



## **Purpose**

The University recognizes that consultation between disciplines, schools and faculties as well as other internal and external stakeholders is an essential element of the development and maintenance of a cohesive set of course offerings, which adhere to UWA's Educational principles and which are referenced to national and international standards and expectations.

All consultation should be grounded in an approach of positive collaboration; should serve to reinforce new initiatives and should give rise to creative approaches which optimise utilisation of the university's expertise and other resources to offer courses which are relevant, appealing and useful to our students.

## **Scope**

Consultation with relevant disciplines, schools and faculties will generally be required where:

- new curriculum is proposed, or
- substantial changes to existing curriculum is proposed.

It is the responsibility of the proposers of a curriculum development to ensure that all necessary consultations take place. Faculty Curriculum Officers and Associate Deans (Learning and Teaching) can provide guidance regarding the stakeholders to consult in terms of the principles set out below.

While the focus of this guide is consultation between faculties at UWA, it should be noted that in some instances consultation with other central units (for example admissions) and with external stakeholders, such as accrediting bodies, will also be required.

## **Principles**

### **General**

1. As with all interactions, consultation over curriculum development should be collegial and approached by all parties in a spirit of collaborative exploration and should not be viewed as a '*rubber stamping*' exercise but as means to receive and give valuable input and to strengthen all curriculum proposals.
2. All collaboration should be undertaken in a timely fashion, so that all parties have the opportunity to contribute meaningfully to the interaction. It is suggested that any necessary consultation commence at least four weeks prior to the intended submission of a proposal through CAIDi and that it will be best practice for parties being consulted to respond as promptly as possible and within ten working days. In the absence of a response at that point, the proposer may reasonably suppose that the area being consulted has no feedback to offer.
3. CAIDi will record the parties and entities interacted with, key outcomes of each interaction and any consequential changes incorporated in the curriculum proposal.
4. Proposals which are identified as lacking evidence of necessary consultation may be delayed in their progress through the University's approval process.

### **New Unit Proposals or substantial changes to existing units**

1. Proposers of new units should consult with the heads of other schools at UWA which may be delivering content in cognate areas. On the head's recommendation this may extend to other members of those schools. Such consultation aims to duplication of content is avoided and that maximum benefit is derived from any available synergies in the delivery of content.
2. Proposers of new units which are part of an accredited sequence should consult with the relevant accrediting bodies, either directly or through any recognized channels of communication which are in place.
3. Other relevant consultation may be recommended by the faculty's curriculum officer or Associate Dean.

## ***New curriculum including major, honours specialisation and postgraduate coursework course or substantial changes to existing curriculum***

1. Proposers of new curriculum or significant changes to existing curriculum should consult with the Associate Deans (Learning and Teaching) of other faculties at UWA which may be delivering curriculum in cognate areas; and with other members of that faculty as recommended by the Associate Dean. The aim of this consultation is to ensure:
  - that duplication of content is avoided,
  - that maximum benefit is derived from any available synergies in the delivery of content, and
  - the full exploration of all opportunities for inter-disciplinary collaboration.
2. Other relevant consultation may be recommended by the faculty's curriculum officer or Associate Dean.

### **Procedure**

Details of all consultations undertaken with schools and faculties should be incorporated as an element of the proposal submitted through CAIDi. The relevant section of the proposal form is shown below for information.

- stakeholder area/entity interacted with ("**Area**"),
- representative of area/entity ("**Representative**"),
- key outcomes of interaction (for instance, endorsement of proposal or suggestions for modification) ("**Outcomes**"), and
- changes made to the proposal as a consequence ("**Response**").

All fields are free text required fields, and an additional record should be added to record each area or entity interacted with.

**Consultations**

Did you have any consultations with other schools of the University (including relevant academic staff) which may have an interest in the unit?  Yes, other schools in the University have been consulted

Summarise your consultations per school below

Schools consulted, with summary of the nature of your consultations

Ensure the summary of the consultations includes:

- who was consulted
- when the consultation took place
- what was the outcome of the consultation

#	Area	Representative	Outcomes	Response	Delete
1	Stakeholder area/entity e.g. 'School'	Representative of area/entity	Key outcomes of the interaction e.g. endorsement or suggestions	Changes made to the proposal as consequence	

[Add another](#)

Note that, arrangements for recording other stakeholder interactions such as Admissions and accrediting bodies remain unchanged in CAIDi.