This cover sheet must be completed and attached to all categories of policies as defined below.

**SECTION 1 – TO BE COMPLETED BY THE POLICY PROPOSER**

Complete ALL of this section:

<table>
<thead>
<tr>
<th>Proposed University Policy On:</th>
<th>Changes to Approved Majors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trim File Reference:</td>
<td>F40977</td>
</tr>
<tr>
<td>Tick the relevant below:</td>
<td></td>
</tr>
<tr>
<td>A new policy (complete Part A)</td>
<td>Revision to an existing policy (complete Part B)</td>
</tr>
<tr>
<td>Replacing an existing rule (complete Part C)</td>
<td>A reformatted approved policy (complete Part D)</td>
</tr>
<tr>
<td>Should the drafting of the policy involve consultation? If yes, provide details of proposed consultation.</td>
<td>Yes</td>
</tr>
<tr>
<td>Identify the Committees that this Policy needs to be presented for consideration, endorsement or approval</td>
<td>Academic Council</td>
</tr>
<tr>
<td>Proposed time-line for approval process via the Committee system.</td>
<td>March 2012</td>
</tr>
</tbody>
</table>

All University Policies must be submitted on the University Policies template and instructions are available on the web at: [http://www.universitypolicies.uwa.edu.au/policy_writers/policy_template](http://www.universitypolicies.uwa.edu.au/policy_writers/policy_template)

Complete ONE of the parts below:

**PART A – for a new policy ONLY**

| Provide a brief background to the creation of this policy including reference to the particular committee resolution, if relevant, that provides the mandate for its creation | The report on courses and structures, Education for Tomorrow’s World recommends simple and flexible New Courses 2012, with the new courses being “owned” by the University rather than faculties. As a result, policies need to be developed which outline how units and majors can be changed, and by whom. The policy needs to give effect to the processes contained in the Change to Approved Majors – Approval matrix. |
| List and/or provide links of relevant papers, or sections therein that provide detailed context for the creation of the new policy | Education for Tomorrow’s World Undergraduate Degree Course Rules Clarifying Structural Requirements for the New Undergraduate Courses [http://www.teachingandlearning.uwa.edu.au/_nocache/?a=1906125](http://www.teachingandlearning.uwa.edu.au/_nocache/?a=1906125) Reaffirmation of Structural Principles for Majors [http://www.teachingandlearning.uwa.edu.au/_nocache/?a=1906423](http://www.teachingandlearning.uwa.edu.au/_nocache/?a=1906423) |
| Provide a list of issues that the drafter should consider when developing a first draft of the new policy | The policy needs to give effect to the processes contained in the Change to Approved Majors – Approval matrix. |
| Provide names of at least three senior University staff (reference group) who can answer questions and offer guidance in the development of the new policy | Dr Kabilan Krishnasamy, Education Policy Officer, APS Ms Sue Smurthwaite, Associate Director, APS Ms Sylvia Lang, Academic Secretary, APS |
| Date first draft required | February 2012 |

**PART B – for a revision of an existing policy ONLY**

| State title of the existing policy and provide the appropriate web-link and policy number (as allocated on the University’s Policies website) |                             |
| Provide a brief background and the particular committee resolution, where relevant, that provides the mandate for its revision. |                             |
| List and/or provide links of relevant papers, or sections therein that provide detailed context for the revision |                             |
| Provide a list of issues that the drafter should consider when developing a first draft of the new policy |                             |
| Provide names of at least three senior University staff (reference group) who can answer questions and offer guidance in the development of the new policy |                             |
| Date first draft required |                             |
PART C – for a policy that is replacing an existing rule ONLY

State rule number(s)

Date first draft required

PART D – for an approved policy that has been reformatting into the required University Policies template ONLY

Note 1: The approved policy must be formally approved and be available on the University Policies website.

Note 2: The reformatting includes changes only to title, layout, introductory purpose statement, BUT NO CHANGE TO CONTENT OF POLICY.

Note 3: Once reformatted, the policy will need to be reloaded onto the University Policies website (http://www.universitypolicies.uwa.edu.au/page/117111) with the existing policy number.

Note 4: Please complete the table below and forward the following documents electronically to Ms Lidia Cuoco, Administrative Officer, Academic Policy Services – Email: lidia.cuoco@uwa.edu.au:

- Completed University Policy cover sheet
- Copy of the reformatting University Policy on the University Policies template

Academic Policy Services will, as part of the New Courses 2012 Policies Project, upload reformatting academic policies as an interim measure. With effect from 2012, reformatted policies will, as is normally the case, need to be uploaded by the administrative division responsible for the policy.

