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

<table>
<thead>
<tr>
<th>Proposed University Policy On:</th>
<th>Changes to Approved Honours Specialisations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trim File Reference:</td>
<td>F20333 (Award of Honours)</td>
</tr>
</tbody>
</table>

Tick the relevant below:

- [ ] 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. March 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

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, majors, honours specialisations and postgraduate coursework courses can be changed, under what circumstances, and by whom.

The University policy on Changes to units was approved in December 2011

This policy is based on a matrix which summarises the process for changing honours specialisations.

List and/or provide links of relevant papers, or sections therein that provide detailed context for the creation of the new policy


Additional reference: Education for Tomorrow’s World

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 Honours Specialisations – 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 reformatted 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 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 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>28 February 12</td>
<td>Kabilan Krishnasamy, Education Policy Officer</td>
</tr>
<tr>
<td>V2</td>
<td>Kabilan Krishnasamy</td>
<td>Incorporates feedback from V1</td>
<td>7 March 2012</td>
<td>Neville Jones, Sylvia Lang, Academic Secretary</td>
</tr>
<tr>
<td>V3</td>
<td>Kabilan Krishnasamy Neville Jones Sylvia Lang</td>
<td>Incorporates feedback from V2</td>
<td>12 March 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>Kabilan Krishnasamy Neville Jones Sylvia Lang</td>
<td>Incorporates feedback from V2</td>
<td>15 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>
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<td>V4</td>
<td>Incorporates feedback from V3</td>
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<td>22 March 2012</td>
<td>Board of Coursework Studies</td>
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</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 Honours Specialisations

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 honours specialisation involving changes to: title; code; structure; learning outcomes; the responsible organisational entity; availability (rescission); student categories; and admission requirements.

Definitions:

the University means The University of Western Australia.

an honours course is an additional year of study or equivalent part-time after a student's bachelor's degree. It is normally undertaken in the same degree and the same discipline as the degree-specific major. It provides a student with research training at a level at least adequate for entry into the PhD and access to graduate-level development in the discipline.

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.

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.

student categories means the following: Commonwealth-supported, domestic fee-paying, international student visa holders and international students (non-visa holders).

Policy statement:

1 General Principles

1.1 Changes to an approved honours specialisation 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), and 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 honours specialisation;

(b) changing the code of an approved honours specialisation;

(c) changing the units comprising the approved honours specialisation;

(d) changing learning outcomes of an approvedhonours specialisation;

(e) changing the responsible organisational entity for an approved honours specialisation;

(f) rescission of an approved honours specialisation;
(g) changing student categories for which an approved honours specialisation is offered; or
(h) changing admission requirements to an approved honours specialisation;

2 Changing the title of an approved honours specialisation

2.1 The relevant board(s) may approve a change to the title of an honours specialisation in the following circumstances:
(a) a new title of an honours specialisation is necessary to reflect changes to the academic content to the extent that it does not significantly change the academic objectives of the honours specialisation which would necessitate the creation of a new honours specialisation;
(b) a new title is necessary to avoid confusion with the title of another honours specialisation; or
(c) a new title better reflects the academic objectives of the honours specialisation.

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

3 Changing the code of an approved honours specialisation

3.1 The relevant board(s) may approve a change to the code of an honours specialisation where:
(a) a new code is necessary to avoid confusion with the code of another honours specialisation; or
(b) a new code better reflects the title of the honours specialisation.

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

4 Changing the units comprising an approved honours specialisation

4.1 An honours specialisation must contain eight units within the same disciplinary field which must comprise:
- a research dissertation unit equivalent to four standard units (totalling 600 hours workload); and
- four standard units (150 hours workload each) each undertaken and assessed within a semester.

4.1.1 The research dissertation unit must normally be completed within two consecutive semesters whether the student is enrolled on a full-time or part-time basis.

4.1.2 The four standard units may involve advanced level coursework within the discipline or structured research training provided that:
- the units offered be at Level 4 or Level 5;
- at least 50% of the coursework units undertaken be at Level 4; and
- no student be required to undertake any Level 5 unit(s).

4.1.3 If any of the four standard units involve structured research training, these units and the research dissertation unit define the research component of the honours degree course; otherwise the research component must be fully delivered through the research dissertation unit.

4.2 The relevant board(s) may consider changes to the units comprising the honours specialisation as described in 4.1, including:
- changing the level of a unit provided that the change is not inconsistent with the University Policy on Honours Award;
- changing a core unit availability in a calendar year; or
- the permanent deletion of a core unit,
in the following limited circumstances:
(a) following a comprehensive review of the honours specialisation;
(b) where there is the need to meet accreditation requirements; or
(c) as a result of national or international benchmarking exercises.

4.3 The proposed changes in 4.2 must be supported by a persuasive academic justification.

4.4 The impact of any change to the units comprising the honours specialisation as described in 4.1 must be assessed and any necessary action, such as transitional arrangements, must be taken to minimise its impact on students.

5 Changing learning outcomes of an approved honours specialisation

5.1 Any change to the learning outcomes of an honours specialisation must be:
   (a) aligned to the learning pedagogy and assessment framework of the honours specialisation;
   (b) consistent with the knowledge paradigm associated with the honours specialisation; and
   (c) mapped to the:
       • academic objectives of the honours specialisation; and
       • learning outcomes of the units comprising the honours specialisation.

5.2 The relevant board(s) may approve a change to the learning outcomes of an honours specialisation where there are proposed changes to the:
   (a) objectives of the honours specialisation;
   (b) disciplinary focus of the honours specialisation; or
   (c) academic content of the honours specialisation.

6 Changing the responsible organisational entity for an approved honours specialisation

6.1 The relevant board may approve a change to the responsible organisational entity for an honours specialisation, 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 honours specialisation which requires a change in the teaching responsibilities for the honours specialisation; or
   (b) to accommodate organisational realignment.

7 Rescission of an approved honours specialisation

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

7.2 The relevant board(s) may approve the rescission of an honours specialisation in other circumstances on a case by case basis.

8 Changing student categories for which an approved honours specialisation is offered

8.1 The relevant board(s) may approve a change to the student categories for which an honours specialisation is offered where practical or other constraints, such as a change in the mode of delivery, require such change.
9 Changing admission requirements to an approved honours specialisation

9.1 The relevant board(s) may approve a change to the admission requirements to an honours specialisation where it is satisfied that:

(a) the basis of the proposed change is academically sound;
(b) the change provides for sequential building of academic knowledge;
(c) the change provides learning progression and academic coherence; and
(d) the change does not contravene the University Policy on Honours Award.

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: F20333</td>
<td>Contact position: Academic Secretary</td>
</tr>
</tbody>
</table>

Related Policies or legislation:
University Policy on Honours Award (UP07/123)
University Policy on Bachelor of Philosophy (Honour) (UP11/15)