

Award Course Approval and Reaccreditation Procedures

Abstract

The Award Course Approval and Reaccreditation Procedures support the implementation of the [Award Course Approval and Reaccreditation Policy](#).

Dates	Procedures approved	19/12/2011
	Procedures take effect	19/12/2011
	Procedures are due for review (up to 5 years)	05/2016
	Procedures amendment approved	15/10/2014
	Procedures amendment take effect	20/04/2016
Approved by	Provost	
	Latest amendment: Council (see change history for details)	
Implementation Officer	Manager, Academic Programs Office, Institute for Interactive Media and Learning	
Relevant to	All staff responsible for the development, approval and reaccreditation of onshore and offshore award courses	
Related documents	<p>Curriculum Design</p> <p>Curriculum Design Principles (PDF) (restricted access: Staff Connect)</p> <p>Curriculum Principles and Practice — majors, sub-majors and streams (PDF) (restricted access: Staff Connect)</p> <p>Cotutelle Framework (PDF) (restricted access: Staff Connect)</p> <p>External articulation arrangements (restricted access: Staff Connect)</p> <p>Faculty Approval Processes for Changes to Award Courses and Study Packages (restricted access: Staff Connect)</p> <p>Graduate Profile Framework</p> <p>Online Course Approval Process (OCAP) User Guide (PDF) (restricted access: Staff Connect)</p> <p>The UTS Model of Learning</p> <p>UTS Academic Standards: Develop Coursework Graduates</p> <p>UTS Policies</p> <ul style="list-style-type: none"> • Admissions Policy • Award Course Approval and Reaccreditation Policy 	

	<ul style="list-style-type: none"> • Commercial Activities Policy • Course Name and Award Title Nomenclature Policy • Credit Recognition Policy • Offshore Policy and Vice-Chancellor's Directives <p>UTS Rules</p> <ul style="list-style-type: none"> • Functions and powers of Academic Board (Rule G3, Part 1, Division 3, of General Rules), in particular Rule 14(2) • Student Rules • Faculty Management, in particular Duties and Powers of Faculty Boards
Legislation	Australian Qualifications Framework (AQF) Education Services for Overseas Students (ESOS) Act 2000 (Cwlth) Higher Education Standards Framework (Threshold Standards) 2011
File number	UR10/1182
Superseded documents	Award Course Approval Policy approved by Academic Board

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Purpose

The Award Course Approval and Reaccreditation Procedures support the implementation of the Award Course Approval and Reaccreditation Policy.

The objective of the procedures is to provide detailed information on the requirements of the approval process for the various types of course proposals covered by the Award Course Approval and Reaccreditation Policy.

Scope

The procedures detail the approval process for the following types of proposals:

- new award courses (Section I)
- reaccreditation of all award courses, excluding research courses without a coursework component (i.e. courses categorised in CASS as Master by Research (MR) or Doctor by Research (DR)) (Section II)
- extension of accreditation for all award courses, excluding research courses without a coursework component (i.e. courses categorised in CASS as Master by Research (MR) or Doctor by Research (DR)) (Section II, 2.6)
- phasing out, discontinuation of and suspension of intake for all award courses (Section III)
- changes to award courses that require university-level approval, including changes to:
 - the total number of credit points of the course (Section IV, 4.1.2a)
 - the admission requirements of the course (Section IV, 4.1.2b)
 - the funding cluster/ASCED code(s) of the course (Section IV, 4.1.2c)
 - the course name and award title nomenclature of the course (Section IV, 4.1.2d)
 - the course duration (Section IV, 4.1.2e)
 - the structure of the course, where the impact of the changes on other academic and administrative units and on students are deemed by the Provost to warrant consideration and approval at university level (Section IV, 4.1.2f)
 - the liability category for a course (Section IV, 4.1.2g)
 - the study mode and/or attendance mode of a course (Section IV, 4.1.2h)
 - the location of a course (Section IV, 4.1.2i)
 - the partner or partnership arrangement of a course (Section IV, 4.1.2j).

Definitions

For the purpose of this document, it is considered that a faculty has an 'interest' in a course where, but not limited to:

- the course, existing or proposed, is a combined course
- a faculty owns subjects offered as core subjects or study packages within a major/sub-major/stream in a course owned by another faculty

- a faculty teaches subjects offered as core in a course owned by another faculty
- faculties offer courses or study packages in areas of studies that may overlap (e.g. some areas of Communication and Design; some areas of Science and Health; some areas of Education and Management).

Supporting systems

Online Course Approval Process (OCAP) System

The OCAP system supports the implementation of the Award Course Approval and Reaccreditation Procedures.

The Academic Programs Office, in the Institute for Interactive Media and Learning (IML), is responsible for the development and support of the OCAP system.

The OCAP system is used to collect the information required for submission of course proposals to the relevant authority for endorsement/approval at faculty and university level.

The OCAP system is supported by the [Online Course Approval Process \(OCAP\) User Guide](#) (PDF) (restricted access: Staff Connect) which is developed and updated by the Academic Programs Office.

Curriculum and Student System (CASS)

High-level curriculum data collected and approved during the course approval or reaccreditation approval process is held in CASS. Faculties are responsible for providing accurate and up-to-date curriculum data to the Academic Programs Office which, in turn, is responsible for entering and maintaining the currency and integrity of the data in the system.

Course information, student administration, course management and performance monitoring are based on the curriculum data held in CASS.

Course Information System (CIS)

Descriptive text-based curriculum data (e.g. course description; subject outlines) is held in CIS. Faculties are responsible for entering and updating the course information in CIS, while the Academic Programs Office is responsible for developing and supporting the system.

The [Publication of Official UTS Award Course and Fee Information Vice-Chancellor's Directive](#) defines CASS/CIS data as the authoritative source of official award course information.

University records files

Hard copies of course proposals are kept on the University course files by the Academic Programs Office in accordance with the requirements of the [Records Management Vice-Chancellor's Directive](#).

