Program and Course Schedule - Approval and Discontinuation

Section 1 - Purpose

(1) This schedule supports the Program and Course Policy by setting out the delegated authorities in the management of approval, amendment and discontinuation of programs, courses, micro-credentials and skill sets offered by the RMIT Group, partners and affiliated third parties.

Section 2 - Authority

(2) Authority for this document is established by the [Program and Course Policy](#).

Section 3 - Scope

(3) This schedule applies to all award, preparatory and non-award programs, training products, courses, credentials, micro-credentials and units of competency offered by the RMIT Group, partners and affiliated third parties.

Section 4 - Schedule

Program Approval and Discontinuation

Type of program approval	Approval authority
New higher education award	1. Coursework program – Academic Board on the endorsement of the Programs Committee 2. Research program – Academic Board on the endorsement of the Research Committee and with the endorsement of the Graduate Research Committee
New offering of an existing higher education award program at a domestic partner institution Change of title of a higher education award	1. Coursework program – Programs Committee 2. Research program – Research Committee with the endorsement of the Graduate Research Committee 3. Noted by Academic Board

Type of program approval	Approval authority
New offering of an existing higher education award program at a global campus or partner institution	1. Coursework program at RMIT Vietnam – Programs Committee on the endorsement of the RMIT Vietnam Education Committee, College Deputy Vice Chancellor and Deputy Vice Chancellor Global Research program at RMIT Vietnam – Research Committee on the endorsement of the RMIT Vietnam Education Committee, College Deputy Vice Chancellor and Deputy Vice Chancellor Global, and with the endorsement of the Graduate Research Committee 2. Coursework program at global partner – Programs Committee on the endorsement of College Deputy Vice Chancellor and Deputy Vice Chancellor Global 3. Noted by Academic Board
Major amendment to an existing coursework higher education program	1. Programs Committee, on the endorsement of the College Deputy Vice Chancellor 2. Where the program is offered at RMIT Vietnam, Programs Committee on the endorsement of the Deputy Vice Chancellor Global, College Deputy Vice Chancellor, and RMIT Vietnam Education Committee 3. Where the program is offered at a partner outside Australia, Programs Committee on the endorsement of the College Deputy Vice Chancellor and Deputy Vice Chancellor Global 4. Noted by Academic Board
Minor amendment to an existing coursework higher education program	1. College Deputy Vice Chancellor 2. Where the program is offered at RMIT Vietnam, College Deputy Vice Chancellor on the endorsement of RMIT Vietnam Education Committee 3. Noted by Academic Board
Amendments to a research program	1. Research Committee on the endorsement of Graduate Research Committee 2. Noted by Academic Board
New nationally recognised training package qualification or accredited course to RMIT's scope of registration	1. New vocational education program – ASQA Delegation Panel 2. Replacement of a superseded training package qualification non-equivalent and accredited course – ASQA Delegation Panel 3. Replacement of a superseded training package qualification equivalent – College Deputy Vice Chancellor 4. Noted by Vocational Education Committee and Academic Board
New skill set	1. College Deputy Vice Chancellor 2. Skillsets that have a unit or units of competency that are not already on RMITs scope of registration - ASQA Delegation Panel 3. Noted by Vocational Education Committee and Academic Board
Amendment to an existing vocational education program structure	1. College Deputy Vice-Chancellor

Type of program approval	Approval authority
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	1. College Deputy Vice-Chancellor on the endorsement of General Manager College Operations 2. For a Research program – College Deputy Vice Chancellor on the endorsement of the Graduate Research Committee 3. Where a program will be offered at a global partner - College Deputy Vice-Chancellor on the endorsement of the Associate Deputy Vice Chancellor International and General Manager College Operations
Business case – new higher education program or existing higher education program to be offered in RMIT Vietnam	1. College Deputy Vice-Chancellor on endorsement of the General Manager College Operations and the Vietnam Leadership Team
Discontinuation of a higher education program	1. For a coursework program – College Deputy Vice Chancellor 2. For a research program – College Deputy Vice Chancellor on the endorsement of Graduate Research Committee. Where a research program has active students, the Research Committee must approve the transition plan before the discontinuation can proceed. 3. For a program to be managed by RMIT Vietnam, College Deputy Vice Chancellor, on endorsement of the Deputy Vice Chancellor Global and the RMIT Vietnam Education Committee 4. For a program to be managed at a partner location outside Australia, College Deputy Vice Chancellor, on endorsement of the Deputy Vice Chancellor Global 5. Where a coursework higher education program has active students, the Programs Committee must approve the transition plan before the discontinuation can proceed. 6. Noted by Academic Board
Discontinuation of a vocational education program	1. College Associate Deputy Vice-Chancellor, Learning and Teaching 2. Where the discontinuation requires student transition into a non-equivalent program, ASQA Delegation Panel 3. Noted by Vocational Education Committee and Academic Board
New ELICOS program	1. Program and location approved by TEQSA 2. Noted by Academic Board
New Foundation Studies program or new offering of an existing Foundation Studies program at a domestic location	1. Program and location approved by TEQSA on the endorsement of Academic Board
New offering of an existing Foundation Studies program at a global campus or partner institution	1. Approved by Academic Board, with notification to TEQSA
New English non-award preparation program or amendment to existing program used as direct entry equivalence (non ELICOS)	1. Approved by Chief Executive Officer of RMIT Training 2. Noted by Academic Board
New offering of an existing RMIT English Worldwide program at a campus or partner institution outside Australia	1. Approved by the Chief Executive Officer of RMIT Training 2. Noted by Academic Board
Amendment to an existing ELICOS program	1. Approved by the Chief Executive Officer of RMIT Training 2. A significant amendment is to be noted by Academic Board
Amendment to an existing Foundation Studies program	Where the amendment is defined by the Standards as significant: 1. Approval by TEQSA 2. Endorse by Academic Board Where the amendment is defined by the Standards as not significant: 1. Approval by Academic Board 2. Notify TEQSA

Course Approval

Type of course approval	Approval Authority
New course	College owned course – College Deputy Vice Chancellor Research courses – Research Committee on the endorsement of Graduate Research Committee Course offered at RMIT Vietnam – College Deputy Vice Chancellor, noted by RMIT Vietnam Education Committee
New course offering Part A course guide for new courses	College owned course – College Deputy Vice Chancellor or nominee Research courses – noted by the Graduate Research Committee Course offered at RMIT Vietnam – College Deputy Vice Chancellor, noted by RMIT Vietnam Education Committee
Changes to Part A course guide	College owned course – College Deputy Pro Vice-Chancellor, Learning and Teaching or delegate Research courses – noted by Graduate Research Committee Course managed at RMIT Vietnam – College Deputy Pro Vice-Chancellor, Learning and Teaching or delegate, noted by RMIT Vietnam Education Committee
Changes to Part B course guide	Program manager
Stackable non-award course(s) which lead to credit transfer in a new or existing award program	Academic Board on endorsement of Programs Committee and the Micro-credentials Programs Committee
New non-award short course	Micro-credentials Programs Committee
New micro-credential	Micro-credentials Programs Committee
Study Tours (Global) offering of existing courses	Dean/Head of School or delegate

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Policy Owner	Sherman Young Deputy Vice-Chancellor Education
Policy Author	Sherman Young Deputy Vice-Chancellor Education
Enquiries Contact	Academic Policy

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