Program and Course Approval Processes

March 2022

RMIT
UNIVERSITY

—
Program and Course Approval Processes
RMIT University

Objective

These processes support the [Program and course policy](). They set detailed guidelines for program and course design, approval, delivery, management, and discontinuation. They are intended for all staff with responsibility for these activities.

Scope

All programs and courses offered by RMIT Group institutions, except secondary education programs (VCE and VCAL) which are designed and delivered in accordance with the requirements of the relevant secondary education authority, and non-award programs including Foundation Studies and ELICOS which are delivered in accordance with the relevant national standards.

Unless specified otherwise, all instructions in this document apply to both higher education and vocational education programs.

Note: This document is not exhaustive and advice should be sought from the relevant University groups when required.

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Program lifecycle – higher education coursework programs

Program proposals

1.1 Approval authorities required for higher education program proposals are outlined in the Program and course policy – refer to Table 2 - program approval and discontinuation.

1.2 Program development timelines must align with deadlines published in the program submissions calendar.

1.3 The college office or secretariat must register all proposals for new programs, change of title, new offering of an existing program and program discontinuations on the Program Lifecycle Register (PLR).

1.3.1 For registration of a program proposal on the PLR, a HEPAT Part A must first be submitted to the college DVC or campus for president approval.

1.3.2 The HEPAT Part A should be approved by the college DVC or campus president prior to further program development.

1.3.3 Instructions for using the PLR are available in the 'user guide'. Please contact program. approvals@rmit.edu.au for access or further information.

1.4 While CPA and PQD staff are available to provide advice for all program developments, all documentation for endorsement, approval and/or configuration must be submitted via the college or campus office. The college or campus executive can provide further nominations for staff authorisation to submit documentation. Contacts for submission of program proposal documentation are:

1.4.1 CPA: cpa@rmit.edu.au

1.4.2 PQD: program.approvals@rmit.edu.au

1.4.3 CRICOS: cricos@rmit.edu.au.

1.5 No new program or program offering, or amended program offering, can be advertised or commence delivery until the relevant RMIT University approval authorities have:

1.5.1 approved its feasibility (via the HEPAT forms and/or business case)

1.5.2 approved the academic case.

1.6 No new program or program offering:

1.6.1 requiring Australian Commonwealth financial support under the *Higher Education Support Act* can commence delivery until it has been registered with the Commonwealth Government

1.6.2 intended to be available to international students in Australia can commence delivery until it has been issued a CRICOS code

1.6.3 required to be registered with any other national regulator of tertiary education programs, can commence delivery until it has been registered.

1.7 For a double degree offered through more than one college, any proposal to establish, amend or discontinue a program requires approval from both college DVCs or campus president where a component degree is owned by RMIT Vietnam.

1.8 Where a program proposal involves service teaching, the proposal must confirm that a service teaching agreement is in place, see clause 25.

1.9 Where programs require students to undertake courses involving travel at their own expense, the rationale for this must be provided in the program proposal, and, once the program is approved, must be stated prominently in all program information provided to applicants.

1.10 An RMIT program must be delivered in English before it is offered in another language, so that learning and assessment materials can be aligned with internal and external compliance standards before they are translated.

1.11 The documentation for program proposals is described in table 1A below.

1.12 The documentation to be completed for program proposals is available at Program and course forms.

1.13 Refer to Appendix D for a summary of the program lifecycle form submission processes.

New programs

See Appendix E: New program approval process diagram.

1.14 Program development timelines for new programs must align with deadlines published in the program submissions calendar.

1.15 Development of the new program proposal requires the following documentation:

Table 1A: Documentation for higher education program proposals

Document	Recipient
Higher Education Program Approval Template: ▪ HEPAT Part A ▪ HEPAT Part C ▪ HEPAT Part D Higher education course forms (for any new/amended courses)	CPA
Business case for submission: ▪ HEPAT Part B ▪ Costing models, attestation form and any further metrics requested by University Financial Services and/or the college governance	College DVC or campus president
Academic case: ▪ Cover sheet ▪ Program guide ▪ Course guide (for any new courses)	PQD
CRICOS application form (for onshore programs enrolling overseas students)	Compliance, Risk and Regulation

Refer to Appendix A for further details.