I. Approval process for new courses

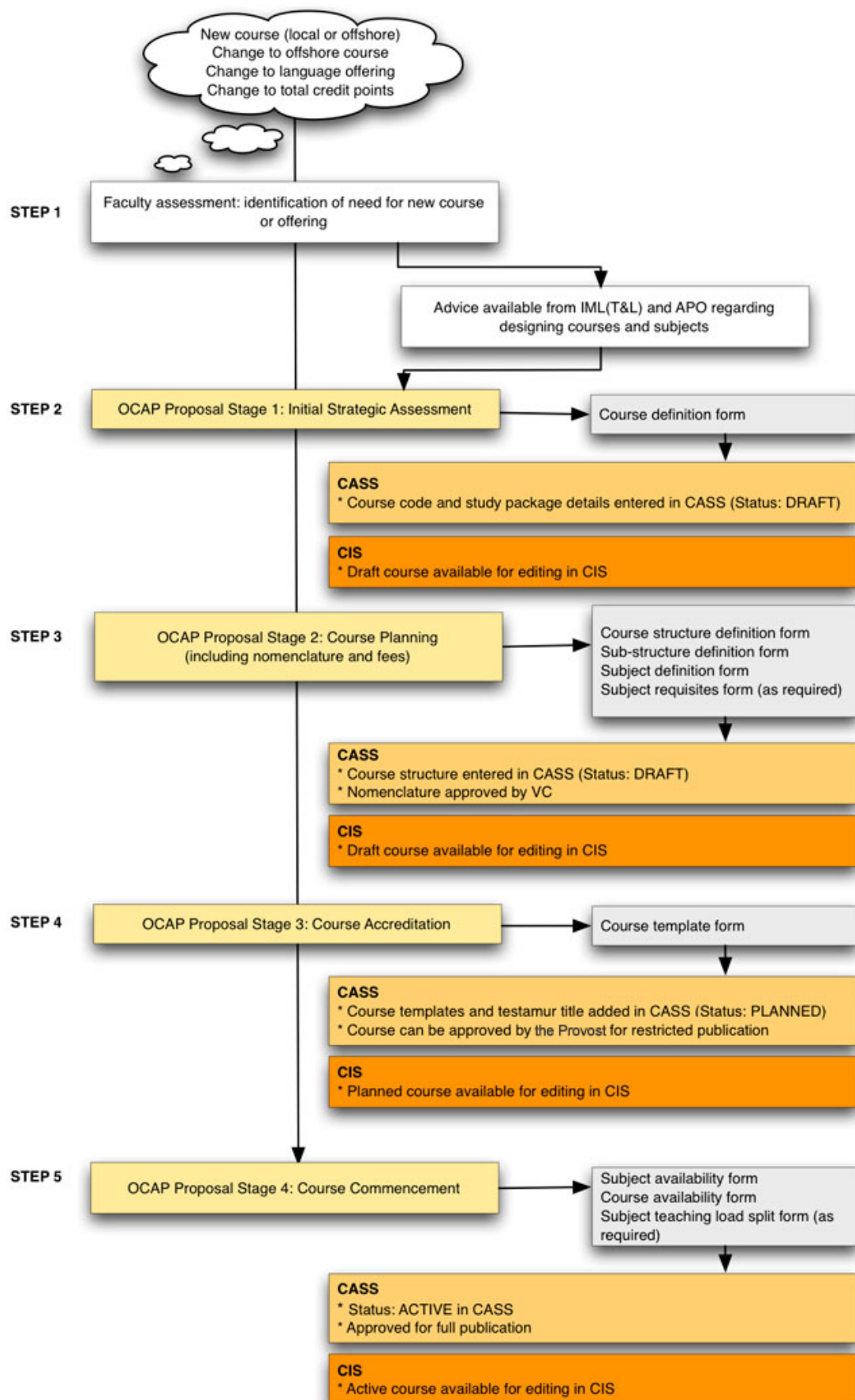
1.1 Overview

1.1.1 Types of proposals considered as proposals for new courses

The approval process described in this section applies to the following types of course proposals:

- new onshore course
- new offshore course
- new course replacing an existing course as a result of restructuring the course, where advised by the Provost that university-level approval is required
- new location for an existing onshore or offshore course
- new language version of an approved onshore in a language other than English (LOTE) course.

1.1.2 A staged approval process



The approval process for new courses is a staged process that includes the following stages:

1. Initial Strategic Assessment (ISA), endorsed by the Deputy Vice-Chancellor (International and Advancement) and the Deputy Vice-Chancellor (Resources) and for research courses, the Deputy Vice-Chancellor (Research), and approved by the Provost
2. Course Plan approval, endorsed by the Courses Planning Committee and approved by the Provost as the Vice-Chancellor's delegate
3. Course and Award nomenclature approval, approved by the Vice-Chancellor
4. Accreditation approval, endorsed by the Courses Accreditation Committee and approved by Academic Board
5. Commencement stage, checked by the Academic Programs Office (APO) Manager and approved by the Provost.

Faculties' internal approval processes run in parallel to this approval process. It is usual for faculties to consider the requirements of Course Planning and Course Accreditation simultaneously. However, at the university level, the stages are normally approved consecutively, with Course Planning Approval preceding Course Accreditation.

1.1.3 Roles and responsibilities of the sponsor and proposer

Usually, the faculty dean is the sponsor of any new course proposal. In conjunction with the proposer, the sponsor is:

- accountable for the course proposal and implementation in terms of its development, management, resourcing, risk management and quality assurance
- responsible for discussing the proposal with the Deputy Vice-Chancellor (International and Advancement), the Deputy Vice-Chancellor (Resources) and the Provost
- responsible for approving the Initial Strategic Assessment submission
- responsible for submitting the Course Plan and Course Accreditation to the relevant courses committees of the University
- responsible for ensuring the proposal conforms with all required faculty-level approval processes
- responsible for ensuring all cross faculty approvals are in place.

For each new course proposal, the dean assigns a proposer, usually an associate dean. The proposer is responsible for:

- the development of the course proposal
- initiating and completing the required documentation
- coordinating consultation with all stakeholders concerned.

The sponsor or proposer may also nominate a project manager whose role is to assist the proposer in completing the required documentation on the OCAP system. The project manager does not have any accountability or responsibility in the course approval process.

1.1.4 Supporting system

Proposals for new courses are submitted via the OCAP system in a pre-formatted template. The template specifies all of the university requirements for course approval. Faculties or accrediting bodies may have additional requirements.

1.1.5 Timelines and deadlines

Timelines and deadlines for approval of new courses are determined based on the following.

- *External reporting deadlines to the Department of Education and Training:* In order to report to the Department of Education and Training by 30 July on all courses to be offered by the University the following year, all new courses must be approved by Academic Board by 30 June.
- *Internal committees meeting dates:* The date of the last Academic Board meeting to be held prior to 30 June determines the Courses Planning and Courses Accreditation Committees' meeting dates.
- *Internal operational deadlines:* Deadlines for entering data in CASS and CIS to meet course information publication and marketing deadlines determines the Course Commencement submission dates.

