the school will reimburse any reasonable expenses already incurred, and how to provide proof of these expenses.

Section 4 - Guidelines and other supporting documents

(58) Detailed work instructions are maintained in the Knowledge Base (in Confluence, under Faculty Admin) by the functional area supporting the specific task.

> Staff who require access to the Confluence pages above should log an [IT Service Desk Request](#) to request access to the Faculty Administration Confluence page.

Section 5 - Glossary

(59) This procedure uses terms defined in the [Course and Subject Policy](#), as well as the following:

a. Authority to proceed – a management decision to provide early approval of a new course idea, including new campus or mode offerings of an existing course for developing into a full business case.

b. Certification - means the University attesting to the completion of or attendance at a non-award offering. Certification may include providing a certificate of completion.

c. Host faculty – the faculty responsible for administering a shared course.

d. Non-award offering - as defined in the [Course and Subject Policy](#).

e. Service teaching - when one academic unit teaches a subject in a course managed by another academic unit or one academic unit collaborates with another academic unit in teaching a subject.

f. Shared course – a course developed, delivered and reviewed in collaboration between two or more faculties.

g. Teach out – means the gradual process of discontinuation whereby the Academic Senate has approved that the course no longer be offered to new students, but that students currently admitted to the course can continue their studies in accordance with the existing course structure and requirements. The course continues to be accredited but no new students can be enrolled.

Status and Details

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