



## Table of Approval Authorities

### Award Course Changes Approved at University Level

The approval authorities and processes under delegations and the [Course and Subject Policy](#) and procedures are summarised in the following tables. Where there is a discrepancy, the delegation, policies and procedures will overrule information in this table.

Type of academic proposal	Consultation/review	Endorsed by	Approved by	Source of authority
<p><b>Authority to Proceed</b></p> <p>New course of study only</p>		Executive Dean	<p>Deputy Vice-Chancellor (Academic) (for a coursework course)</p> <p>Deputy Vice-Chancellor (Research) (for a higher degree by research course)</p>	<a href="#">Course and Subject Life Cycle Procedure</a>
<p><b>Business case approvals</b></p> <p>A business case must be approved for:</p> <ul style="list-style-type: none"> <li>• a new course of study or change to an existing course that requires accreditation as a new course, e.g.: <ul style="list-style-type: none"> <li>○ Duration/volume of learning</li> <li>○ Graduate capabilities</li> </ul> </li> <li>• the following major changes: <ul style="list-style-type: none"> <li>○ New field of education</li> <li>○ Suspend leading to discontinuing a course, specialisation or major</li> <li>○ Specialisation or major</li> <li>○ Partnership or industry arrangement</li> </ul> </li> <li>• New offering of an existing course</li> <li>• The following minor changes to a course offering: <ul style="list-style-type: none"> <li>▪ Campus</li> <li>▪ Session (with resourcing implications)</li> <li>▪ Fund source (with resourcing implications)</li> </ul> </li> </ul>	<p>Executive Deans of any other impacted Faculty in relation to suspension or discontinuation of a course or course offering.</p> <p>Division of Finance and Brand and Performance Marketing.</p>	<p>Executive Dean</p> <p>All stakeholders</p>	<p>Deputy Vice-Chancellor (Academic) (for a coursework course)</p> <p>Deputy Vice-Chancellor (Research) (for a higher degree by research course)</p> <p>Executive Leadership Team for any business case that does not contain full stakeholder endorsement.</p>	<p><a href="#">Delegation E2:</a></p> <p>AUTHORITY TO approve the business case for a:</p> <ol style="list-style-type: none"> <li>1. course</li> <li>2. new offering of an existing course</li> <li>3. decision to suspend/discontinue a course or course offering</li> </ol> <p><a href="#">Course and Subject Policy</a></p> <p><a href="#">Course and Subject Life Cycle Procedure</a></p>

Type of academic proposal	Consultation/review	Endorsed by	Approved by	Source of authority
<ul style="list-style-type: none"> <li>▪ Delivery mode (with resourcing implications)</li> </ul> <p><i>Note: the <a href="#">Course and Subject Policy</a> lists all major and minor changes; the list above is only those that require a business case.</i></p>				
Suspension of admission intakes	<p>The Executive Dean will:</p> <ul style="list-style-type: none"> <li>• consult with the Executive Dean of any other impacted faculty in relation to suspension or discontinuation of a course or course offering.</li> <li>• ensure that any withdrawal of offers that result from the suspension are managed in accordance with the University's obligations under ESOS Act and the Higher Education Standards Framework</li> </ul>	Chair of Faculty Courses Committee or Faculty Research Committee endorses the Suspension Memo and makes recommendation to Executive Dean.	Executive Dean	<p><a href="#">Delegation E3:</a></p> <p>AUTHORITY TO Approve the suspension of a course or course offering</p> <p><a href="#">Course and Subject Policy</a></p> <p><a href="#">Course and Subject Life Cycle Procedure</a></p>
<p><b>Course accreditation/reaccreditation</b></p> <ul style="list-style-type: none"> <li>• New course of study</li> <li>• Major change <a href="#">significant enough to require accreditation as a new course</a></li> <li>• Reaccreditation after Comprehensive course review</li> </ul>	<p>School Board reviews subject documentation to ensure they are developed in compliance with course and subject accreditation requirements.</p> <p>The Indigenous Board of Studies must endorse Indigenous Australian content in courses.</p> <p>Faculty Courses Committee reviews coursework course proposals and makes recommendations to University Courses Committee.</p>	University Courses Committee	Academic Senate (or Academic Senate Standing Committee)	<p><a href="#">Delegation E1:</a></p> <p>AUTHORITY TO Accredite courses leading to degrees and awards offered by the University</p> <p><a href="#">Course and Subject Policy</a></p> <p><a href="#">Course and Subject Life Cycle Procedure</a></p>