Based on these deadlines, the Academic Programs Office determines and publishes by November of each year the timelines for the following year for submission of course documentation for new courses.

Course proposals must also meet any deadlines set by faculties for faculty-level approval.

1.2 Initial strategic assessment approval

1.2.1 Purpose

The purpose of the Initial Strategic Assessment is to:

- assess the strategic fit, relevance to the UTS model of learning, and general long- term market and financial sustainability of the proposed course
- notify 'interested others' of the course development early in the process.

1.2.2 Requirements

Depending on the type of proposal, the nature and level of information required for the Initial Strategic Assessment will vary.

As part of the Initial Strategic Assessment, stakeholders external to the faculty should be notified of the new course development, especially other faculties that may have an 'interest' in the new course or in existing courses that would be affected by the approval of the new course.

Where the proposal is for a new course replacing an existing course, a new offshore location for an existing onshore or offshore course, or for a new language version of an approved onshore LOTE course, the Provost may waive the requirement to submit an Initial Strategic Assessment via the OCAP system and indicate that aspects usually addressed in the Initial Strategic Assessment be detailed in the Course Plan for submission to the Courses Planning Committee.

Faculties seeking an ISA waiver should forward a memo to the Provost via the Academic Programs Office.

1.2.3 Responsibility for submission and endorsement

The faculty dean is responsible for approving the Initial Strategic Assessment prior to submission to the Deputy Vice-Chancellor (International and Advancement), and the Deputy Vice- Chancellor (Resources), or their delegates. Submission to the Deputy Vice-Chancellor (International and Advancement) is only required if it is proposed that the new course be offered to international students (whether

onshore or offshore). The Initial Strategic Assessment for research courses also needs to be submitted to the Deputy Vice-Chancellor (Research).

The Deputy Vice-Chancellor (International and Advancement), the Deputy Vice-Chancellor (Resources), and the Deputy Vice-Chancellor (Research), where relevant, or their delegates, are required to advise on and endorse the Initial Strategic Assessment prior to submission to the Provost for approval.

The Deputy Vice-Chancellor (International and Advancement) and the Deputy Vice-Chancellor (Resources), and the Deputy Vice-Chancellor (Research), where relevant, may raise questions or make comments at this stage that either need to be addressed in revision of the ISA or in later documentation.

The Provost approves or rejects the Initial Strategic Assessment for progression to stage 2 of the process — Course Plan. The Provost specifies what, if any, specific/additional questions should be addressed and/or other information is required in addition to the standard requirements of the subsequent stages of the course approval process.

While faculty board *approval* is only required at the stage of submission to the Courses Accreditation Committee, it is highly recommended that the sponsor *informs* faculty board of any proposed new course development as soon as possible after the Initial Strategic Assessment has been approved.

1.3 Course plan approval

1.3.1 Purpose

The purpose of the Course Plan stage is to gather information for the consideration of all planning issues that may have an impact on the quality, strategic alignment, risk management, and successful delivery and management of the course.

1.3.2 Requirements

Submission of a Course Plan is required for all new course proposals. The Course Plan is supported by a financial plan and market intelligence, and must include the CASS Structure Report that precisely describes the completion rules for the draft course.

1.3.3 Responsibility for submission and endorsement

The sponsor is responsible for submission of the Course Plan to both the faculty board and to the Courses Planning Committee.

The faculty board endorses the Course Plan for submission to the Courses Planning Committee. The document endorsed by the faculty must include the CASS Structure Report that precisely describes the completion rules for the proposed new course. If scheduling of faculty board meetings does not allow timely consideration of and advice on the proposal, the faculty board may authorise the dean, or chair of the board, to take executive action to seek Course Plan Approval.

Prior to submission to the Courses Planning Committee, the Fees Office ensures that the proposed fees for the different categories of students align with the approved University fees bands for courses in the same discipline and faculty. They will then be reviewed by the Fee Policy & Management Committee as part of the annual fee setting cycle, should any adjustment in fee level be appropriate. These course fees are then approved by the Vice-Chancellor in the annual approval cycle.

The Courses Planning Committee endorses the proposal and makes a recommendation to the Provost.

The Provost approves or rejects the Course Plan (exercising delegated authority from the Vice-Chancellor) to continue to stage 3 — Course and Award Nomenclature approval, and stage 4 — Course Accreditation, of the course approval process.

1.4 Course accreditation approval

1.4.1 Purpose

The purpose of the Course Accreditation stage is to ensure that the proposed course structure and content, delivery arrangements, and assessment profile are appropriately designed to achieve the desired educational aims and learning outcomes.

1.4.2 Requirements

Submission of Course Accreditation is required for all new course proposals. The Course Accreditation must include the CASS Structure Report that precisely describes the completion rules for the proposed course. The documentation must also demonstrate how the proposed course structure and content, delivery arrangements, and assessment profile are appropriately designed to achieve the desired educational aims and learning outcomes, consistent with the UTS Graduate Profile Framework, and embed the UTS Model of Learning. Any details of external articulation associated with the new course must be included in the documentation.

1.4.3 Responsibility for submission and endorsement

The proposer is responsible for the continuing course proposal development, including incorporating any changes imposed for Course Plan Approval and any changes to the draft CASS structure that may have been decided by the faculty board for Course Accreditation submission.

The sponsor is responsible for submission of the Course Accreditation to both the faculty board and to the Courses Accreditation Committee or Graduate Research School Board.

The faculty board approves the Course Accreditation for submission to the Courses Accreditation Committee or Graduate Research School Board. If scheduling of faculty board meetings does not allow timely consideration and advice on the proposal, the faculty board may authorise the dean, or chair of the board, to take executive action to seek Course Accreditation approvals. Where both the Course Plan and Course Accreditation have been approved by executive action(s) of the dean or chair of the faculty board, a faculty board resolution endorsing the executive action(s) must be obtained as part of the Course Commencement submission.

The Courses Accreditation Committee endorses coursework award programs and makes a recommendation to Academic Board.

The Graduate Research School Board endorses research award programs and makes a recommendation to Academic Board.

Academic Board approves or rejects the Course Accreditation.

If approved by Academic Board, the proposal may proceed to the Course and Award Nomenclature stage.

