

# Program and Course Policy – Appendix 1

Table 1 – Coursework program design elements

Award level	Higher education diploma – 1 year	Associate degree - 2 years	Bachelor degree – 3 years	Bachelor degree – 4 years	#Bachelor honours degree – 4 years	Bachelor honours – 1 year	Graduate certificate – 0.5 years	Graduate diploma – 1 year	Masters by coursework – 2 years
AQF award level	5	6	7	7	8	8	8	8	9
Credit points requirement for each award level	96	192	288	384	384	96	48	96	96 to 192
<b>Program elements</b>									
Core courses	As determined by program team								
Options	As determined by program team								
**Majors – 96 credit points minimum requirement	N/A	96	96	96	96	N/A	N/A	N/A	96
**Minors – 48 credit points minimum requirement	N/A	48	48	48	48	N/A	N/A	48	48
WIL – minimum requirement	12	12	24	24	24	N/A	N/A	12	12
Research component – minimum	N/A	N/A	N/A	N/A	36	36	N/A	N/A	12
Capstone experiences	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes
Elective credit points requirement	N/A	12	24	24	24	N/A	N/A	N/A	N/A

# Must include 96 credit points at AQF level 8 learning outcomes.

\*\*There is no requirement for a program to include majors or minors, but where these are present in a program structure they must comprise at least the minimum credit points specified

Table 2 – Program approval and discontinuation

Type of program approval	Approval authority
New higher education award	<ul style="list-style-type: none"> <li>Coursework program – Academic Board on the recommendation of the Programs Committee</li> <li>Research program – Academic Board on the recommendation of the Research Committee</li> </ul>
New offering of an existing award program at a global campus or partner institution	<ul style="list-style-type: none"> <li>Coursework program – Programs Committee</li> <li>Research program or plan – Research Committee</li> <li>For offering at a campus outside Australia – the Campus President</li> </ul>
Change of title of a higher education award	<ul style="list-style-type: none"> <li>Noted by Academic Board</li> </ul>
Amendment to an existing coursework higher education program structure	<ul style="list-style-type: none"> <li>Where the amendment is so substantial that a new plan for the purpose of transitioning students is required – Programs Committee</li> <li>Where the program is offered at a partner institution or campus outside Australia, Programs Committee and Deputy Vice-Chancellor Global Development</li> <li>Where the amendment does not require a new plan for the purpose of transitioning students – College Pro Vice-Chancellor or, for programs managed by a campus outside Australia, the Campus President</li> </ul>
Amendments to a research program structure	<ul style="list-style-type: none"> <li>Research Committee</li> <li>Noted by Academic Board</li> </ul>
New nationally recognised training package qualification or accredited course to scope of registration	<ul style="list-style-type: none"> <li>New vocational education program – ASQA Delegation Panel</li> <li>Replacement of a superseded training package qualification non-equivalent and accredited course – ASQA Delegation Panel</li> <li>Replacement of a superseded training package qualification equivalent – College Deputy Pro Vice-Chancellor, Learning &amp; Teaching</li> <li>Noted by VE Committee and Academic Board</li> </ul>
Amendment to an existing vocational education program structure	<ul style="list-style-type: none"> <li>College Pro Vice-Chancellor</li> <li>Where the program is a new vocational education program in the same discipline area – College Deputy Pro Vice-Chancellor, Learning &amp; Teaching</li> </ul>
New ELICOS program	<ul style="list-style-type: none"> <li>Accredited externally by TEQSA</li> </ul>

Type of program approval	Approval authority
<p>Business Case – new vocational education program in a new discipline, new higher education program or existing higher education program to be offered in new location</p>	<ul style="list-style-type: none"> <li>● College Pro Vice-Chancellor or, for a program to be managed by a campus outside Australia, the Campus President</li> <li>● Where the program is a coursework program, noted by the Deputy Vice-Chancellor Education</li> <li>● Where the program is a research program or plan, noted by the Deputy Vice-Chancellor Research and Innovation</li> <li>● Where the program will be managed by a campus outside Australia, noted by the Deputy Vice-Chancellor Global Development</li> <li>● Where the program is a new vocational education program in the same discipline area – Deputy Pro Vice-Chancellor</li> </ul>
<p>Discontinuation</p> <p>Discontinuation and removal from scope of registration for vocational education program</p>	<ul style="list-style-type: none"> <li>● For a coursework program – College Pro Vice-Chancellor or, for a program to be managed by a campus outside Australia, the Campus President</li> <li>● Where a coursework higher education program has active students, the Deputy Vice-Chancellor Education must approve the transition plan before the discontinuation can proceed</li> <li>● For a research program – Associate Deputy Vice Chancellor, Research Training and Development; noted by Deputy Vice-Chancellor Research and Innovation</li> <li>● For a vocational education program – College Deputy Pro Vice-Chancellor – Learning &amp; Teaching</li> <li>● Where a vocational education program has active students, the Pro-Vice Chancellor Vocational Education and ASQA Delegations panel must approve the transition plan before the discontinuation can proceed</li> <li>● Noted by VE Committee and Academic Board</li> </ul>
<p>New Foundation Studies programs</p> <p>New offering of an existing Foundation Studies program at a global campus or partner institution</p>	<ul style="list-style-type: none"> <li>● Academic Board</li> </ul>
<p>New RMIT English Worldwide program</p>	<ul style="list-style-type: none"> <li>● Academic Board</li> </ul>

Type of program approval	Approval authority
New offering of an existing RMIT English Worldwide program at a campus or partner institution outside Australia	
Amendment to an existing Foundation Studies program structure	<ul style="list-style-type: none"> <li>● Director, Foundation Studies</li> </ul>
Amendment to an existing RMIT English Worldwide program	<ul style="list-style-type: none"> <li>● Director, RMIT English Worldwide</li> </ul>

Table 3 - Course approval

Type of course approval	Approval authority
New course	<ul style="list-style-type: none"> <li>● College managed course – Pro Vice Chancellor or nominee</li> <li>● Course managed at campus outside Australia – Campus President or nominee</li> </ul>
New course offering Part A course guide for new courses	<ul style="list-style-type: none"> <li>● College managed course – Pro Vice Chancellor or nominee</li> <li>● Course managed at campus outside Australia – Campus President or nominee</li> </ul>
Changes to Part A course guide	<ul style="list-style-type: none"> <li>● College managed course – College Deputy Pro Vice Chancellor, Learning and Teaching or delegate</li> <li>● Course managed at campus outside Australia – Campus President or delegate</li> </ul>
Part B course guide	<ul style="list-style-type: none"> <li>● Program manager</li> </ul>
New non-award course	<ul style="list-style-type: none"> <li>● At an Australian campus – dean/head of school or delegate</li> <li>● At a campus outside Australia – head of centre</li> </ul>
New short course	<ul style="list-style-type: none"> <li>● At an Australian campus – dean/head of school or delegate</li> <li>● At a campus outside Australia – head of centre</li> </ul>
Study Tours (Global) offering of existing courses	<ul style="list-style-type: none"> <li>● At an Australian campus – dean/head of school or delegate</li> <li>● At a campus outside Australia – head of centre</li> </ul>