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# Academic Program Approval - Procedures

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## Document Number:

3.20.01b

## Topic:

[3.20.01 Academic Program Approval](#) [3]

## Approval Authority:

Academic Registrar

## Last Approval Date:

Monday, April 23, 2018

## Review date:

Sunday, July 7, 2019

## Evaluation Timeframe:

3 Yearly Review

## Audience:

All Staff

## Document Web Links:

[Educational Services for Overseas Students Act \(2000\)](#) [4]

[PPL 1.10.06 Senate Governance Framework - Policy](#) [5]

[PPL 1.30.03 Academic Board - Policy](#) [6]

[PPL 3.20.05 Collaborative Service Teaching](#) [7]

[Guide for Academic Program Approval Submissions](#) [8]

[Academic Board website](#) [9]

[Program Bulletin](#) [10]


## Notes:


April 2018 - new definition in Section 2 - Dual program

## 1. Purpose and Objectives


These procedures are intended to give effect to the uniform implementation of [PPL 3.20.01a Academic Program Approval – Policy](#) [11].

## 2. Definitions, Terms, Acronyms

**Academic Board**  [12] (the Board) - the principal academic advisory body to the University Senate. The Board provides independent authoritative advice to the Senate and the Vice-Chancellor on all matters relating to and affecting University teaching, research and educational programs.

**Academic Calendar**  [13] – a calendar developed by the University that contains important dates, deadlines, events and matters related to students' progress through the academic year. This information includes deadlines for enrolment and fee payments, semester dates, and examination periods.

**Academic Program** – a sequence of study leading to the award of a qualification such as an undergraduate degree or diploma, and/or postgraduate coursework qualification.

**Committee for Academic Programs Policy**  [14] (CAPP) – a committee of the Academic Board. Its role is to consider and advise the Board on matters of educational significance, to maintain the quality and effectiveness of the University's programs.

**Commonwealth Register of Institutions and Courses for Overseas Students** <sup>[15]</sup> (CRICOS) – an Australian Government register listing all Australian education providers offering courses to people studying in Australia on student visas and the courses offered.

**Course** – a distinct unit of study within a program, for which a result is given. Each course is identified by its alphanumeric code, a title and a fixed unit value. Courses are normally completed in one or two semesters.

**Dual program** - a single program of study leading to the simultaneous award of two degrees.

**DVC(A)** - Deputy Vice-Chancellor (Academic)

**Educational Services for Overseas Students Act** <sup>[4]</sup> (ESOS Act) – is Commonwealth Government legislation that ensures providers of education and training are regulated in the delivery of education services to international students. The Act provides for obligations and restrictions on students to comply with the conditions of their student visa. Under the Act, the University is required to monitor and report on some of these conditions to the **Department of Immigration and Border Protection** <sup>[16]</sup> (DIBP).

**Foundation Year program** – a UQ Certificate IV program that prepares international students for study at UQ. The UQ Foundation Year program guarantees graduates admission to a range of UQ programs, provided requirements including quota restrictions, grade point average, subject prerequisite and English language proficiency are met.

**Faculty Board of Studies** – a Faculty committee which advises the Executive Dean on current and future issues that relate to the development, content, structure and rules pertaining to academic programs. Boards of Studies will generally include representatives of the staff teaching the degree concerned, as well as of students and relevant external professional or employer groups.

**Global Strategy Sub-Committee** – the principal body advising the Vice-Chancellor on matters associated with the University's international education policies, strategy and management.

**Programs Sub-Committee** <sup>[17]</sup> (PSC) - a sub-committee of CAPP that provides advice on changes to programs requiring amendments to program rules. PSC does not have authority to recommend program changes which incorporate academic policy changes.

**Stand-alone Learning Module** – a university-led structured learning endeavour for which participants are not enrolled in a UQ course. Frequently, emphasis is placed on meeting the continuing professional development needs of individuals newly entering a field, returning to a field after a time of non-practice, maintaining currency, or in need of upgrading or updating skills. Stand-alone learning modules are not normally configured in **SI-net** <sup>[18]</sup>.

**Vice-Chancellor** – the chief executive officer of the University.

## 3. Procedures Scope/Coverage

These procedures apply to the approval process for new, amended and discontinued undergraduate and postgraduate coursework programs and non-award studies. They include non-standard program proposals, such as integrated undergraduate or postgraduate coursework or research programs, as well as changes to guaranteed pathway arrangements for the UQ Foundation Year program.

## 4. Procedures Statement

### 4.1 Governance

Governance of the academic program approval process is undertaken as follows:

- a) proposals, including arrangements with third party providers and other institutions, are first endorsed by the Executive Dean for strategic purposes
- b) proposals endorsed by the Executive Dean are submitted first to CAPP for academic review, and then to Academic Board for advice
- c) the DVC(A) considers the advice of the Academic Board before making a recommendation to the Vice-Chancellor.