1.16 The HEPAT and higher education course forms must first be completed in accordance with the college or campus governance processes and then submitted to cpa@rmit.edu.au for program configuration. For enquiries about the process for a given college, please refer to the following college or campus contacts:

1.16.1 College of Business and Law: Academic Program Governance Services (bus.apgs@rmit.edu.au).

1.16.2 College of Design and Social Context: Academic Services (dscacademicservices@rmit.edu.au).

1.16.3 STEM College: Program Development and Approval (seh-pda@rmit.edu.au).

1.16.4 RMIT Vietnam: SRS Support (srs.support@rmit.edu.vn).

1.17 Program configuration by CPA will create the program guide shell/s for College/school staff to populate.

1.18 The academic case should be developed using the Program Proposal Checklist.

1.19 Following college endorsement, the academic case should be submitted to program.approvals@rmit.edu.au as follows:

1.19.1 Program guides: The program guide draft for the plan/s that is the subject of the proposal should be in 'Submitted' status in the Program Guide System and saved in .pdf format.

1.19.2 Course guides: Completed Part A course guide templates, in Microsoft Word, should be submitted for all new and amended courses that are to be included in the proposal.

1.19.3 Other supporting documentation: All other supporting documentation (e.g. documented consultation with RMIT Online, RMIT Vietnam, colleges and/or schools) should be collated and saved in .pdf format.

1.20 on submission, PQD will arrange review of the academic case by members of the Program Quality Advisory Panel (PQAP).

1.21   The full academic case must be re-submitted to PQD with all amendments incorporated or otherwise responded to as a result of the PQAP review.

1.22   The business case must be submitted to PQD for the DVCE to note.

1.23   PQD will arrange submission of the academic case to the DVCE for endorsement, and submission for Academic Board approval, keeping the college or campus office and CPA informed of the outcome.

1.24   on approval of the academic case by Academic Board:

1.24.1   CPA finalises the SAMS configuration of affected programs/plans/courses to reflect the approval and publishes the program guide if it is already in an endorsed state.

1.24.2   CPA notifies nominates college and central business unit contacts, including Analytics and Insights, Financial Services, and Global Marketing and Student Recruitment.

1.24.3   College academic development officers submit the completed CRICOS form to CRR for the application to be lodged with TEQSA.

1.25   The college notifies Marketing and Admissions and updates the Enrolment Program Structures (EPS), if necessary.

Change of program title

See Appendix F: Change of program title approval process diagram.

1.26   Program development timelines for title changes must align with deadlines published in the program submissions calendar.

1.27   Development of a proposal for a change to program title requires the following documentation:

Table 1B: Documentation for higher education change of program title

Document	Recipient
Higher Education Program Approval Template: • HEPAT Part A • HEPAT Part C • HEPAT Part D Higher education course forms (for any new/amended courses)	CPA
Academic case: • Cover sheet • Program guide • Course guide (for any new/amended courses)	PQD
CRICOS application form (for onshore programs enrolling overseas students)	Compliance, Risk and Regulation

1.28   The HEPAT and higher education course forms must first be completed in accordance with the college or campus governance processes and then submitted to cpa@rmit.edu.au. For enquiries about the process for a given college, please refer to the following college or campus contacts:

1.28.1   College of Business and Law: Academic Program Governance Services (bus.apgs@rmit.edu.au).

1.28.2   College of Design and Social Context: Academic Services (dscacademicservices@rmit.edu.au).

1.28.3   STEM College: Program Development and Approval (seh-pda@rmit.edu.au).

1.28.4   RMIT Vietnam: SRS Support (srs.support@rmit.edu.vn).

1.29   Program and course configuration by CPA will create the program guide shell/s for college/school staff to populate.

1.30   The academic case should be developed using the Program Proposal Checklist.

1.31   Following college endorsement, the academic case should be submitted to program.approvals@rmit.edu.au as follows:

1.31.1   Program guides: The program guide draft for the plan/s that is the subject of the proposal should be in 'Submitted' status in the Program Guide System and saved in .pdf format.