State
- title of existing policy / guidelines;
- University Policy Number; and
- web-link

Date reformatting finalised and sent to Academic Policy Services

SECTION 2 – TO BE COMPLETED BY THE POLICY DRAFTER AND SUBSEQUENT OFFICERS IN THE FORMAL APPROVAL PROCESS: Document Modification History

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Primary Author(s) (name and position)</th>
<th>Description of Version</th>
<th>Date Completed</th>
<th>Provided To</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1</td>
<td>Neville Jones, Project Officer, Policy and Legislation</td>
<td>First draft for comment and feedback</td>
<td>22 Feb 2012</td>
<td>Kabilan Krishnasamy, Education Policy Officer</td>
</tr>
<tr>
<td>V2</td>
<td>Kabilan Krishnasamy</td>
<td>Inclusion of new material and feedback</td>
<td>27 Feb 2012</td>
<td>Sylvia Lang, Academic Secretary Neville Jones, Project Officer</td>
</tr>
<tr>
<td>V3</td>
<td>Kabilan Krishnasamy Neville Jones Sylvia Lang</td>
<td>Incorporates feedback from V2</td>
<td>27 Feb 2012</td>
<td>Academic Policy Services (Sue Smurthwaite, Associate Director, Jan Cardy, Senior Administrative Officer, Benita Hube, Project Officer)</td>
</tr>
<tr>
<td>V3</td>
<td>Incorporates feedback from V2</td>
<td>02 March 2012</td>
<td>BoS Chairs (W/Prof Alan Dench, W/Prof H. Y. Izan, Associate Prof. Kate Hislop, W/Prof Grady Venville) Senior Academic Reviewer (W/Prof Ian Reid) Director, Student Services (Mr Jon Stubbs)</td>
<td></td>
</tr>
<tr>
<td>V4</td>
<td>Feedback from V3</td>
<td>22 March 2012</td>
<td>Board of Coursework Studies</td>
<td></td>
</tr>
</tbody>
</table>

DOCUMENT APPROVAL

Approved By (Academic Council/ Senate / Vice-Chancellor) Resolution Number (if applicable) Date

If you have any queries regarding this cover sheet, or the University’s Policy and use of a template for University Policies, please contact Ms Sylvia Lang, Academic Secretary, Academic Policy Services – Email: sylvia.lang@uwa.edu.au, extension 2457

A University Policy can only be approved by the Senate, Academic Board/Council, Vice-Chancellor or other members of the Executive to whom the Vice-Chancellor has delegated responsibility for a particular portfolio. Following this University approved process, University Policies must be promulgated by way of the Universities Policies website (http://www.universitypolicies.uwa.edu.au/page/117111), which is the University’s definitive source for University-wide policies.
The University of Western Australia

University Policy on: Changes to Approved Majors

Purpose of the policy and summary of issues it addresses:

The purpose of this policy is to ensure that appropriate principles are considered when proposing and approving changes to an approved major involving changes to: title; academic objectives; code; structure; sequence of units; learning outcomes; specialisation; name of specialisation; the responsible organisational entity; availability (rescission); subject prerequisites; incompatibility; and corequisites.

Definitions:

the University means The University of Western Australia

knowledge paradigm is a University-approved statement on the distinctive epistemology of an area of knowledge. Thus the main focus of an Arts course is on how human beings create, recognise, and negotiate social meanings and values; the main focus of a Commerce course is on factors that drive economic behaviour at individual and organisational levels; the main focus of a Design course is on devising and producing objects, places, spaces and processes; and the main focus of a Science course is on understanding, reasoning about and improving the natural world through systematic observation, experimentation, modelling and calculation.

a single major is an approved discipline-based sequence of eight units within an undergraduate degree course. These units are spread across Levels 1, 2 and 3, the normal pattern being two units at Level 1, two at Level 2 and four at Level 3.

a double major is an approved discipline-based combination of unit sequences drawn from related fields. It shares a common Level 1 foundation of two units and may therefore comprise 14 units rather than the 16 that two majors require. The units are spread across Levels 1, 2 and 3, the normal pattern being two units at Level 1, four at Level 2 and eight at Level 3.

relevant board(s) means a Board of the University relevant to the case in point. The relevant board(s) may include a position or a body of people with authority to carry out the function concerned.

a responsible organisational entity (usually a school) has the role of designing, coordinating and/or teaching a unit

a specialisation designates a particular discipline chosen from within a wider field of study (e.g. Chemical Engineering within Engineering). It is usually applied to the chosen disciplinary focus of an honours or postgraduate course (e.g. a distinctive variant within a generic master’s course), but in few cases may refer to a set of specialised units within an undergraduate course major.