1.5 Course and Award Nomenclature approval

1.5.1 Purpose

The purpose of the Course and Award Nomenclature stage is to ensure that the course name, award title and award abbreviation are approved in accordance with the [Course Name and Award Title Nomenclature Policy](#).

1.5.2 Requirements

The proposed course and award nomenclature is part of the Course Plan and Course Accreditation.

1.5.3 Responsibility for submission and endorsement

The sponsor is responsible for submitting, as part of the Course Plan, the course and award nomenclature to both the faculty board and to the Courses Planning Committee.

The faculty board approves the course and award nomenclature as part of the Course Plan for submission to the Courses Planning Committee.

The Courses Planning Committee may provide comments on the award nomenclature included in the Course Plan when it endorses the proposal and makes a recommendation to the Provost.

The proposed course and award nomenclature and the Courses Planning Committee comments, if applicable, are included in the Course Accreditation for consideration by the Courses Accreditation Committee.

The Courses Accreditation Committee may provide comment to the Provost on the award nomenclature.

The proposed course and award nomenclature, Courses Planning Committee and Courses Accreditation Committee comments, if applicable, are submitted to the Provost for endorsement and recommendation to the Vice-Chancellor.

The Vice-Chancellor approves or rejects the course and award nomenclature.

Where a proposed course and award nomenclature is rejected, the Vice-Chancellor, in consultation with the Provost and the faculty, determines a suitable course and award nomenclature.

If approved by Academic Board, the proposal may proceed to the Course Commencement stage.

1.6 Course commencement approval

1.6.1 Purpose

The purpose of the Course Commencement stage is to ensure that all conditions for approval imposed by the Courses Planning and Courses Accreditation Committees, the Graduate Research School Board, and by Academic Board have been satisfied, and that the necessary legislative, administrative and resource conditions for the commencement of the course have been met before students can be admitted.

1.6.2 Responsibility for submission and endorsement

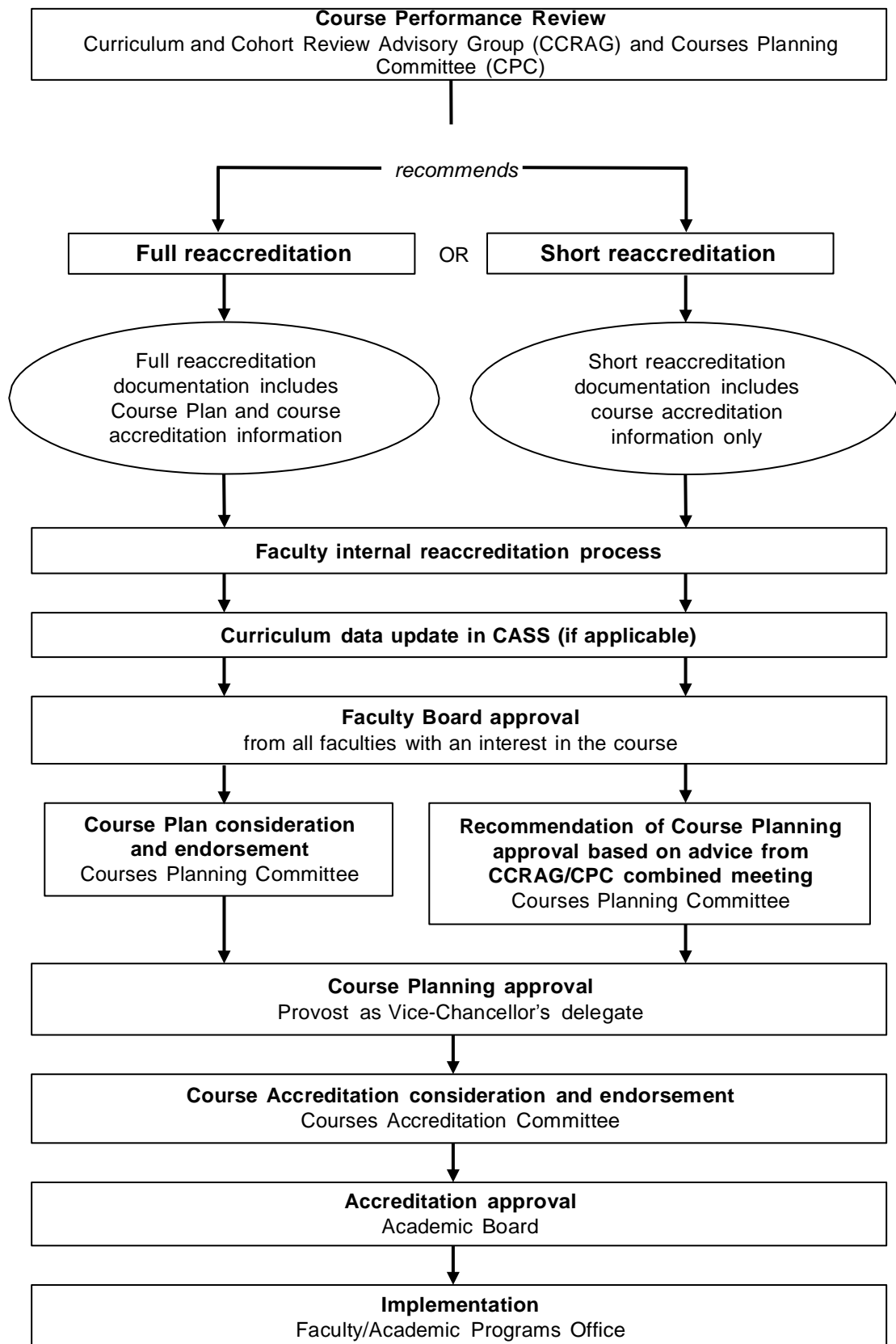
The sponsor confirms to the Academic Programs Office Manager that all additional resource requirements, if any, have been discussed with the appropriate supplier (internal or external) and arrangements are in place to manage the requirements of this course.

When all necessary administrative support infrastructure is in place, i.e. arrangements for the publication of information needed by students and prospective students to allow them to make an informed choice, the setting of fees and any other matters critical to the delivery of the course, the Provost approves that the course be made active in CASS so that students can be admitted into the new course.

II. Approval process for reaccreditation of courses

2.1 Overview

2.1.1 Process overview



2.1.2 Reaccreditation period

Refer to [section 5.6](#) of the Award Course Approval and Reaccreditation Policy

Interlinked courses (e.g. honours courses; combined degrees; graduate certificates, graduate diplomas and the master's degrees they nest within) are usually considered as a set for course performance review and reaccreditation purposes.