Type of academic proposal	Consultation/review	Endorsed by	Approved by	Source of authority
	<p>Faculty Research Committee reviews higher degree by research course proposals and make recommendations to University Research Committee.</p>			
<p><b>Major changes to existing courses</b></p> <ul style="list-style-type: none"> <li>No reaccreditation/does not change reaccreditation period</li> </ul>	<p>Business case may be required prior to Senate approval, unless waived by Deputy Vice-Chancellor (Academic). See above.</p> <p>School Board reviews subject documentation to ensure they are developed in compliance with course and subject accreditation requirements.</p> <p>The Indigenous Board of Studies endorse Indigenous Australian content in courses.</p> <p>Faculty Courses Committee reviews coursework course proposals and makes recommendation to University Courses Committee.</p> <p>Faculty Research Committee reviews higher degree by research proposals and makes recommendation to University Research Committee.</p>	<p>University Courses Committee</p>	<p>Academic Senate (or Academic Senate Standing Committee)</p>	<p><a href="#">Delegation E1:</a></p> <p>AUTHORITY TO Accredit courses leading to degrees and awards offered by the University</p> <p><a href="#">Course and Subject Policy</a></p> <p><a href="#">Course and Subject Life Cycle Procedure</a></p>
<p><b>Minor changes to existing course</b></p>		<p>Chair of Faculty Courses Committee</p>	<p>Faculty Board (or Faculty Board Standing Committee)</p> <p>Special condition:</p> <p>The delegate will approve new subjects and subject changes that</p>	<p><a href="#">Delegation E5:</a></p> <p>AUTHORITY TO Authority to approve minor changes to a course of study</p> <p><a href="#">Course and Subject Policy</a></p>

Type of academic proposal	Consultation/review	Endorsed by	Approved by	Source of authority
			<p>are part of these course changes.</p> <p>Minor changes to a course must be reported annually to the Deputy Vice-Chancellor (Academic) for a coursework course or University Research Committee Deputy Vice-Chancellor (Research) for a Higher Degree by Research course, whichever is appropriate, to send broadcast message to stakeholders.</p>	<p><a href="#">Course and Subject Life Cycle Procedure</a></p>
<p><b>Expedited Approval</b></p> <p>The expedited approval process may be used where there is an approved business case (unless that requirement has been waived), and:</p> <ol style="list-style-type: none"> <li>a. There is a demonstrated benefit to the University in expediting the proposal without compromising: <ol style="list-style-type: none"> <li>i. the quality of requirements in Stage 2a or Stage 2b or</li> <li>ii. the reputation of the University; and</li> </ol> </li> <li>b. The proposal relates to: <ol style="list-style-type: none"> <li>i. a customised course required for a specific client within a short time-frame; or</li> <li>ii. a full-fee paying course where it can be demonstrated that the Faculty has to move quickly to: <ul style="list-style-type: none"> <li>• take advantage of an opening in the market, or</li> <li>• maintain a place in the market; or</li> </ul> </li> </ol> </li> <li>c. The proposal relates to a course in respect of which there are</li> </ol>	<p>Executive Dean requests approval to proceed with proposal.</p> <p>Deputy Vice-Chancellor (Academic) or Deputy Vice-Chancellor (Research), must be satisfied the conditions met and provides authorisation to proceed.</p>	<p>An independent sub-group of the University Courses Committee, nominated by the chair, will undertake an in-depth review of the submission and make a recommendation to the Academic Senate Standing Committee.</p>	<p>Academic Senate Standing Committee may approve with or without conditions.</p> <p>Where approval is conditional, the Executive Dean will meet the conditions within the timeframe specified.</p>	<p><a href="#">Delegation E1: AUTHORITY TO</a></p> <p>Accredit courses leading to degrees and awards offered by the University</p> <p><a href="#">Course and Subject Policy</a></p> <p><a href="#">Course and Subject Life Cycle Procedure</a></p>