1.31.2   Course guides: Completed Part A course guide templates, in Microsoft Word, should be submitted for all new and amended courses that are to be included in the proposal.

1.31.3   Other supporting documentation: All other supporting documentation (e.g. documented consultation with RMIT Online, RMIT Vietnam, colleges and/or schools) should be collated and saved in .pdf format.

1.32 On submission, PQD will arrange review of the academic case by members of the PQAP.

1.33 The full academic case must be re-submitted to PQD with all amendments incorporated or otherwise responded to as a result of the PQAP review.

1.34 PQD will arrange submission of the academic case to the DVCE for endorsement, and submission for Academic Board approval, keeping the college office and CPA informed of the outcome.

1.35 On approval of the academic case by Academic Board:

1.35.1 CPA finalises the SAMS configuration of affected programs/plans/courses to reflect the approval and publishes the program guide if it is already in an endorsed state.

1.35.2 CPA notifies nominated college and central business unit contacts, including Analytics and Insights, Financial Services, and Global Marketing and Student Recruitment.

1.35.3 College academic development officers submit the completed CRICOS form to CRR for the application to be lodged with TEQSA.

1.36 The college notifies Marketing and Admissions and updates the EPS, if necessary.

New offering of an existing award program at a campus or partner institution outside Australia

See Appendix G: New offering of an existing award program at a campus or partner institution outside Australia approval process diagram.

— Refer to partnered delivery guidance materials for further details.

1.37 Before the first program to be offered at a new partner or campus can be submitted for approval of the HEPAT Part A by the college DVC or campus president, the partnership must first undergo strategic assessment by the process set out under the Global Partner Approval Process. Award programs offered through new partners may need to be reported to TEQSA. Consult CRR for advice.

1.38 To establish a new agreement and/or delivery program with an existing partner, please consult the relevant subject expert and submit your proposal via the Global Partner Lifecycle Register (GPLR).

1.39 Development of the proposal for a new offering of an existing award requires the following documentation:

Table 1C: New offering of an existing award program at a campus or partner institution outside Australia

Document	Recipient
Higher Education Program Approval Template: ▪ HEPAT Part A ▪ HEPAT Part C ▪ HEPAT Part D Higher education course forms (for any new/amended courses)	CPA
Business case for submission: ▪ HEPAT Part B ▪ Costing models, attestation form and any further metrics requested by University Financial Services and/or the college governance	College DVC or campus president
Academic case: ▪ Cover sheet ▪ Program guide ▪ Course guide (for any new/amended courses)	PQD
CRICOS application form (for onshore programs enrolling overseas students)	Compliance, Risk and Regulation

1.40 The HEPAT and higher education course forms must first be completed in accordance with the college or campus governance processes and then submitted to cpa@rmit.edu.au. For enquiries about the process for a given college, please refer to the following college or campus contacts:

1.40.1 College of Business and Law: Academic Program Governance Services (bus.apgs@rmit.edu.au).

1.40.2 College of Design and Social Context: Academic Services (dscacademicservices@rmit.edu.au).

1.40.3 STEM College: Program Development and Approval (seh-pda@rmit.edu.au).

1.40.4 RMIT Vietnam: SRS Support (srs.support@rmit.edu.vn).

1.41 Program configuration by CPA will create the program guide shell/s for college/school staff to populate.

1.42 The academic case should be developed using the Program Proposal Checklist.

1.43 Following college endorsement, the academic case should be submitted to program.approvals@rmit.edu.au as follows:

    1.43.1 Program guides: The program guide draft for the plan/s that is the subject of the proposal should be in 'Submitted' status in the Program Guide System and saved in .pdf format.

    1.43.2 Course guides: Completed Part A course guide templates, in Microsoft Word, should be submitted for all new and amended courses that are to be included in the proposal.

    1.43.3 Other supporting documentation: All other supporting documentation (e.g. documented consultation with RMIT Online, RMIT Vietnam, colleges and/or schools) should be collated and saved in .pdf format.

