

ACADEMIC APPROVAL FOR COURSES AND PROGRAMMES

Document Number: 1.6.2.53
Responsibility: Deputy Vice-Chancellor (Education)
Approving Authority: Senate (3/22)
Date Approved: 3 October 2022
Review Date: October 2025

	DISCIPLINE BOARD OF STUDIES	ACADEMIC UNIT ASQC	ACADEMIC PROGRAMMES COMMITTEE	THE SENATE	THE COUNCIL
NEW PROGRAMME	<ul style="list-style-type: none"> • FORM: Use Form 1 for New Programme and Form 2 Business Case • All evidence must be provided • All signatures must be completed • Action sought: To endorse 	<ul style="list-style-type: none"> • Same as in BoS with changes if any • Action sought: To endorse 	<ul style="list-style-type: none"> • Same as in ASQC with changes if any • Action sought: To endorse 	<ul style="list-style-type: none"> • Same as in APC with changes if any • Action sought: To recommend for institution 	<ul style="list-style-type: none"> • Same as in Senate with changes if any • Action sought: To institute the new programme
PROGRAMME REVISION <ul style="list-style-type: none"> • Change to Programme title • Change to Programme Graduate Outcomes or alignment to University Graduate Outcomes • Change in courses making up a programme • Change in a Single Major, One Major in a Double Major, or Minor • Creation of new Major or Minor 	<ul style="list-style-type: none"> • FORM: Use Form 3 for Revision to Programme • All evidence must be provided, include Programme Map • All signatures must be completed • Action sought: To endorse 	<ul style="list-style-type: none"> • Same as in BoS with changes if any • Action sought: To endorse 	<ul style="list-style-type: none"> • Same as in ASQC with changes if any • Action sought: To endorse 	<ul style="list-style-type: none"> • Same as in APC with changes if any • Action sought: to approve 	Noted by Council from Senate Report

<p>NEW COURSE</p>	<ul style="list-style-type: none"> • FORM: Use form for New Course • All evidence must be provided • All signatures must be completed • Action sought: To endorse 	<ul style="list-style-type: none"> • Same as in BoS with changes if any • Action sought: To endorse 	<ul style="list-style-type: none"> • Same as in ASQC with changes if any • Action sought: To endorse 	<ul style="list-style-type: none"> • Same as in APC with changes if any • Action sought: To approve 	<p>Noted by Council from Senate Report</p>
<p>COURSE REVISION (MAJOR)</p> <ul style="list-style-type: none"> • Calendar entry • Letter prefix and course number • Course title • Offering: mode or semester • Credit points • Course Learning Outcomes or alignment to Programme Learning Outcomes • Course content affecting alignment to Course Learning Outcomes • Assessment Portfolio (changes to weighting or pass marks, changes affecting alignment to Course Learning Outcomes) • Required texts (involving substantial cost) 	<ul style="list-style-type: none"> • FORM: Use form for New Course but tick Major Revision • Complete Section A and B, sign-off and provide evidence • All evidence must be provided • All relevant signatures must be completed (refer to the Guidelines for Completing the Course Proposal or Revision Form) • Action sought: To endorse 	<ul style="list-style-type: none"> • Same as in BoS with changes if any • Action sought: To endorse 	<ul style="list-style-type: none"> • Same as in ASQC with changes if any • Action sought: To approve 	<p>Noted by Senate from APC Report</p>	<p>No action</p>
<p>COURSE REVISION (MINOR)</p> <ul style="list-style-type: none"> • Course content (not affecting alignment to 	<ul style="list-style-type: none"> • FORM: Use form for New Course but tick Minor Revision • Complete Section A and B, sign-off 	<p>Same as in BoS with changes if any Action sought: To approve</p>	<p>Noted by APC from ASQC Report</p>		

<p>Course Learning Outcomes)</p> <ul style="list-style-type: none"> • Assessment Portfolio (not affecting weighting or alignment to Course Learning Outcomes) • Required Texts (not involving substantial cost) 	<p>and provide evidence</p> <ul style="list-style-type: none"> • All evidence must be provided • All relevant signatures must be completed (refer to the Guidelines for Completing the Course Proposal or Revision Form) • Action sought: To endorse 				
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