External articulation arrangements usually have the same accreditation end date as the course they are related to and should be reaccredited at the same time as the course.

Submission of reaccreditation documentation is required for postgraduate research courses categorised as Doctor or Master's Research courses with a Coursework component (DRC and MRC), but not for Doctor or Master's courses categorised as Research only (DR and MR).

2.1.3 Roles and responsibilities of the proposer and sponsor

Usually, the dean is the sponsor of a Reaccreditation proposal. In conjunction with the proposer, the sponsor is:

- accountable for the course proposal and implementation in terms of its development, management, resourcing, risk management and quality assurance
- responsible for discussing the proposal with the Deputy Vice-Chancellor (International and Advancement), the Deputy Vice-Chancellor (Resources) and the Provost as needed
- responsible for submitting the Course Plan and Course Accreditation to the relevant courses committees of the University
- responsible for ensuring the proposal conforms with all required faculty-level approval processes
- responsible for ensuring all cross faculty approvals are in place.

For each Reaccreditation proposal, the dean assigns a proposer, usually an associate dean. The proposer is responsible for:

- the development of the proposal
- initiating and completing the required documentation
- coordinating consultation with all stakeholders concerned.

The proposer or sponsor may also nominate a project manager whose role is to assist the proposer in completing the required documentation on the OCAP system. The project manager does not have any accountability or responsibility in the reaccreditation approval process.

2.1.4 Supporting system

Proposals for reaccreditation of courses are submitted via the OCAP system in a pre-formatted template.

2.1.5 Timelines and deadlines

Timelines and deadlines for approval of reaccreditation of courses are determined by the deadline for entering data in CASS and CIS to meet course information publication deadlines for the University handbook.

Based on these deadlines, the Academic Programs Office determines and publishes, by November of each year, the timelines for submission of documentation for reaccreditation of courses.

Course proposals must also meet any deadlines set by faculties for faculty-level approval.

2.2 Reaccreditation requirements assessment

2.2.1 Purpose

The purpose of the reaccreditation requirements assessment is to determine the nature and level of the information required for submission of reaccreditation for each course scheduled for reaccreditation by the end of the following year.

2.2.2 Requirements

The following information is used to determine reaccreditation requirements for all courses due for reaccreditation by the end of the following year (including courses due for reaccreditation by the end of the current year which have received an extension of accreditation until the end of the following year):

- the past performance of the course as monitored by the Annual Course Performance Report and analysed by the Course Review Advisory Group
- the UTS Offshore Programs Annual Review and Monitoring report for courses offered offshore
- whether significant changes to the course are proposed as part of the reaccreditation process
- whether the course is offered onshore or offshore.

On the basis of this information, a combined meeting of the Courses Planning Committee and the Curriculum and Cohort Review Advisory Group will take place and at that meeting courses will be classified in one of the following three ways:

1. short reaccreditation: course planning approval granted and submission of a Course Plan is not required for reaccreditation. The faculty only submits Course Accreditation documentation
2. short reaccreditation with additional requirements: course planning approval granted conditionally and submission of a Course Plan is not required for reaccreditation, but the Course Accreditation documentation must include information on actions taken/to be taken to address planning and accreditation issues identified by the group on the basis of the CPR data
3. full reaccreditation: submission of a Course Plan is required for reaccreditation, in addition to the Course Accreditation documentation. It may be required that Course Accreditation documentation includes information on actions taken/to be taken to address planning and accreditation issues identified by the Curriculum and Cohort Review Advisory Group on the basis of the CPR data.

2.2.3 Roles and responsibilities

Courses due for reaccreditation are reviewed by the Curriculum and Cohort Review Advisory Group (CCRAG).

The Group makes recommendations to the Provost who approves, possibly with amendments, the recommendations.

Where faculties request that a course not originally scheduled for reaccreditation be added to the list of courses due for reaccreditation after the combined meeting takes place, the Provost makes recommendations on the nature and level of information required for reaccreditation of the course.

Where a group has indicated that submission of a Course Plan is not required for reaccreditation and the faculty subsequently advises that extensive changes to the course will be submitted as part of the reaccreditation process, the Provost may, depending on the nature of the proposed changes, review the Group's decision and advise that a Course Plan and/or additional information be submitted as part of the reaccreditation documentation.

2.3 Course planning approval

2.3.1 Purpose

The purpose of the Course Plan stage is to assess the continuous offer of courses based on strategic fit and planning fit (resources).

2.3.2 Requirements

Where submission of a Course Plan is required, it is included in the Reaccreditation documentation that combines course planning and course accreditation information. The Course Plan is supported by a financial plan. A CASS Structure Report for the existing course and, if changes are proposed as part of the reaccreditation, a CASS Structure Report for the proposed revised course must be included.

2.3.3 Responsibility for submission and endorsement

The sponsor is responsible for submission of the Reaccreditation documentation, which includes the Course Plan, to the faculty board and the Courses Planning Committee.

The faculty board endorses the Reaccreditation documentation for submission to the Courses Planning Committee.

The Courses Planning Committee endorses the Course Plan and makes a recommendation to the Provost.

The Provost approves or rejects the Course Plan (in exercise of the delegated authority from the Vice-Chancellor).

2.4 Course accreditation approval (reaccreditation)

2.4.1 Purpose

The purpose of the Accreditation stage is to assess the continuous offer of the course based on academic and educational merit, suitability and currency of curriculum design (including course content, structure, learning and teaching, and assessment practices), and quality assurance.

2.4.2 Requirements

Submission of Course Accreditation is required for all courses due for reaccreditation. A CASS Structure Report that precisely describes the completion rules for the existing course and, if changes are proposed as part of the reaccreditation, a CASS Structure Report that precisely describes the completion rules for the proposed revised course must be included.

Where the course being reaccredited includes active external articulation arrangements, the Course Accreditation must include: information on the performance of each arrangement; whether arrangements should be reaccredited in their existing form for the same duration as the course; and where required, details of changes to arrangements and/or a list of arrangements to be deactivated.

2.4.3 Responsibility for submission and endorsement

The sponsor is responsible for submission of the Reaccreditation documentation, which includes the Course Accreditation, to the faculty board and Courses Accreditation Committee for coursework courses, or Graduate Research School Board for research courses.

The faculty board endorses the Reaccreditation documentation for submission to the Courses Accreditation Committee or Graduate Research School Board.