Type of academic proposal	Consultation/review	Endorsed by	Approved by	Source of authority
<p>other circumstances that warrant action related to maintaining or enhancing the University's competitive position.</p>				
<p><b>Professional accreditation</b>            Proposal to apply for professional accreditation of a course or to allow professional accreditation of a course to lapse</p>	<p>Faculty Courses Committee reviews coursework course proposals and makes recommendations to Faculty Board.</p>	<p>Faculty Board.             Endorsement and recommended approval to University Courses Committee to be explicitly stated on the coversheet submission with the course accreditation documentation.</p>	<p>University Courses Committee approves.             (or University Courses Committee Standing Committee)</p>	<p><a href="#">Delegation E4:</a>            AUTHORITY TO approve a course professional accreditation requirement.</p>

## Award Course / Subject Changes Approved at Faculty Level

Change	Approval Process	
<p>A new coursework subject</p> <p>A change to the subject documents of a coursework subject</p> <p>Adding or removing an intensive school to a subject</p> <p>Subject discontinuation or reactivation</p> <p>Micro-credential</p> <p>Assessment changes in subjects</p>	<ul style="list-style-type: none"> <li>The <a href="#">Indigenous Australian Content in Courses and Subjects Policy</a> states requirements for Indigenous Board of Studies to endorse Indigenous Australian content in courses and recommend approval to Faculty Courses Committee, whichever is appropriate.</li> <li>The Chair of Faculty Courses Committee recommends the approval to Faculty Board.</li> <li>Faculty Board approves.</li> <li>Editorial subject changes may be recommended for approval by Chair of Faculty Courses Committee.</li> </ul>	<p><a href="#">Delegation E6:</a></p> <p>AUTHORITY TO approve subjects for:</p> <ol style="list-style-type: none"> <li>A new subject</li> <li>A change to existing subject documentation</li> <li>Discontinuation of a subject</li> <li>Inclusion of compulsory or optional intensive school in a subject</li> </ol>
<p>A new research component subject for a higher degree by research (HDR) course</p> <p>A change to the subject documents of a research component subject for an HDR course</p> <p>HDR subject discontinuation</p>	<ul style="list-style-type: none"> <li>The Chair of Faculty Research Committee recommends the approval to Faculty Board.</li> <li>Faculty Board approves.</li> </ul>	<p><a href="#">Delegation E6</a></p>
<p>Editorial changes to an existing course or subject information whereby direct edit is appropriate to update:</p> <ol style="list-style-type: none"> <li>Amendment to course information where approved intent of information is unchanged.</li> <li>Update to professional accreditation fields as required to align with source information</li> </ol>	<ul style="list-style-type: none"> <li>Endorsed by Course Director</li> <li>Approved by Chair of Faculty Courses Committee.</li> </ul>	<p><a href="#">Course and Subject Policy</a></p>
<p>New short course</p> <p>Change to an existing short course</p> <p>Removing a short course</p> <p>Micro-credential</p>	<ul style="list-style-type: none"> <li>Head of School that offers the short course or micro-credential endorses the proposal and submits to Faculty Courses Committee.</li> <li>Where the proposer does not reside within a Faculty, the Head of the unit must request endorsement from the Faculty Courses Committee with the most closely aligned discipline. (Guidance may be sought from the Office of the Deputy Vice-Chancellor (Academic) on discipline alignment).</li> <li>Chair of Faculty Courses Committee recommends approval to the Faculty Board.</li> <li>Faculty Board approves.</li> </ul>	<p><a href="#">Course and Subject Policy</a></p>
<p>Changing an intensive school from optional to compulsory or vice</p>	<ul style="list-style-type: none"> <li>Head of School, in consultation with the relevant course director(s).</li> </ul>	<p><a href="#">Delegation E26:</a></p>

Change	Approval Process	
versa for the subject offering		AUTHORITY TO approve exemption from attendance at a compulsory intensive school.