1.44 On submission, PQD will arrange review of the academic case by members of the PQAP.

1.45 The full academic case must be re-submitted to PQD with all amendments incorporated or otherwise responded to as a result of the PQAP review.

1.46 The business case must be submitted to PQD for the DVCE to note.

1.47 PQD will arrange submission of the academic case to the DVCE for approval, and submission to Academic Board for noting, keeping the college or campus office and CPA informed of the outcome.

1.48 On approval of the academic case by the DVCE:

    1.48.1 CPA finalises the SAMS configuration of affected programs/plans/courses to reflect the approval and publishes the program guide if it is already in an endorsed state.

    1.48.2 CPA notifies nominated college and central business unit contacts, including Analytics and Insights, Financial Services, and Global Marketing and Student Recruitment.

1.49 The college should consult the Global Enrolment Services team in ARG Enrolment and Student Records, particularly if students are to enrol via Enrolment Online.

1.50 The college notifies Marketing and Admissions and updates the EPS, if necessary.

New offering of an existing award program via RMIT Online

1.51 The relevant partnership manager for RMIT Online should be consulted as a first step in any proposal to offer an existing program via RMIT Online.

1.52 Development of the proposal for a new offering of an existing award via RMIT Online requires the following documentation:

Table 1D: New offering of an existing award program via RMIT Online

Document	Recipient
Higher Education Program Approval Template: • HEPAT Part A • HEPAT Part C • HEPAT Part D Higher education course forms (for any new/amended courses)	CPA
Business case for submission: • HEPAT Part B • Costing models, attestation form and any further metrics requested by University Financial Services and/or the college governance	College DVC or campus president
Academic case: • Cover sheet • Program guide • Course guide (for any new courses)	PQD

1.53 The HEPAT and higher education course forms must first be completed in accordance with the college or campus governance processes and then submitted to cpa@rmit.edu.au. For enquiries about the process for a given college, please refer to the following college contacts:

    1.53.1 College of Business and Law: Academic Program Governance Services (bus.apgs@rmit.edu.au).

    1.53.2 College of Design and Social Context: Academic Services (dscacademicservices@rmit.edu.au).

1.53.3 STEM College: Program Development and Approval (seh-pda@rmit.edu.au).

1.53.4 RMIT Vietnam: SRS Support (srs.support@rmit.edu.vn).

1.54 Program configuration by CPA will create the program guide shell/s for college/school staff to populate.

1.55 The academic case should be developed using the Program Proposal Checklist.

1.56 Following college endorsement, the academic case should be submitted to program.approvals@rmit.edu.au as follows:

1.56.1 Program guides: The program guide draft for the plan/s that is the subject of the proposal should be in 'Submitted' status in the Program Guide System and saved in .pdf format.

1.56.2 Course guides: Completed Part A course guide templates, in Microsoft Word, should be submitted for all new and amended courses that are to be included in the proposal.

1.56.3 Other supporting documentation: All other supporting documentation (e.g. documented consultation with RMIT Online, RMIT Vietnam, colleges and/or schools) should be collated and saved in .pdf format.

1.57 On submission, PQD will arrange review of the academic case by members of the PQAP.

1.58 The full academic case must be re-submitted to PQD with all amendments incorporated or otherwise responded to as a result of the PQAP review.

1.59 The business case must be submitted to PQD for the DVCE to note.

1.60 PQD will arrange submission of the academic case to the DVCE for approval, and submission for Academic Board for noting, keeping the college office and CPA informed of the outcome.

1.60.1 The DVCE receives the business case for noting.

1.61 On approval of the academic case by the DVCE:

1.61.1 CPA finalises the SAMS configuration of affected programs/plans/courses to reflect the approval and publishes the program guide if it is already in an endorsed state.

1.61.2 CPA notifies nominated college and central business unit contacts, including Analytics and Insights, Financial Services, and Global Marketing and Student Recruitment.

1.62 The college notifies Marketing and Admissions and updates the EPS, if necessary.

1.63 For OUA programs, school/college to update CourseLeaf with approved program and course data.

Major amendment to an existing program

See Appendix H: Major amendment to existing program approval process diagram.

1.64 Program development timelines for major amendments must align with deadlines published in the program submissions calendar.

