

New Educational Products Policy

Section 1 - Purpose

- (1) The purpose of this Policy is to ensure that the University has a suite of viable educational products that align with the University's vision, strategic objectives, and the needs of students, as well as the requirements of industry, disciplinary fields, scholarly understandings, and national and global priorities.
- (2) This Policy specifies the process by which new educational products are developed and approved by the University.
- (3) This Policy is part of Stage 1 Ideation of the Curriculum Lifecycle Framework and should be read in conjunction with all policies and procedures specific to this Stage and the Curriculum Lifecycle Framework.

Scope

- (4) This Policy applies to all Macquarie University educational products including all award courses of study and non-award programs of study except Postgraduate Higher Degree Research awards.

Section 2 - Policy

- (5) New educational products will be developed in consideration of current and emerging areas of student demand, as well as the requirements of industry, disciplinary fields, scholarly understandings, and national and global priorities.
- (6) All proposed educational products will have the strategic and business merits of the proposal approved before the academic merits of a proposal are considered by the relevant approval authority.
- (7) The development of educational products is informed by:
 - a. University and faculty strategy;
 - b. relevant institutional educational frameworks;
 - c. institutionally agreed data;
 - d. robust and regular analysis of the Higher Education sector at national and international levels;
 - e. market research, workforce trends and societal need;
 - f. detailed financial analysis; and
 - g. the latest sectoral trends, including delivery, fees, terms, and conditions.

Section 3 - Procedures

Part A - New Course of Study, Course Component or Enabling Program

- (8) A new course, course component or enabling program is presented to the Education Strategy Committee for consideration and endorsement.
- (9) The Education Strategy Committee will consider the strategic and feasibility case of a new course, course

component or enabling program. The Course or Faculty Authority is responsible for ensuring detailed feasibility information is provided, including resource requirements that considers:

- a. staffing;
- b. IT infrastructure and/or support;
- c. Library requirements, including subscriptions, licensing and support;
- d. equipment requirements;
- e. facility requirements; and
- f. other resourcing requirements not otherwise mentioned.

(10) Where required the Education Strategy Committee may request the Vice-President, Professional Services to provide a market evaluation for the strategic case and/or request the Faculty Executive Director (or equivalent) to complete a detailed business case in order for the Education Strategy Committee to make a full consideration for endorsement.

(11) The Faculty Authority and Course or Program Authority are responsible for ensuring that appropriate consultation with all key and potentially impacted stakeholders is undertaken.

(12) The Education Strategy Committee considers the case for the new course, course component or enabling program and:

- a. recommends the proposal to the Vice-Chancellor for approval; or
- b. rejects the proposal.

(13) The Vice-Chancellor may request the case for the new course, course component or enabling program be presented to the Executive Group for endorsement.

(14) Where required, the Executive Group considers the endorsement by the Education Strategy Committee and:

- a. recommends the proposal to the Vice-Chancellor for approval; or
- b. rejects the proposal.

(15) Following recommendation of an endorsed proposal, the Vice-Chancellor will:

- a. approve the proposal to proceed to the accreditation approval process (see [Course of Study Accreditation Policy](#)); or
- b. reject the proposal.

Part B - New Units of Study

(16) A new unit of study must be proposed as a core unit in at least one course of study, course component or enabling program.

(17) The appointed Course or Unit Authority is responsible for ensuring that appropriate consultation with all key and potentially impacted stakeholders is undertaken.

(18) The Course or Unit Authority will complete the required fields within the [Curriculum Management System](#).

(19) The Course or Unit Authority is responsible for ensuring detailed unit feasibility information is provided, including resource requirements that considers:

- a. staffing;
- b. IT infrastructure and/or support;
- c. Library requirements, including subscriptions, licensing and support;
- d. equipment requirements;
- e. facility requirements; and
- f. other resourcing requirements not otherwise mentioned.

(20) For new units of study that are a core unit within a new course of study, course component or enabling program the proposal for a new unit of study must be considered in conjunction with the new course of study, course component or enabling program to ensure it is fit for purpose.

(21) The new unit will be considered by the Faculty Education Committee or equivalent which will:

- a. endorse the proposal and recommend it to the Faculty Board (or equivalent) for approval; or
- b. reject the proposal.

