### University Policy Cover Sheet

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 postgraduate coursework courses</th>
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<td>Trim File Reference:</td>
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Tick the relevant [ ] below:

- [x] A new policy (complete Part A)
- [ ] Revision to an existing policy (complete Part B)
- [ ] Replacing an existing rule (complete Part C)
- [ ] A reformatted approved policy (complete Part D)

Should the drafting of the policy involve consultation? If yes, provide details of proposed consultation.

- Yes

Identify the Committees that this Policy needs to be presented for consideration, endorsement or approval.

- Academic Council

Proposed time-line for approval process via the Committee system.

- Note: Policies that need to be in place by 2012 must be with Academic Council no later than September 2011.

May 2012

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 Curriculum Management Project has prepared a paper “Postgraduate Coursework Courses – Cycle 2: Clarifying Submission, Review and approval processes for New and Changes to Postgraduate Coursework Courses and Units”. The University Policy on [Changes to Units](http://www.universitypolicies.uwa.edu.au/policy_writers/policy_template) (UP11/46), which includes postgraduate coursework units, was approved by Academic Council in December 2011. This policy gives effect to the processes outlined in this paper and the Change to Approved Postgraduate Coursework Units – Approval matrix. |
| List and/or provide links of relevant papers, or sections therein that provide detailed context for the creation of the new policy | Postgraduate Coursework Courses – Cycle 2: Clarifying Submission, Review and approval processes for New and Changes to Postgraduate Coursework Courses and Units Change to Approved Postgraduate Coursework Units – Approval matrix |
| 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 | Dr Kabilan Krishnasamy, Education Policy Officer, APS Ms Sylvia Lang, Academic Secretary, APS |
| Date first draft required | April 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 | |

Attachment E1
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 reformatted into the required University Policies template ONLY

Note 1: The approved policy must be formally approved and be available on the University Policies website¹.

Note 2: The reformating 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 reformatted University Policy on the University Policies template

Academic Policy Services will, as part of the New Courses 2012 Policies Project, upload reformatted 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 reformating 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>
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<tr>
<td>V1</td>
<td>Neville Jones, Project Officer, Policy and Legislation</td>
<td>First draft for comment and feedback</td>
<td>10 June 2012</td>
<td>Kabilan Krishnasamy, Education Policy Officer</td>
</tr>
<tr>
<td>V2</td>
<td>Kabilan Krishnasamy</td>
<td>Revisions to V1</td>
<td>11 July 2012</td>
<td>Sylvia Lang, Academic Secretary</td>
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<tr>
<td>V3</td>
<td>Kabilan Krishnasamy</td>
<td>Revisions to V2</td>
<td>30 July 2012</td>
<td>W/Prof Ian Reid, W/Prof David Plowman and Mr Jon Stubbs</td>
</tr>
<tr>
<td>V4</td>
<td>Kabilan Krishnasamy and Sylvia Lang</td>
<td>Final</td>
<td>23 August 2012</td>
<td>Board of Coursework Studies</td>
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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

¹A 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.

Attachment E2
Purpose of the policy and summary of issues it addresses:

The purpose of this policy is to ensure appropriate principles are considered when making changes to approved postgraduate coursework courses.

Definitions:

For the purpose of this Policy and any associate procedures, the University means The University of Western Australia.

A postgraduate coursework course means a course that leads to a graduate certificate, graduate diploma, master's degree by coursework or master's degree by coursework and dissertation.

A generic postgraduate coursework course means a course having a single code, standard structure and rules, and which can accommodate a number of specialisations.

A named postgraduate coursework course means a course where at least 65% of the required units relate to the narrow disciplinary field specified in the name of the award.

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 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 postgraduate coursework courses 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) high standards of teaching;
(c) efficient delivery of academic teaching; and
(d) compliance with relevant external or internal legislation or policy.

1.2 Any change to the details of a postgraduate unit must be made in accordance with the University Policy on Changes to Units.

1.3 The following changes to postgraduate coursework courses require consultation and approval by relevant board(s), and therefore must be planned ahead and submitted on an annual basis in accordance with the University’s specified procedures and associated deadlines:

- changing the structure of an approved course;
- changing the articulation sequence of a course;
- changing the learning outcomes of a course;
- changing the academic objectives of a course;
• changing the name of a course;
• changing the admission requirements for a course;
• rescinding a course; and
• amending provision for the award of a master’s degree with distinction.

1.4 A proposal for a change as set out in 1.3 must include a persuasive justification.

1.5 The impact of any change must be assessed and any necessary action, such as transitional arrangements, must be taken by the relevant board(s) to minimise any adverse impact on students.

2 Changing the structure of an approved course

2.1 A faculty may seek approval to change a named postgraduate coursework course to a generic postgraduate coursework course (or vice versa).