1.65 A program change is considered major where the proposal involves:

1.65.1 an amendment to the program so substantial that a new plan is required for the purpose of transitioning students

1.65.2 replacement or redesign of 50% or more of courses within a program

1.65.3 a program change that a school/industry cluster/college foresees could affect external and/or professional accreditation arrangements

1.65.4 creation of a new major or minor

1.65.5 CPA or PQD flagging a proposal as a major amendment on review.

1.66 For major changes, a program transition plan detailing course equivalencies and other transition arrangements must be included in the program guide.

1.67 Development of the proposal for a major change to an existing program requires the following documentation:

Table 1E: Major amendment to an existing program

Document	Recipient
Higher Education Program Approval Template: ▪ HEPAT Part C ▪ HEPAT Part D Higher education course forms (for any new/amended courses)	CPA
Academic case: ▪ Cover sheet ▪ Program guide for the new program/plan (if applicable) ▪ Program guide for the existing program/plan ▪ Course guide (for any new/amended courses) ▪ Transition plan ▪ Transition letter template/s for all affected students enrolled (where required)	PQD
CRICOS application form (for onshore programs enrolling overseas students), where required	Compliance, Risk and Regulation

1.68 The HEPAT and higher education course forms must first be completed in accordance with the college or campus governance processes and then submitted to cpa@rmit.edu.au. For enquiries about the process for a given college, please refer to the following college or campus contacts:

    1.68.1 College of Business and Law: Academic Program Governance Services (bus.apgs@rmit.edu.au).

    1.68.2 College of Design and Social Context: Academic Services (dscacademicservices@rmit.edu.au).

    1.68.3 STEM College: Program Development and Approval (seh-pda@rmit.edu.au).

    1.68.4 RMIT Vietnam: SRS Support (srs.support@rmit.edu.vn).

1.69 Program configuration by CPA will create the program guide shell/s (if necessary) for college/school staff to populate.

1.70 The academic case should be developed using the Program Proposal Checklist.

1.71 Following college endorsement, the academic case should be submitted to program.approvals@rmit.edu.au as follows:

    1.71.1 Program guides: The program guide draft for the plan/s that is the subject of the proposal should be in 'Submitted' status in the Program Guide System and saved in .pdf format.

    1.71.2 Course guides: Completed Part A course guide templates should be submitted for all new and amended courses that are to be included in the proposal.

    1.71.3 Other supporting documentation: All other supporting documentation (e.g. documented consultation with RMIT Online, RMIT Vietnam, colleges and/or schools, and transition letter samples) should be collated and saved in .pdf format.

1.72 PQD may request the academic case be resubmitted with amendments before seeking DVCE approval.

1.73 PQD will arrange submission of the academic case to the DVCE for approval, keeping the college office and CPA informed of the outcome.

1.74 For changes to programs offered at global partners, the proposal must also be sent to the DVC GD for approval.

1.75 On approval of the academic case by the DVCE:

    1.75.1 CPA finalises the SAMS configuration of affected programs/plans/courses to reflect the approval and publishes the program guide if it is already in an endorsed state.

    1.75.2 CPA notifies nominated college and central business unit contacts, including Analytics and Insights, Financial Services, and Global Marketing and Student Recruitment.

1.76 The college notifies Marketing and Admissions and updates the EPS, if necessary.

Changes to programs offered via partner institutions outside Australia

1.77   The dean/head of school (or nominee) emails Global Development (int.partners@rmit.edu.au) with summary details of the proposed change to a program offering at an approved RMIT partner. The email should state:

    1.77.1   the partner

    1.77.2   the program code and title

    1.77.3   the program plan code and title

    1.77.4   details of the proposed change.

1.78   Global Development performs an initial assessment of the proposed change to advise on whether it may have a significant impact on the partner agreement.

    1.78.1   If the change is assessed as having a possibly significant impact on the partner agreement, Global Development forwards the email to the DVC GD and the DVCE for advice on whether the proposal needs to be submitted for academic and business case approval

    1.78.2   If the change is assessed as having no impact on the partner agreement, the approval follows the processes in the program lifecycle instructions.