The Courses Accreditation Committee endorses Course Accreditation for coursework award programs and makes a recommendation to Academic Board.

The Graduate Research School Board endorses Course Accreditation for research award programs with a coursework component and makes a recommendation to Academic Board.

Academic Board approves or rejects the Course Accreditation.

If approved by Academic Board, the proposal may proceed to the Implementation stage.

2.5 Implementation

2.5.1 Purpose

The purpose of the Implementation stage is to ensure that all conditions of endorsement imposed by the Courses Planning and Courses Accreditation Committees and where relevant, the Graduate Research School Board, have been satisfied, and that the necessary legislative, administrative and resource conditions for the continuing offering of the course have been met before students can be admitted.

2.5.2 Responsibility for submission and endorsement

The sponsor is responsible for confirming to the Manager, Academic Programs Office, that all necessary administrative support infrastructure is in place, i.e. publication of information needed by students and prospective students, the setting of fees and any other matters critical to the continuing delivery of the course, to manage the requirements of the course. By this stage, endorsement of any executive action taken by the dean or chair of the faculty board in submitting the Course Plan and Course Accreditation must also be submitted.

2.6 Extension of accreditation period

2.6.1 Purpose

Extension of the accreditation period is routinely granted:

- to align the UTS accreditation timeline of the course with certain contracted agreements and/or external accreditation timelines
- to align accreditation timelines of courses which are part of a set of interlinked courses (e.g. Graduate Certificate, Graduate Diploma, Master's degree by coursework; combined degrees).

Requests for extension of the accreditation period may also be made in exceptional circumstances such as where:

- events have prevented the faculty from offering/admitting students in the accredited course (e.g. awaiting a specified cohort of students from another program)

- events have prevented the faculty from finalising the reaccreditation in the required timeframe (e.g. significant organisational change within the faculty)
- where a major strategic issue has been identified and there is insufficient time to address the matter in the normal reaccreditation cycle.

2.6.2 Requirements

A request for an extension to an accreditation period of a UTS award course must include:

- the proposed period for extension to accreditation, noting that accreditation is usually approved until the end of a calendar year
- whether the extension should also apply to all active external articulation arrangements associated with the course
- the requirement for the faculty to submit reaccreditation documents by 30 June in the proposed extended accreditation period
- the provision that, in the case where reaccreditation documents are not submitted to the satisfaction of the Chairs, Courses Planning Committee and Courses Accreditation Committee, or Graduate Research School Board, the faculty will be informed that the accreditation period has expired and the course is to be discontinued and all associated external articulation arrangements will not be renewed. The faculty will subsequently be required to submit documentation for discontinuation of a course to ensure compliance with [Rule 3.6](#) (Student Rules).
- the reason for the recommendation of an extension to the accreditation period of a UTS award course.

2.6.3 Responsibility for submission and endorsement

The dean, or delegate, is responsible for submission of the request for extension of the accreditation period, via a memo to the Academic Programs Office. The Academic Programs Office will submit the request to the Courses Planning Committee and the Courses Accreditation Committee (for coursework award courses) and the Graduate Research School Board (for research degrees with a coursework component).

The Courses Planning Committee endorses Course Planning for the request and makes recommendation to the Provost who approves or rejects the request for extension (exercising delegated authority from the Vice-Chancellor).

The Courses Accreditation Committee endorses Course Accreditation for the request for coursework award programs and makes a recommendation to Academic Board.

The Graduate Research School Board endorses Course Accreditation for the request for research award programs with a coursework component and makes a recommendation to Academic Board.

Academic Board approves or rejects the request for extension.

2.6.4 Implementation

Upon approval by Academic Board, the Academic Programs Office updates the course record and, where applicable, the external articulation arrangements records, in CASS to reflect the new reaccreditation end date.

III. Approval process for phasing out and discontinuation of courses, and suspension of intake into courses

3.1 Phasing out and discontinuation

3.1.1 Purpose

Phasing out of a course is the process by which Academic Board approves that a course ceases to be offered to new students for admission, while enabling students already admitted to the course to continue their studies in accordance with the existing course structure and requirements. Phasing out of a course is for a limited period, approved by Academic Board, at the end of which the course is discontinued.

Discontinuation of a course is the process by which a course is made inactive so that students cannot be admitted to the course nor can they be enrolled in subjects in that course.

Once phasing out and discontinuation of courses has been approved by Academic Board and implemented in CASS, courses cannot be reset to 'active' to be offered to new students.

3.1.2 Requirements

Approval for phasing out and discontinuation of a course must be in accordance with [Rule 3.6](#) (Student Rules).

In taking the decision to phase out or discontinue a course the faculty must assess the impact of the decision on the following:

- continuing students
- international applicants
- graduates of the course
- other faculties with an interest in the course (e.g. combined courses, teaching by another faculty)
- external articulation arrangements.

[Rule 3.6](#) (Student Rules) states the information required to support the recommendation.

3.1.3 Responsibility for submission and endorsement

The recommendation to phase out and discontinue a course must be supported by a faculty board resolution. In addition, when such recommendations involve courses that are offered to international students, endorsement by the Deputy Vice-Chancellor (International and Advancement) is necessary before submission to the Courses Planning Committee.

The sponsor is responsible for submission of the Phasing out and Discontinuation proposal to the faculty board, the Courses Planning Committee and the Courses Accreditation Committee.

The Courses Planning Committee endorses Course Planning for the phasing out and discontinuation of the course and makes a recommendation to the Provost.

The Provost approves or rejects Course Planning for the phasing out and discontinuation of the course (in exercise of the delegated authority from the Vice-Chancellor).

The Courses Accreditation Committee endorses Course Accreditation for the phasing out and discontinuation of coursework courses, and makes a recommendation to Academic Board.

The Graduate Research School Board endorses Course Accreditation for the phasing out and discontinuation of research courses, and makes a recommendation to Academic Board.

Academic Board approves or rejects Course Accreditation for the phasing out and discontinuation of courses.

Where there are no admitted students in the course, Academic Board may approve immediate discontinuation of the course. The Academic Programs Office sets the course as 'discontinued' in CASS.

Where students are still admitted to the course, Academic Board approves phasing out of the course until all admitted students have withdrawn, transferred to another course or graduated. No new admissions are allowed in the phasing out period and course information is no longer included in the University's official publications.

3.1.4 Implementation

Upon approval by Academic Board, the Academic Programs Office updates the course status in CASS to either 'phasing out' or 'discontinued'.