(22) The new unit will be considered by the Faculty Board or equivalent which will:

- a. approve the proposal, which proceeds to implementation, or in the case of a new unit of study to be designated as PACE or Capstone, endorse the proposal and recommend it to the Academic Standards and Quality Committee for approval of the designation; or
- b. reject the proposal.

(23) In the case of a new unit of study designated as PACE or Capstone, the Academic Standards and Quality Committee will:

- a. approve the designation as the Authorised Agent of Academic Senate; or
- b. reject the designation.

Part C - New Microcredential or Micro program

(24) The process for approval of a new microcredential or micro program is outlined within the [Microcredentials Policy](#).

Part D - Other New Non-Award Programs

(25) The Designated Authority proposing the new non-award program is responsible for providing detailed information to the approval authority to facilitate the approval process.

(26) The Designated Authority proposing the new non-award program is responsible for ensuring that appropriate consultation with all key and potentially impacted stakeholders is undertaken.

(27) The Designated Authority is responsible for ensuring detailed feasibility information is provided, including resource requirements that considers:

- a. staffing;
- b. IT infrastructure and/or support;
- c. Library requirements, including subscriptions, licensing and support;
- d. equipment requirements;
- e. facility requirements; and
- f. other resourcing requirements not otherwise mentioned.

(28) The new program will be considered by the Executive Dean or, in the case of a program proposed by the Macquarie University College, the Deputy Vice-Chancellor (Academic) who will:

- a. approve the proposal; or
- b. reject the proposal.

Part E - Responsibilities

(29) Responsibilities for the development of new courses of study, course components or enabling programs are:

- a. the Education Strategy Committee will endorse new courses of study, course components or enabling programs and recommend to the Vice-Chancellor for approval;
- b. the Executive Group may, upon request of the Vice-Chancellor, also endorse new courses of study, course components or enabling programs and recommend to the Vice-Chancellor for approval;
- c. the Faculty Executive Director may, upon request of the Education Strategy Committee, complete a business case for a new course of study, course component or enabling program;
- d. the Vice-President, Finance and Resources may, upon request of the Education Strategy Committee, provide a market evaluation for a new course of study, course component or enabling program; and
- e. the Faculty or Course or Program Authority:
 - i. ensures appropriate consultation with all key and potentially impacted stakeholders is undertaken; and
 - ii. finalises the strategic and academic cases to facilitate the approval and accreditation of new courses of study, course components or enabling programs.

(30) Responsibilities for the development of new units of study or non-award products are:

- a. the Course or Unit Authority finalises the strategic and academic cases to facilitate the approval of new units of study;
- b. the Faculty Education Committee (or equivalent) endorses new units of study and makes a recommendation to Faculty Board;
- c. the Faculty Board (or equivalent) will approve a new unit of study, or in the case of a new unit of study to be designated as PACE or Capstone, endorse the proposal and make a recommendation to the Academic Standards and Quality Committee on the designation of a unit of study as PACE or Capstone; and
- d. the Academic Standards and Quality Committee as the Authorised Agent of Academic Senate approves the designation of a unit of study as PACE or Capstone.

Section 4 - Guidelines

(31) Nil.

Section 5 - Definitions

(32) The following definitions apply for the purpose of this Policy:

- a. Award Courses of Study is a sequence of learning that culminates in a qualification within the [Australian Qualifications Framework](#).
- b. Course Authority is the person assigned by a Faculty or equivalent, to perform certain roles within the Curriculum Lifecycle processes at a Senior Leadership level, for example: Deputy Dean, Associate Dean, Associate Director.

- c. Curriculum Lifecycle Framework charts the journey of an award course, course component or unit from idea to disestablishment, including the processes and policies for their accreditation, revision, monitoring and review, and re-accreditation. It can also be applied to non-award educational products that still require institutional oversight.
- d. Educational Products are the award courses of study and non-award programs of study offered by the University.
- e. Education Strategy Committee is a sub-committee of the Executive Group. It provides input and support in the development of a vision for education and execution of an education strategy.
- f. Faculty Authority is the person assigned by a Faculty or equivalent, to perform certain roles within the Curriculum Lifecycle processes at a Senior Leadership level, for example: Deputy Dean, Associate Dean, Associate Director.
- g. Enabling Programs are programs provided for the purpose of enabling a person to be able to undertake a higher education award but do not themselves qualify that person for a higher education award.
- h. Non-award program of study is a sequence of learning that does not culminate in a qualification with the [Australian Qualifications Framework](#).

Status and Details

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