

Coursework Unit - New Mode of Offering Procedure

Section 1 - Purpose

(1) To provide the procedures to be followed when a proposal for a new mode of offering is submitted for a coursework unit that is different to the mode which was originally approved by Academic Senate.

Section 2 - Policy

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

Section 3 - Procedure

(3) This Procedure requires actions by the following:

- a. Academic Senate;
- b. Director, Student Administration;
- c. Faculty Learning and Teaching Committee; and
- d. Head of Department.

Academic Senate

(4) You are required to approve the coursework unit for offer.

Head of Department

(5) You must ensure the resources, relevance to the curricula, compliance with relevant policy and regulatory frameworks, and alignment with University objectives have all been met prior to submitting the proposal to the Faculty's Learning and Teaching Committee for consideration.

Proposals that involve more than one academic department must each satisfy the stated requirements of each Department.

Faculty Learning and Teaching Committee

(6) You are required to consider all proposals for a new mode of offering for a coursework unit.

(7) The Executive Dean of the Faculty owning the coursework unit must certify that the proposal has the support of the Faculty's Learning and Teaching Committee.

(8) You are required to forward the approved submission to the Registrar. The submission is to consist of one of the following forms, completed and signed by the Executive Dean:

- a. New Unit Proposal;
- b. Late Change to the Schedule of Undergraduate Units; or

c. Late Change to the Schedule of Postgraduate Units.

Director, Student Administration

(9) You are required to check that the documentation is complete.

If the documentation is not complete, refer the matter to the relevant Head of Department and copy to the relevant Associate Dean, Learning and Teaching.

Head of Department

(10) If you or Associate Dean, Learning and Teaching wish to pursue the proposal, a new submission must be prepared. The submission must address the issues identified by the Academic Program Section.

Director, Student Administration

(11) For all approved requests, you are responsible for ensuring advice relating to a new mode of offering for a coursework unit is provided in a timely manner to all sections of the institution, for action as appropriate.

Section 4 - Guidelines

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

Section 5 - Definitions

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

Status and Details

Status	Historic
Effective Date	22nd February 2021
Review Date	1st April 2021
Approval Authority	Deputy Vice-Chancellor (Academic)
Approval Date	22nd November 2008
Expiry Date	16th November 2021
Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
Responsible Officer	Taryn Jones Pro Vice-Chancellor (Education) +61 2 9850 2796
Enquiries Contact	Taryn Jones Pro Vice-Chancellor (Education) +61 2 9850 2796