Policy statement:

1 General Principles

1.1 Changes to approved majors must only be made where there are sound academic or administrative reasons and ensure:

(a) that any potential adverse impact on students is minimised;

(b) maintenance of high standards of teaching;

(c) efficient delivery of academic teaching; and

(d) compliance with relevant external or internal legislation or policy.

1.2 The following changes require consultation and approval by relevant board(s), as such they must be planned ahead and submitted on an annual basis in accordance with the University’s specified procedures and associated deadlines:

(a) changing the title of an approved major;

(b) changing the code of an approved major;

(c) changing the subject prerequisites for an approved major;

(d) changing academic objectives of an approved major;

(e) changing learning outcomes of an approved major;
(f) changing the structure of an approved major;
(g) changing the sequence of units comprising the approved major;
(h) adding or removing a specialisation within an approved major;
(i) changing the name of a specialisation within an approved major;
(j) changing incompatibility of an approved major;
(k) changing corequisites of an approved major;
(l) changing the responsible organisational entity of an approved major; or
(m) rescission of an approved major.

2 Changing the title of an approved major

2.1 The relevant board(s) may approve a change to the title of a major in the following circumstances:

(a) a new title of a major is necessary to reflect changes to the academic content to the extent that it does not significantly change the academic objectives of the major which would necessitate the creation of a new major;
(b) a new title is necessary to avoid confusion with the title of another major; or
(c) a new title better reflects the academic objectives of the major.

2.2 The relevant board(s) may approve a change to the title of a major in other circumstances on a case by case basis.

3 Changing the code of an approved major

3.1 The relevant board(s) may approve a change to the code of a major where:

(a) a new code is necessary to avoid confusion with the code of another major;
(b) a new code is necessary to align with changes in disciplinary field; or
(c) a new code better reflects the title of the major.

3.2 The relevant board(s) may approve a change to the code of a major in other circumstances on a case by case basis.

4 Changing the subject prerequisites for an approved major

4.1 The relevant board(s) may approve a change to the subject prerequisites for a major where:

(a) the academic content of the major is being changed;
(b) the content of the approved prerequisite has changed; or
(c) the prerequisite is unavailable.

4.2 Any change to the subject prerequisites for a major must:

(a) ensure that the basis of the proposed change is academically sound;
(b) ensure that the change provides for sequential building of academic knowledge;
(c) provide learning progression and academic coherence; and
(d) be in accordance with the University Policy on Prerequisites for Entry to Undergraduate Majors at: http://www.universitypolicies.uwa.edu.au/search?method=document&id=UP11%2F32

5 Changing academic objectives of an approved major

5.1 The relevant board(s) may approve a change to the academic objectives of a major where the changes to the academic objectives do not warrant the creation of a new major in the following circumstances:

- the academic content of the major has changed; or
- the disciplinary focus of the major has changed.
6 Changing learning outcomes of an approved major

6.1 Any change to the learning outcomes of a major must be:
(a) aligned to the learning pedagogy of the major;
(b) consistent with the knowledge paradigm associated with the major; and
(c) mapped to the:
• academic objectives of the major; and
• learning outcomes of the units comprising the major.

6.2 The relevant board(s) may approve a change to the learning outcomes of a major where there are proposed changes to the:
(a) objectives of the major;
(b) structure of the major; or
(c) academic content of the major.

7 Changing the structure of an approved major

7.1 A major can be in the form of either an eight unit single major or a fourteen unit double major.

7.2 A single major consists units from the same disciplinary field with, normally –
• two Level 1 units;
• two Level 2 units; and
• four Level 3 units.

7.3 A double major consists of units from the same disciplinary field with, normally –
• two Level 1 units;
• four Level 2 units; and
• eight Level 3 units.

7.4 Any variation to the structural norms described in 7.2 and 7.3 must be supported by a persuasive academic justification.

7.5 A major that is degree-specific may include up to four complementary units.

7.6 The relevant board(s) may consider changes to the approved structure as described in 7.2, 7.3 or the approved permissible variant under 7.4, in the following limited circumstances:
(a) following a comprehensive review of the performance of the major;
(b) the need to meet accreditation requirements; or
(c) as a result of national or international benchmarking exercise.

7.7 The impact of any change to the approved structure as described in 7.2, 7.3 or the approved permissible variant under 7.4 must be assessed and any necessary action, such as transitional arrangements, must be taken to minimise its impact on students.