1.79   Global Development keeps the school informed of the assessment outcomes.

1.80   If the change is assessed as requiring academic and business case approval, follow the process set out in Table 1C: New offering of an existing award program at a campus or partner institution outside Australia.

Minor amendment to an existing program

See Appendix I: Minor amendment to existing program approval process diagram.

1.81   A program change is considered minor where the proposal involves changes to data and attributes that are not configured in SAMS, or where the configuration changes are less than those defined under major amendments as outlined above.

1.82   A minor amendment must be approved and implemented in accordance with college governance processes.

1.83   Development of the proposal for a minor change to an existing program may require the following documentation:

Table 1F: Minor amendment to an existing program

Document	Recipient
Where the proposal involves program and course configuration: Higher Education Program Approval Template: ▪ HEPAT Part C ▪ HEPAT Part D Higher education course forms (for any new/amended courses)	CPA
Academic case: ▪ Cover sheet ▪ Program guide ▪ Course guide (for any new/amended courses) ▪ Other documentation as specified by college/campus internal governance processes	College or campus secretariat

1.84   Where applicable, the HEPAT and higher education course forms must first be completed in accordance with the college or campus governance processes and then submitted to cpa@rmit.edu.au. For enquiries about the process for a given college, please refer to the following college or campus contacts:

    1.84.1   College of Business and Law: Academic Program Governance Services (bus.apgs@rmit.edu.au).

    1.84.2   College of Design and Social Context: Academic Services (dscacademicservices@rmit.edu.au).

    1.84.3   STEM College: Program Development and Approval (seh-pda@rmit.edu.au).

    1.84.4   RMIT Vietnam: SRS Support (srs.support@rmit.edu.vn).

1.85   For changes to programs offered at partner institutions outside Australia, the proposal must also be sent to the DVC GD for approval.

1.86   Where the amendment requires program configuration:

    1.86.1   Program configuration by CPA will create the program guide shell/s (if necessary) for college/school staff to populate.

1.87   On approval of the academic case:

    1.87.1   the college/campus notifies CPA of the outcome

    1.87.2   CPA finalises the SAMS configuration of affected programs/plans/courses to reflect the approval and publishes the program guide if it is already in an endorsed state

    1.87.3   CPA notifies nominated college and central business unit contacts, including Analytics and Insights, Financial Services, and Global Marketing and Student Recruitment

    1.87.4   The college notifies Marketing and Admissions and updates the EPS, if necessary.

Program discontinuations

See Appendix J: Program discontinuation approval process diagram.

1.88   Proposals to discontinue an existing higher education program are approved by the relevant college DVC or campus president and noted by the Deputy Vice-Chancellor (Education).

1.89   If the proposal involves a discontinuation with active students, requiring a teach out or transition plan, the plan must be approved by the DVCE.

1.90   If the proposal is for discontinuation of a global partner program, Global Development must be consulted before the proposal is initiated.

1.91   The following documentation must be included with the proposal:

Table 1G: Program discontinuations

Document	Recipient
Where the proposal to discontinue involves changes to program configuration: Higher Education Program Approval Template: ▪ HEPAT Part C ▪ HEPAT Part D Higher education course forms (for any new/ amended courses)	CPA
A program discontinuation request form (international) where a program is offered to international students.	International Admissions
Academic case for a discontinuation with active students: ▪ Cover sheet ▪ Discontinuation of a higher education program (or plan) form ▪ Program guide for the discontinued plan/s ▪ Where students are currently enrolled, copies of discontinuation letters and agreements	PQD
Discontinuation CRICOS application form (for onshore programs enrolling overseas students), where required	Compliance, Risk and Regulation

1.92   The HEPAT, higher education course forms (where applicable), and discontinuation of higher education program form must first be completed in accordance with the college or campus governance processes and then submitted to cpa@rmit.edu.au. For enquiries about the process for a given college, please refer to the following college or campus contacts:

