Delegations of Quality Control for Postgraduate Coursework Course Proposals

For Course Proposals

- Senate
  - Approval for New Awards Only
- Academic Council
- Dean, Coursework Studies
  - Delegated Quality Control
- Faculty Board
  - Endorse
- Board of Coursework Studies

For Unit Proposals

- Academic Council
- Dean, Coursework Studies
  - Endorse (See Appendix A)
- Faculty Board
  - Approval (subject to course approval)
- Board of Coursework Studies

Approval pathway

Endorsement pathway

- A postgraduate coursework curriculum proposals complying with approved policy and rules be steered by the Dean of Coursework Studies directly to Council
- B any proposals involving issues that do not comply with approved policy and cannot be resolved in discussion between the Dean of Coursework Studies and the relevant Faculty be referred to the Board of Coursework Studies;
- * the Dean of the relevant Faculty be invited to the meeting of the Board of Coursework Studies at which a proposal of the kind referred to in B is to be discussed.

Academic Council
7th November 2012
Appendix A

REVIEW AND APPROVAL OF POSTGRADUATE COURSEWORK COURSES

Endorsed by the Board of Coursework Studies on 23 August 2012 (R78/12)
Approved by the Academic Council on 7th November 2012 (R148/12)

REVIEW AND APPROVAL PROCESS OF POSTGRADUATE COURSEWORK COURSE PROPOSALS BY THE DEAN, COURSEWORK STUDIES

Submission of a postgraduate coursework course proposal package comprises

Faculty Board endorsed:
- proposal for introduction of a new course; or
- proposal for a new specialisation to be introduced in an existing postgraduate course;
- proposal for an exit award

Faculty Board endorsed course rules

Faculty Board approved unit proposals with confirmation (in the course proposal form) that the units comply with University structure and policies for Cycle 2 courses (See Addendum 1)

A
Course proposal and course rules reviewed by Dean, Coursework Studies

B
(All Units)
Random sample of units chosen across a range of levels reviewed by Dean, Coursework Studies, (minimum of 10%)

At the time of review by the Dean, Coursework Studies it is determined that if:

1. A and B are both satisfactory, then proposal is endorsed by the Dean, Coursework Studies and its recommendations are presented for consideration by the Academic Council.
2. A is not endorsed but B is satisfactory, then faculty will be asked to address specific issues relating to A as part of the feedback process.
3. B results in queries, but A is satisfactory then faculty will be asked to address specific issues relating to B.
4. both A and B are not endorsed, then entire proposal package including unit proposals be resubmitted by the Faculty. On resubmission of the entire course proposal package, the same review exercise (as above) occurs.

Academic Council
7th November 2012
Addendum 1

REVIEW AND APPROVAL OF POSTGRADUATE COURSEWORK COURSES

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Approval of Postgraduate Coursework Unit Proposals and Faculty Confirmation+

In approving postgraduate coursework unit proposals the Faculty Board will need to confirm that:

1. the approved units have been coded and named in accordance with the University Policy on Unit Codes;
2. the approved units have appropriate credit point value and student workload in accordance with the University Policy on Credit Point Value of Units;
3. the final results for the approved units at all levels will be produced as both percentage marks and letter grades in accordance with the University Policy on Grades and Marks for Undergraduate Units and Postgraduate Coursework Units or will be allocated an ungraded pass/fail only in accordance with the University Policy on Ungraded Passes and Ungraded Fails;
4. the approved units will be taught within a standard teaching period* or the approved units, if taught within non-standard teaching period, comply with the University Policy on Credit Point Value of Units;
5. the approved units will be assessed in accordance with the University Policy on Assessment and the University Policy on Assessment Mechanism Statements;
6. the learning outcomes of the approved units have been mapped to the learning outcomes of the proposed course (see clause 4.3 of the University Policy on Changes to units); and
7. any duplication of unit content has been addressed in accordance with the University Policy on Duplication of Unit Content;

*A teaching period is a scheduled duration, within an academic year, in which a unit of study is offered and includes approved non-teaching study breaks, pre-examination study breaks and examination periods (Source: New Courses 2012 Glossary of Terms)

+ Confirmation to be provided via Phase 2 course proposal form