### 4.2 Executive Deans

**Notification of new and major program initiatives**

Executive Deans consider the strategic aspects of new and major program initiatives before more detailed academic aspects of the programs are developed. Proposals to be submitted to a relevant Executive Dean for consideration are:

- new coursework programs, including those offered offshore only
- structural changes to existing programs (may include new majors and fields of study), including significant changes to program lists
- discontinuations of coursework programs, majors and fields of study
- the offshore offering of existing programs, where a change in curriculum is involved.

Proposals to the Executive Dean will briefly summarise the following information:

- outline of the major program initiative
- justification for the initiative
- estimated demand and business case
- marketing requirements
- resources
- existing staff and infrastructure
- additional staff requirements/infrastructure
- student load issues
- involvement of other faculties/schools in delivery arrangements and advice on consultation process
- potential duplication with other program offerings/faculties/institutes/schools.

## 4.3 Committee for Academic Programs Policy (CAPP)

### New and major program initiatives

CAPP considers the academic and quality assurance aspects of new and major program initiatives and develops academic policies for consideration by the Academic Board. Proposals to be submitted to CAPP for consideration are:

- new coursework programs, including those offered offshore only [[New Programs - Form](#) <sup>[19]</sup>]
- structural changes to existing programs (may include new majors and fields of study) and significant changes to program lists [[New Plans - Form](#) <sup>[20]</sup> or [Structural Amendments - Form](#) <sup>[21]</sup>]
- discontinuations of coursework programs, majors and fields of study [[Discontinuations - Form](#) <sup>[22]</sup>]
- offshore offering of existing programs, where there is a change in curriculum involved
- new dual programs created from existing programs [[New Dual Programs - Form](#) <sup>[23]</sup>]
- introduction of, and changes to, non-award programs (e.g. enhanced studies, enrichment studies) [[New Course Submission and Non-Award Studies - Form](#) <sup>[24]</sup>]
- changes to guaranteed pathway arrangements and admission requirements for the UQ Foundation Year program [[Structural Amendments - Form](#) <sup>[21]</sup>]
- nomenclature amendments to programs, majors and fields of study [[Nomenclature Amendments - Form](#) <sup>[25]</sup>]
- suspension of existing programs, majors and fields of study.

### Detailed proposals for major and minor program changes

Programs Sub-Committee (PSC) provides compliance oversight, on behalf of CAPP, to ensure that the detailed aspects of program proposals comply with the University's academic policy framework. Proposals to be submitted to PSC, for consideration on behalf of CAPP, include changes to programs requiring amendment to program rules [[Program Rules - Form](#) <sup>[26]</sup>].

Program variations to the Academic Calendar and courses to be offered in non-standard teaching periods [[Variations to the Academic Calendar - Form](#) <sup>[27]</sup>] will be submitted for approval, via [app@uq.edu.au](mailto:app@uq.edu.au) <sup>[28]</sup>, to the President, Academic Board.

### Approval of new courses or changes to existing courses

Approval to offer new courses is normally to the responsibility of the relevant Faculty. However, occasionally details of a new course [[New Course Submission and Non-Award Studies - Form](#) <sup>[24]</sup>] may need to be considered by CAPP. This can occur when the course:

- forms part of an introduction of a new program or new study sequence in an existing program
- details quality assurance arrangements [[Academic Quality Assurance Statements - Form](#) <sup>[29]</sup>] for offshore program offerings
- is planned to be offered outside a standard teaching period
- requires consultation with relevant academic units that can contribute to respective areas of discipline expertise, including adherence to the requirements of [PPL 3.20.05 Collaborative Service Teaching - Policy](#) <sup>[7]</sup>
- requires consultation with relevant external and accreditation bodies.

## 4.4 Approval of Stand-alone Learning Modules

Stand-alone learning modules must be approved and quality assured. This is normally the responsibility of the relevant school. However, approval and/or quality assurance may be differently managed at the discretion of the Executive Dean or Deputy Vice-Chancellor (Academic).

## 5. Deadline for Submissions

Proposals must be submitted to CAPP and PSC, via [app@uq.edu.au](mailto:app@uq.edu.au) [28], in accordance with the [submission deadlines](#) [14] displayed on the [Academic Board website](#) [30].

## 6. Regulatory Requirements

In accordance with [PPL 1.10.06 Senate Governance Framework](#) [5], the Vice-Chancellor exercises delegated authority from the Senate. The Vice-Chancellor receives advice from the Academic Board when exercising powers delegated to him by Senate under [PPL 1.10.06 Senate Governance Framework](#) [5] for the approval of new programs and changes to existing programs.

