

Coursework Unit - New Mode of Offering Policy

Section 1 - Purpose

(1) Formal approval of coursework unit offerings is concerned with adherence to standardised processes to ensure that unit offerings conform to the minimum expected standard for learning and teaching materials.

(2) It is expected that faculties will have established formal approval processes which articulate into the University process.

Overview

(3) A coursework unit can be offered in a number of modes.

(4) Government legislation defines three types of modes of offerings:

- a. Internal – attendance at the institution is required on a regular basis; or regular attendance is not required but there is an agreed schedule for the purposes of supervision and / or instruction. [This is defined in the Schedules of Units at Macquarie University as an availability of either D and / or E.]
- b. External – special arrangements are made for lesson materials, assignments etc to be delivered to the student, and any associated attendance at the institution is of an incidental, irregular, special or voluntary nature. [This is defined in the Schedules of Units at Macquarie University as an availability of X.]
- c. Multi-modal (called composite at Macquarie University) – a mix of internal and external arrangements. [This is defined in the Schedules of Units at Macquarie University as an availability of Xc. All units identified as composite, must also have an availability of X in the same study period.]

(5) Academic Senate is currently responsible for the approval of new, deleted and revised units.

(6) Responsibility for the approval of coursework unit offerings lies with the Executive Dean of the Faculty owning the unit, exercising delegated authority from the Academic Program Committee.

Scope

(7) All staff involved in teaching, reviewing, approving and managing coursework unit offerings.

Section 2 - Policy

(8) Academic Senate approves a coursework unit only for the mode (or modes) of offering detailed on the New Unit Proposal form.

(9) Formal written approval is required from the Executive Dean for the offering of a coursework unit in any mode other than that for which it was originally approved. The Executive Dean in this instance is the Executive Dean of the Faculty that is responsible for the teaching of the unit. If the teaching is shared across more than one faculty, each Executive Dean must give their approval in writing for any change in the mode of offering of a coursework unit.

(10) In proposing a different mode of offering, the relevant academic department, through the Faculty's Learning and

Teaching Committee, must demonstrate to the Executive Dean that the proposed mode of offering takes account of available resources, is relevant to the curricula, is compliant with policy and regulatory frameworks, and aligns with Faculty and University objectives.

(11) Approval for a coursework unit offering must have been given by the Executive Dean prior to the published start date of the unit offering.

(12) Retrospective approval for a new mode of unit offering is not permitted.

(13) Direct consultation must have occurred with all relevant academic and administrative support units concerning resource implications of a proposed new mode of offering.

(14) In the case of a proposal to offer a coursework unit in the external or composite mode, the Executive Dean can only approve the proposal if satisfied that it will not disadvantage students, particularly in relation to the requirements of the [Educational Services for Overseas Students Act 2000](#) and accompanying [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (National Code 2018).

Compliance and Breaches

(15) The University may commence applicable disciplinary procedures if a person to whom this Policy applies breaches this Policy (or any of its related procedures).

Section 3 - Procedures

(16) Refer to the [Coursework Unit - New Mode of Offering Procedure](#).

Section 4 - Guidelines

(17) Refer to the [Coursework Unit - New Mode of Offering Guideline](#).

Section 5 - Definitions

(18) Commonly defined terms are located in the University [Glossary](#).

Status and Details

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Effective Date	22nd February 2021
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