    1.92.1   College of Business and Law: Academic Program Governance Services (bus.apgs@rmit.edu.au).

    1.92.2   College of Design and Social Context: Academic Services (dscacademicservices@rmit.edu.au).

    1.92.3   STEM College: Program Development and Approval (seh-pda@rmit.edu.au).

    1.92.4   RMIT Vietnam: SRS Support (srs.support@rmit.edu.vn).

1.93   For a discontinuation with active students:

    1.93.1   the academic case should be developed using the Program Proposal Checklist

    1.93.2   following college endorsement, the academic case should be submitted to program.approvals@rmit.edu.au

    1.93.3   on submission of the academic case, PQD will arrange review of the academic case by members of the PQAP

    1.93.4   the full academic case must be re-submitted to PQD with all amendments incorporated as a result of the PQAP review

    1.93.5   PQD will arrange submission of the academic case to the DVCE for approval, keeping the college office and CPA informed of the outcome.

1.94   On approval of the academic case, CPA finalises the SAMS configuration of affected programs/plans/courses to reflect the discontinuation.

1.95   PQD submit bi-annual updates to Academic Board documenting program discontinuations that have been approved.

1.96   A discontinuation CRICOS application form must be submitted to CRR for discontinuation of CRICOS registered programs.

1.97   The college notifies Marketing and Admissions and updates the EPS, if necessary.

1.98   Active and discontinued programs are reviewed annually for enrolment activity by CPA. Once a discontinued program has no active students enrolled, it become eligible for inactivation. Lists of eligible programs are sent to the colleges for verification before CPA proceeds with inactivation.

Program Quality Advisory Panel (PQAP)

1.99   PQAP membership comprises administrative, academic, and learning and teaching staff from the colleges, RUVN, CPA, PQD, Library, and Careers and Employability. The PQAP is coordinated and chaired by the Senior Coordinator Program Quality and Approval. The PQAP reviews take place by email correspondence when a program submission is submitted to PQD.

1.100   The program proposal owner/s should allow at least 5 to 10 business days for review of the academic case.

1.101   The program proposal contact/s, including nominated college/campus office or secretariat staff, will be notified by PQD when the review of the academic case is complete.

1.102   Feedback will be provided to the program proposal contact/s on a review spreadsheet and/or comments made directly to the submitted documentation.

1.103   The feedback must be actioned according to the classification type ('must fix', 'correction' or 'comment').

1.104   All issues raised through the PQAP review must be responded to by the appropriate college/campus staff responsible for the program proposal.

1.105   All feedback raised as 'must fix' or 'correction' issues must be integrated or otherwise responded to in the academic case.

1.106   A college or campus learning and teaching or governance staff member must verify that all feedback has been actioned.

Program and course administration

1.107   The Academic Registrar will each year circulate to colleges a list of discontinued program plans (other than program plans that are in place to enable exit awards) that have had no active students for three years, seeking advice as to whether there is any reason these should not be made inactive.

1.108   A college or school may cancel a course offering with insufficient enrolments for viability, provided that the students are offered enrolment in other courses that will count towards their completion of program requirements, and their completion is not delayed.

Course lifecycle – Higher Education

2.1   New courses and changes to courses should be approved by the appropriate authority as outlined in the Program and course policy.

2.2   For new courses and/or changes to an existing course or course offerings, the Higher Education Course form must be completed and submitted to CPA.

Inactivating a course

2.3   For a course to be eligible for inactivation as part of a regular course inactivation review:

2.3.1   there must be no active classes for the course in the current or future semesters

2.3.2   the course must not have been offered at least for the last three years

2.3.3   the course must not be prescribed in any active program's current or future program structures.

2.4   Even if a course fulfils all the above criteria, it does not mean it will be inactivated. CPA may exempt some courses such as transfer credit courses and administrative courses that are rarely scheduled.

Approval for short (non-award) courses

2.5   RMIT short courses are non-award courses that offer students the opportunity to quickly enhance professional skills, increase general knowledge in a chosen area or nurture a new talent or hobby.

Students that attend non-award short courses will be awarded an RMIT Statement of Participation on completion of the course.

2.6   The Dean/Head of School/Associate Director may approve delivery of courses that do not result in an enrolment on SAMS and for which only a statement of attendance is issued. Such proposals comprise a short course costing model.