2.2 The relevant board(s) may approve changes referred to in 2.1 where there are proposed changes to the:

(a) objectives of the course;
(b) structure of the course;
(c) academic content of the course,

in the following circumstances:

• to meet accreditation requirements;
• as a result of a national or international benchmarking exercise;
• because of the availability or unavailability of disciplinary expertise; or
• to rationalise course offerings (e.g. as a result of logistical constraints or opportunities).

2.3 The relevant board may, in accordance with the University Policy on Postgraduate Coursework Structures and Objectives (UP11/21), approve a change to the total credit point value of a course from the 96-points norm to a lesser (e.g. 72 points or 48 points) or greater (e.g. 120 points) value where:

• there is a need to meet professional accreditation or Australian Qualifications Framework (AQF) requirements;
• a case demonstrating conformity with national or international best practice has been presented; or
• the admission requirements for the course have changed.

3 Changing the articulation sequence

3.1 An articulated course may:

(a) offer a student progression from a graduate certificate to a graduate diploma and/or from a graduate diploma to a master’s degree by coursework or
coursework and dissertation [see University Policy on Postgraduate Coursework Structures and Objectives (UP11/21)]; and

(b) enable a student who withdraws from the course before completing it but after completing the requirements of a lesser award to apply to the faculty to take out the lesser award.

3.2 A faculty may seek approval for a variation to an articulated course, such as including or removing an articulating course where:

- the content and/or academic objectives of the course for the higher award within the sequence have changed to such an extent that one or more of the articulating courses are no longer relevant or have become relevant;
- the content or/and academic objectives of the course(s) for the lesser award(s) have changed; or
- there are changes to the external environment (for example level of demand for a course).

3.3 A faculty may seek approval for a change to the requirements for downward or upward articulation [see University Policy on Postgraduate Coursework Structures and Objectives (UP11/21)] (for example, the standard of achievement to be attained by a student before upward articulation can take place).

4 Changing learning outcomes of a course

4.1 Any change to the learning outcomes of a postgraduate coursework course must be:

(a) aligned to the learning pedagogy of the course; and
(b) consistent with the disciplinary focus of the course.

4.2 The relevant board(s) may approve a change to the learning outcomes of a course where there are proposed changes to the:

(a) objectives of the course;
(b) structure of the course; or
(c) academic content of the course.

5 Changing the academic objectives of a course

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

(a) the academic content of the course has changed; or
(b) the disciplinary focus of the course has changed.
6 Changing the name of a course

6.1 The relevant board(s) may approve a change to the name of a course in accordance with the University Policy on *Names and Abbreviations for Degrees, Diplomas and Certificates* where:

(a) the academic content of the course has changed;
(b) the disciplinary focus of the course has changed; or
(c) there are external or internal factors that influence such a change.

7 Changing the requirements of a specialisation

7.1 The relevant board(s) may approve a change to the name of a specialisation within a course where:

(a) the academic content of the specialisation has changed;
(b) the disciplinary focus of the specialisation has changed; or
(c) there are external or internal factors that influence such a change.

7.2 The relevant board(s) may approve the addition of a specialisation in, or removal of a specialisation from a course in the following circumstances:

(a) to accommodate the teaching of a disciplinary field within the course;
(b) in response to the availability of academic expertise; or
(c) to reflect changes to the relevance of the specialisation.

8 Changing the admission requirements for a course

8.1 The relevant board(s) may approve a change to the admission requirements for a course in accordance with the University Policy on *Postgraduate Coursework Structures and Objectives* (UP11/21) where an additional or an alternative requirement is considered to be necessary.

8.2 Any change to the admission requirements for a course must ensure that the basis of the proposed change is academically sound and must be in accordance with the University Policy on *Postgraduate Coursework Structures and Objectives* (UP11/21).

9 Rescission of a course

9.1 The relevant board(s) may approve that a course cease to be offered in the following circumstances:

(a) the course is no longer required;
(b) there is insufficient demand for the course;

Note: If the cessation of a course leads to the rescission of an Award, then Senate approval must be sought for the rescission of the Award.
(c) the course is being replaced by another course;
(d) the course is being subsumed into another course; or
(e) there is no academic expertise available to teach key units within the course.

10 Awarding a Master's Degree with Distinction

10.1 The award of Distinction is normally available for all master's degrees for which
the course is undertaken by way of coursework or coursework and dissertation
[see University Policy on Postgraduate Coursework Structures and Objectives
(UP11/21)].

10.2 The relevant board(s) may approve a proposal to not award Distinction for a
master's degree referred to in 10.1 if the same degree can be awarded for a
course undertaken by way of thesis and coursework.

Related forms: (Link)

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<th>Approving body or position:</th>
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Related Policies or legislation:
University Policy on Postgraduate Coursework Structures and Objectives (UP11/21).
University Policy on Changes to Units (UP11/46)
University Policy on Graduate Certificate Courses (UP/11/18)
University Policy on Graduate Diploma Courses (UP/11/19)
University Policy on Master’s by Coursework and Master’s by Coursework and dissertation (to be finalised)