The Academic Programs Office monitors the report on phasing out courses until all remaining students have either withdrawn, transferred to another course or graduated. Confirmation is then sought from the faculty concerned before the course is formally set up as discontinued in CASS.

3.2 Suspension of intake into a course

3.2.1 Purpose

In rare instances, a faculty may not wish to admit new students to a course for a specific or indeterminate period of time (e.g. major changes to the course are planned but have not yet been approved; sudden but temporary changes to the economic situation which make it difficult to offer the course). The faculty, however, may wish to maintain the course as active if it will be likely to offer it again at a later stage.

3.2.2 Responsibility for submission and endorsement

The dean, or delegate, is responsible for submission of requests for suspension of intake to the Provost via the Academic Programs Office.

The Provost, by delegated authority from the Academic Board, may approve suspension of intake to a course for either a specific or indeterminate period of time by virtue of [Rule 3.1.3](#) (Student Rules).

3.2.3 Implementation

Following approval by the Provost, the Academic Programs Office organises for the course to remain active in CASS without an availability, and for the course not to be published in UTS's official course publications.

VI. Approval process for changes to award courses

4.1 Courses changes approved at University level

4.1.1 Type of changes approved at University level

For the following types of course changes, University-level approval is required:

- changes to the total number of credit points of a course
- changes to the admission requirements of a course
- changes to the ASCED code(s) of a course
- changes to the course and award nomenclature of a course
- changes to the standard duration of a course
- changes to the structure of a course, where the extent of the impact of the changes on other academic and administrative units and on students are deemed by the Provost to warrant consideration and approval at university level
- changes to the liability category for a course
- changes to the study mode and/or attendance mode of a course
- changes to the location of a course
- changes to the partner or partnership arrangement of a course.

4.1.2 Approval process

a. *Changes to the total number of credit points of a course*

Proposals to change the total number of credit points of an existing course are submitted through the five stages of the approval process for new courses described in Section 1 of these procedures.

Depending on the extent and expected impact of the changes, the Provost advises on whether submission shall be via the OCAP system using the template for new courses or in a different format (e.g. memo; Reaccreditation template via the OCAP system if the changes are proposed as part of the reaccreditation process for the course).

b. *Changes to the admission requirements of a course*

Changes to the admission requirements of a course are approved by the Provost with advice from the Courses Accreditation Committee.

Proposals are submitted, via the Academic Programs Office and after faculty board approval, in the form of a memo to the Provost.

The proposal must include:

- course name, code and version
- proposed new admission requirements
- which categories of students the new admission requirements will apply to
- the timelines for implementation
- the reason for the changes
- the expected impact of the changes on student numbers
- faculty board resolution details.

Where circumstances so warrant, the Provost may advise on the need for approval by Academic Board.

c. *Changes to the funding cluster/ASCED Code*

Changes to the funding cluster/ASCED Code(s) of a course are approved by the Provost.

Proposals are submitted via the Academic Programs Office in the form of a memo from the dean to the Provost.

The proposal must include:

- course name, code and version
- proposed new ASCED Code
- the reason and advantages of the change.

d. *Changes to the course and award nomenclature of a course*

Changes to Course and Award Nomenclature are approved in line with the procedures and principles described in the Course Name and Award Title Nomenclature Policy and are submitted using the relevant template on the OCAP system.

e. *Changes to the standard duration of a course*

Changes to the standard duration of a course are usually approved as part of the approval process for:

- other changes triggered by the changes to the course duration (e.g. decision to change a four-year undergraduate degree to a three-year undergraduate degree results in a new course — approved by Academic Board), or
- other changes resulting in changes to the course duration (e.g. increasing the total number of credit points for a course — approved by the Provost — usually results in increasing the duration of that course).

The Provost determines, on a case-by-case basis, the appropriate process and level of documentation required to approve the changes to course duration.

f. *Changes to the structure of a course*

Almost all changes to course structure can be approved at faculty level, in accordance with the [Faculty Approval Processes for Changes to Award Courses and Study Packages](#) (restricted access: Staff Connect). In some instances, however, the impact of the changes on other academic and administrative units and on students may be deemed by the Provost to warrant consideration and approval at university level.

In those instances, the Provost determines, on a case-by-case basis, the appropriate process and level of documentation required to approve the changes to the course structure.

g. *Changes to (i.e. add/remove) the liability category of a course*

(eg where a course will no longer be offered to international students or where a course only offered to domestic students will be made available to international students.)

Changes to the liability category of a course are approved by the Provost, as Vice-Chancellor's delegate, via the Courses Planning Committee.

Proposals are submitted using the relevant template on the OCAP system.

Responsibility for submission and endorsement is the same as for the approval of a new course.

h. Changes to the study mode or the attendance mode of a course

(eg where a course offered in mixed modes – face-to-face, block, distance – will be offered entirely in one mode; or vice-versa.)

Changes to the study mode or the attendance mode of a course are approved by the Provost, as Vice-Chancellor's delegate, via the Courses Planning Committee.

Where the Courses Planning Committee assesses that the changes may have an impact on the educational quality of the course, Academic Board approval, via the Courses Accreditation Committee, is required. Where Academic Board approval is not required, Academic Board is notified of the changes via the Courses Accreditation Committee.

Proposals are submitted using the relevant template on the OCAP system.

Responsibility for submission and endorsement is the same as for the approval of a new course.

i. Changes to the location of a course

(eg add new location, delete existing location, reactivate a location unused for the past four semesters.)

Changes to the location of a course are approved by the Provost, as Vice-Chancellor's delegate, via the Courses Planning Committee. Where the Courses Planning Committee assesses that the changes may have an impact on the educational quality of the course, Academic Board approval, via the Courses Accreditation Committee, is required. Where Academic Board approval is not required, Academic Board is notified of the changes via the Courses Accreditation Committee.

Proposals are submitted using the relevant template on the OCAP system.

Responsibility for submission and endorsement are the same as for the approval of a new course.

j. Changes to the partner or partnership arrangement of a course

The approval pathway for changes to the partner (ie addition of a new partner; withdrawal of existing partner) or partnership arrangement for a course is determined on a case-by-case basis by the Provost after consideration of the Initial Assessment prepared by the faculty.

The Provost determines whether Course Planning and/or Course Accreditation approvals are required, depending on the extent and expected impact of the changes.

Proposals are submitted using the relevant template on the OCAP system.