**Other Change Approvals by Management**

Change	Approval Process
A change to assessment task or other information about a subject offering published to students (subject outline)	<ul style="list-style-type: none"> <li>• Head of School or Associate Head of School approves in consultation with the Subject Coordinator</li> <li>• Head of School or Associate Head of School has the authority to change an assessment task. Where an assessment task has delivery implications (i.e. addition or removal of on campus tutorial), endorsement from impacted stakeholders must be obtained and referred to Executive Dean for approval and broadcasting of decision.</li> </ul>

## Associated academic governance of courses and subjects

### Roles and responsibilities

<b>Faculty Courses Committee</b>	<ul style="list-style-type: none"> <li>• Reviews award course and subject documentation to ensure that the faculty are compliant with course and subject accreditation requirements.</li> <li>• Reviews award course documentation with accreditation requirements, endorses and makes recommendation of approval to University Courses Committee.</li> <li>• Reviews award course documentation with no accreditation requirements, endorses and makes recommendation of approval to Faculty Board.</li> <li>• Chair makes recommendations of approval on minor course changes to the Faculty Board.</li> <li>• Reviews short course and micro subject offerings. Endorses and makes recommendations of approval to Faculty Board.</li> <li>• Reviews subject changes including obsolescence and micro-credentials. Endorses and makes recommendations of approval to Faculty Board.</li> <li>• Chair makes recommendations of approval on suspensions to the Executive Dean.</li> </ul>
<b>Faculty Research Committee</b>	<ul style="list-style-type: none"> <li>• Reviews higher degree by research documentation to ensure that the faculty are compliant with course and subject accreditation requirements.</li> <li>• Reviews award course documentation with accreditation requirements, endorses and makes recommendation of approval to University Research Committee.</li> <li>• Chair makes recommendations of approval on minor course changes to the Faculty Board.</li> <li>• Reviews subject changes including obsolescence. Endorses and makes recommendations of approval to Faculty Board.</li> <li>• Chair makes recommendations of approval on suspensions to the Executive Dean.</li> </ul>
<b>School Board</b>	<ul style="list-style-type: none"> <li>• Reviews subject documentation to ensure they are developed in compliance with course and subject accreditation requirements. Endorses and makes recommendations of endorsement to Faculty Courses Committee or Faculty Research Committee.</li> <li>• Provides management oversight of processes and policies designed to ensure the quality of subjects.</li> </ul>
<b>External Advisory Committees</b>	<ul style="list-style-type: none"> <li>• Each course or group of courses will have an external advisory committee so that development and improvement of the course are informed by current industry or professional knowledge and community needs.</li> <li>• The Course and Subject Life Cycle Procedure states detailed requirements for the membership and functions of external advisory committees, while the Course and Subject Quality Assurance and Review Procedure states how external advisory committees will contribute to course reviews.</li> </ul>
<p>The terms of reference contained in the Policy Library of the committees provide more detail on these responsibilities, annual work plans, and cycle of reporting required.</p>	



## Document history

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Amendment date	Resolution or delegation	Nature of Amendment
20/04/2022	AS171/4	Updated table as approved by Academic Senate, to take effect with delegation changes in Schedule E – Academic and Research.
5/6/2023	A13	Updates to reflect changes to delegation and policy, correct delegation and policy references, and remove definitions for major and minor changes that are now in the Course and Subject Policy.