In the case of new programs available to international students, the Vice-Chancellor's approval of preliminary proposals referred by Academic Board will allow the University to meet the provisions of the ESOS Act by obtaining a CRICOS program code. A CRICOS program code will enable the program to be marketed.

## 7. Program Bulletin

The [Program Bulletin](#) [10] provides details of submitted program proposals, and progress of these submissions through the committee approval process.

The aim of the Program Bulletin is to:

- facilitate information sharing at each stage of program development
- encourage communication and collaboration
- encourage wider scrutiny and early resolution of cross-faculty issues
- document the progress of proposals through the various stages of approval
- provide access to relevant forms.

## 8. Quality Assurance Arrangements for Offshore Program Offerings and Third Party Providers (including both onshore and offshore institutions)

Faculties must establish, manage and review quality assurance arrangements for all offshore program offerings and arrangements with third party providers, including both onshore and offshore institutions.

A quality assurance statement for an offshore program offering and third party providers ([Academic Quality Assurance Statements - Form](#) [29]) must be submitted to the Vice-Chancellor as part of:

- the program approval process (where the offshore offering involves the development of a new program) and/or
- the development a partnership arrangement, where an offshore program offering and third party arrangement involves a partner institution (either domestic or international).

Quality assurance arrangements must be developed, implemented and managed by faculties for the following offshore and third party program arrangements:

- offshore offering of an entire UQ program;
- any third party arrangement of an entire UQ program;
- offshore offering of part of a UQ program;
- third party arrangement to teach part of a program;
- offshore programs delivered in collaboration with a partner institution.

Faculties must address principles outlined in the [Academic Quality Assurance Statements form](#) [29] when developing quality assurance statements for their offshore program and third party offerings. Faculties are required to develop a business case for

offshore proposals, for submission to the Global Strategy Sub-Committee for consideration. Where offshore delivery of an existing program requires a change to that program's curriculum, a proposal must be developed and submitted as per section 4.3 of these procedures.

Where no curriculum change is required, Executive Deans must submit the business case to the Global Strategy Sub-Committee and a quality assurance statement to the Vice-Chancellor.

Faculties must address principles outlined in the [Academic Quality Assurance Statements form](#) <sup>[29]</sup> when developing Quality Assurance statements for third party arrangements for program offerings onshore.

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#### **Workflow State:**

Approved

#### **Evaluation Method Details:**

Academic Policy and Programs Committee for Academic Program Policy (CAPP) Academic Board Academic Registrar TRIM Record F14/4080

#### **Approval Text:**

Approved by Academic Registrar on 23 April 2018.

#### **Editors:**

[Mr Diego Rodriguez Perez](#) <sup>[31]</sup>

[Ms Kelly Williamson](#) <sup>[32]</sup>

[Ms Erica Ward](#) <sup>[33]</sup>

#### **Subscribers**

[Ms Kristy Ramirez](#) <sup>[35]</sup>

[Mrs Amanda Buckley](#) <sup>[36]</sup>

[Ms Caron Crossan](#) <sup>[37]</sup>

[Mr Diego Rodriguez Perez](#) <sup>[31]</sup>

[Ms Keira Anderson](#) <sup>[38]</sup>

[Ms Julie Waldron](#) <sup>[39]</sup>

[Ms Erica Ward](#) <sup>[33]</sup>

#### **Custodians**

Academic Registrar Mr Mark Erickson

[academic.registrar@uq.edu.au](mailto:academic.registrar@uq.edu.au) <sup>[41]</sup>

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<https://sharepoint.admin.uq.edu.au/sites/ABC/programbulletin/Reference%20Information/Program%20Approval%20Guide%20for%20Submissions%20Nov%202016.pdf>

[9] <https://academic-board.uq.edu.au/>

[10] <https://sharepoint.admin.uq.edu.au/sites/ABC/programbulletin/default.aspx>

[11] <https://ppl.app.uq.edu.au/content/3.20.01-academic-program-approval#policy>

[12] <http://www.uq.edu.au/academic-board/index.html>

[13] [http://www.uq.edu.au/events/calendar\\_view.php?category\\_id=16](http://www.uq.edu.au/events/calendar_view.php?category_id=16)

[14] <http://www.uq.edu.au/academic-board/capp>

[15] <http://cricos.deewr.gov.au/Default.aspx>

[16] <http://www.border.gov.au/>

[17] <http://www.uq.edu.au/academic-board/programs-sub-committee>

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[27] <http://ppl.app.uq.edu.au/node/1803#Forms>

[28] <mailto:app@uq.edu.au>

[29] <http://ppl.app.uq.edu.au/node/604#Forms>

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