8 Changing the sequence of units comprising an approved major

8.1 The relevant board(s) may approve changes to the sequence of units comprising an approved major where:
(a) the level of a unit changes;
(b) the availability of a core unit or an option in a calendar year changes;
(c) a core unit or an option is permanently deleted;
(d) the status of a unit (e.g. from a complementary unit to a core) changes;
(e) the number of options changes;
(f) complementary units are being removed; or
(g) the way communication skills and research skills are embedded within the major changes.

8.2 The changes permitted in 8.1 must:
(a) not affect the normal structure as described in 7.2, 7.3 or the permissible variant in 7.4; and
(b) be supported by a persuasive academic justification.

8.3 The relevant board(s) may approve a change to the structure of a major in other circumstances on a case by case basis.

9 Adding or removing a specialisation within an approved major

9.1 The relevant board(s) may approve the addition or removal of a specialisation to or from a major in the following circumstances:
(a) to accommodate the teaching of a disciplinary field within the major;
(b) there is not any academic expertise to teach units contained in the specialisation;
(c) the specialisation is no longer being taught or is no longer relevant; or
(d) the specialisation has been replaced by another specialisation of a different disciplinary field.

9.2 Where a change involving the addition or removal of a specialisation to or from a major is proposed the basis of the proposed change must be justified.

9.3 Where there is the addition of a new specialisation, the learning outcomes of the units comprising the specialisation must be mapped to the outcomes of the major.

9.4 The impact of the removal of a specialisation must be assessed and any necessary action must be taken to minimise its impact on students.

10 Changing the name of a specialisation within an approved major

10.1 The relevant board(s) may approve a change to the name of a specialisation within a major where:
(a) the academic content of the specialisation has changed; or
(b) the disciplinary focus of the specialisation has changed.

11 Changing incompatibility of an approved major

11.1 The relevant board(s) may approve a change to major incompatibility where the content of one or both majors that were considered incompatible has changed such that the majors concerned are no longer considered incompatible.

11.2 To be compatible at least four units out of the eight that comprise a pair of majors must be distinctive.

12 Changing corequisites of an approved major

12.1 The relevant board(s) may approve the removal of a requirement for a corequisite for a major where:
(a) the structure or academic content of the major requiring the corequisite major has changed; or
(b) the structure or academic content of the corequisite major has changed.

12.2 The relevant board(s) may approve the replacement of an existing corequisite major with another major where:
(a) the academic content of the existing corequisite major is no longer relevant to the dependent major; or
(b) the content of the dependent major has changed.

12.3 Any change to the corequisite major must:
(a) ensure that the basis of the proposed change is academically sound;
(b) ensure that the change provides for sequential building of academic knowledge; and
(c) provide learning progression and academic coherence.

13 Changing the responsible organisational entity of an approved major

13.1 The faculty may approve a change to the responsible organisational entity for a major, which may include but is not limited to the following circumstances:
(a) where changes have been made or will be made to the academic content of one or more of the units within the major which requires a change in the teaching responsibilities for the major; or
(b) to accommodate organisational realignment.

14 Rescission of an approved major

14.1 The relevant board(s) may approve the rescission of a major under the following circumstances:
(a) the major is no longer part of a disciplinary field;
(b) the major is outdated;
(c) the major is no longer required;
(d) the major has been replaced by another major;
(e) there is no academic expertise available to teach relevant units within the major; or
(f) the major has been subsumed into a new major.

14.2 The relevant board(s) may approve the rescission of a major in other circumstances on a case by case basis.

Related forms: (Link)

<table>
<thead>
<tr>
<th>Policy No:</th>
<th>Approving body or position: Academic Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date original policy approved:</td>
<td>Date this version of policy approved:</td>
</tr>
<tr>
<td>Date policy to be reviewed:</td>
<td>Date this version of procedures approved:</td>
</tr>
<tr>
<td>TRIM File No: F40977</td>
<td>Contact position: Academic Secretary</td>
</tr>
</tbody>
</table>

Related Policies or legislation:
University Policy on: Changes to Units (UP11/46)
University Policy on: Provision of Unit Outlines (UP10/5)
University Policy on: Assessment (UP07/23)
University Policy on: Prerequisites for Entry to Undergraduate Majors (UP11/32)
Undergraduate Degree Course Rules http://rules.handbooks.uwa.edu.au/rules/UGDegreeCourseRules
Clarifying Structural Requirements for the New Undergraduate Courses http://www.teachingandlearning.uwa.edu.au/_nocache/?a=1906125
Reaffirmation of Structural Principles for Majors http://www.teachingandlearning.uwa.edu.au/_nocache/?a=1906423