Responsibility for submission and endorsement are the same as for the approval of a new course.

4.2 Course changes approved at faculty level

4.2.1 Types of course changes approved at faculty level

Once a course has been accredited by Academic Board and commenced to be offered, faculties may, in accordance with the Faculty Award Course Changes Approval Procedures and Delegations, approve all changes to courses, with the exception of changes listed in Section 4.1.1 of these procedures, but need to take into account the impact on other University units and systems.

4.2.2 Approval process

a. Faculty Approval Processes for Changes to Award Courses and Study Packages

Faculty Approval Processes for Changes to Award Courses and Study Packages are approved by Academic Board, on recommendation from the faculty board. These must be reviewed by Academic Board at least every five years.

The procedures specify and include the faculty approval process as well as any delegations and responsibilities of parties concerned.

b. Impact and risk analysis

Faculties must conduct an impact and risk analysis of any proposed changes from various perspectives, including:

- the strategic direction of the University and faculty objectives
- resourcing and capability to deliver the changed course, including its impact on staffing
- arrangements for and quality of teaching and learning
- compliance with legal and governance requirements, e.g. AQF, ESOS Act, Child Protection Act
- compliance with University policies and guidelines
- effectiveness and practicality of administration, e.g. timetabling
- requirements and interests of stakeholders, e.g. partner faculties and especially students
- course monitoring process and key performance indicators
- advice from stakeholders concerned
- change management strategies, for example detailed transition arrangements for students are required under [Rules 3.6.4 and 3.6.5](#) (Student Rules), allowing sufficient notification to students and stakeholders before implementation, redeployment of staffing resource, and liaison with Student Centres.

c. Consultation

Faculties must ensure that proper consultation is conducted with all relevant parties, such as:

- within the faculty:
 - teaching staff concerned
 - administration staff concerned (e.g. student adviser, timetabling officer, marketing officer)
- external to the faculty:
 - University Academic Programs Office for advice on the impact on CASS and CIS and interdependency
 - faculties which may be impacted by the change
 - administration units (e.g. Fees Office, UTS: International, Student Services, Student Centres, Library, ITD, FMU)
- stakeholders external to the University, particularly where there are external articulation arrangements attached to the course (e.g. INSEARCH).

Where an external faculty has an 'interest' in the course to which changes are proposed, support from that faculty must be sought.

Depending on the nature of the proposed changes and on the 'interest' in the course, support from the external faculty can be in the form of:

- a faculty board resolution (or executive action from the dean or chair of faculty board where they have delegated authority from the board) supporting the other faculty's proposal, possibly subject to changes/amendments to minimise the impact of the proposal
- a memo from the dean acknowledging that the impact of the course proposal on the faculty's activities has been discussed and assessed, and, where relevant, action has been/will be taken to manage the impact.

4.2.3 Implementation

All course changes must be loaded into CASS in time for admission of new students or re-enrolment of existing students.

The Academic Programs Office will require supporting documentation and evidence of approval by the relevant authority before the changes can be effected in CASS for implementation.

Should the proposed changes cause any concerns, the Provost may advise on the need for further consideration and approval at university level.

Version control and change history

Effective date	Version	Approved by, resolution no. (date)	Amendment
19/12/11	1	Senior Deputy Vice-Chancellor (19/12/11)	New Procedures
01/01/13	1.1	Council, COU/12-2/30.1 (18/04/2012); Academic Board, AB12/70.3	Changed the following references: <ul style="list-style-type: none"> • University Graduate School to Graduate Research School, and • University Graduate School Board to Graduate Research School Board in accordance with approved nomenclature changes.
20/01/2016	1.2	Provost (20/11/15)	Amendments following the external articulation process review; amendment of processes for approval of changes made to award courses; update of titles.
20/04/16	1.3	Council, COU/14-5/106 (15/10/2014)	Consequential changes to align with changes to the Student Rules.

Appendix 1. Course Performance Monitoring

Course Performance Report

Course performance is regularly monitored and reviewed using data provided by the Planning and Quality Unit (PQU).

Faculties are provided with ongoing course performance information via the Course Performance Report. The results of these detailed reports are used to identify key areas for improvement and determine action to be taken immediately to address these areas.

In addition, the Annual Course Performance Report is prepared each year by the Planning and Quality Unit for the Vice-Chancellor's Committee and Academic Board. It contains performance data on a set of key tracking measures for every UTS course against an agreed set of benchmarked indicators. This provides a university-level mechanism for monitoring and tracking the performance of all award courses each year.

The Annual Course Performance Report is reviewed by the Deputy Vice-Chancellor (Education and Students) with the assistance of an advisory group: the Curriculum and Cohort Review Advisory Group (CCRAG).

The Group advises the Deputy Vice-Chancellor (Education and Students) on:

- issues concerning courses performing unsatisfactorily based on the Course Performance Report prepared by PQU
- actions proposed by faculties to improve courses performing unsatisfactorily
- commendations on strongly performing courses
- any good practice and/or unsatisfactory course performance issues that may warrant consideration across more than one faculty.

Based on the CCRAG's advice, the Deputy Vice-Chancellor (Education and Students) provides feedback to faculties on their response to the review and makes recommendations to the Vice-Chancellor, Academic Board and other bodies, as appropriate.

Where issues have been identified, the courses are closely monitored to determine if performance in relation to the relevant tracking measures has improved. If performance fails to meet minimum agreed performance standards over a two- or three-year period, then the Deputy Vice-Chancellor (Education and Students), on the advice of CCRAG, may recommend to the faculty that further action be taken, including phasing out and discontinuation of the course.

Course performance monitoring for offshore courses

The Deputy Vice-Chancellor (International and Advancement) coordinates the UTS Offshore Programs Annual Review and Monitoring and submits a report to the Commercial Activities Committee of Council on all offshore courses involving commercial activities. This report includes:

- listing of all offshore courses
- performance against Performance Indicators and benchmarks
- analysis against the offshore portfolio goals

- an overall risk assessment of UTS offshore activities.

The report also forms the basis for the Offshore Teaching and Learning Activities: Review and Monitoring Report submitted annually by UTS: International to Academic Board via the Courses Accreditation Committee.

Course performance monitoring for courses offered in LOTE

The Deputy Vice-Chancellor (International and Advancement) coordinates the annual reports on courses in languages other than English (LOTE) as required by Academic Board. The Courses Accreditation Committee receives and advises Academic Board on the report.