2.7   The school should seek advice from their relevant financial services group on GST exposure.

Program lifecycle – vocational education coursework programs

Program lifecycle – Vocational Education

3.1   This section sets out the approval process within colleges for nationally recognised VET Training Package Qualifications, Skill Sets and nationally accredited courses.

3.2   The status of Training Products on RMIT's Scope of Registration should be monitored by the college/schools. When there is a change to the status of the training product, the college/school determines the appropriate course of action as follows, taking into account if a replacement product has been deemed to be equivalent or non-equivalent:

    3.2.1   Replace superseded training packages with new training products (whether they be equivalent or non-equivalent).

    3.2.2   Discontinue their delivery of a Training Package, with appropriate teach-out arrangements to be put in place.

3.3   For new programs and superseded, non-equivalent programs, these then undergo the ASQA delegation process.

3.4   Academic case and business case proposals are required for:

    3.4.1   new offerings of nationally recognised VET qualifications or nationally VET accredited courses in a discipline/industry area not previously delivered by RMIT

    3.4.2   new offerings that have strategic and/or resource implications

    3.4.3   new offerings of an existing nationally recognised VET qualification or nationally VET accredited course at an approved RMIT partner institution outside Australia or an enterprise outside Australia.

3.5   The documentation for these types of program proposals is described in Appendix B.

ASQA delegation process

3.6   For information on the ASQA delegation process, see Compliance, Regulation and Reporting Google site Australian Skills Quality Authority (ASQA) Delegate Functions.

3.7   A delegation panel allows RMIT to add or withdraw programs from its scope of registration without having to apply to ASQA to do so, or pay the associated fees. The delegation will provide RMIT with the independence to manage its scope of registration.

3.8   The delegation panel requires four weeks' notice that a proposal is forthcoming.

3.9   Completed program documents are sent to college-level administration teams, checked for completeness and sent to the Office of the Deputy Vice-Chancellor Vocational Education (ODVCEVE). A meeting for the delegation panel is scheduled, with papers provided to panel members at least five business days before the meeting.

3.10   ODVCEVE will inform college-level administration teams and the school proposing to offer the qualification of the panel's decision, and send on papers for school recordkeeping purposes.

3.11   ODVCEVE will notify CPA of scope changes approved and TRIM the records.

3.12   CPA configures the approved program and arrange for updates to the scope of registration.

Vocational education transition and/or teach-out

3.13   For a program that needs to be discontinued due to the introduction of a non-equivalent replacement product or RMIT's choice to discontinue offering a program with students currently active in the program, the Discontinuation of a vocational education program (or plan) form (DOCX) must go through the delegation panel for approval before it is sent to CPA to be inactivated in SAMS and subsequently removed from the scope of registration.

3.14   For a program that needs to be discontinued due to the introduction of a non-equivalent replacement product or RMIT's choice to discontinue offering a program and there are no active students in the program, the discontinuance forms can be sent directly to CPA to be inactivated in SAMS.

3.15   CPA will update the scope of registration via ASQA and inform the schools and ODVCEVE when training products are added or removed from scope officially on https://training.gov.au.

3.16   The process for these types of discontinuation has the following stages:

   3.16.1   Consultation with stakeholders (where the discontinuation is an RMIT decision).

   3.16.2   Planning of the discontinuation.

   3.16.3   Where the program has active students, preparation of a transition plan and letters to students.

   3.16.4   Approval of the discontinuation, and of the transition plan where required.

   3.16.5   Actioning of the discontinuation and transition plan.

Registration of the decision to discontinue a vocational education program

3.17   Decisions to discontinue programs or program offerings emerge from periodic (external) reviews of training packages and accredited courses or from (internal) RMIT review and planning processes. The University must also specify the process to be followed in the unlikely event that ASQA directs RMIT to cease delivery of a program.

3.18   Refer to the Discontinuation of a vocational education program (or plan) form (DOCX) immediately after the replacement program appears on the national register or, where the discontinuation is not the result of an external replacement program, at least 18 months before planned discontinuation of intakes.

3.19   To discontinue an offering with an approved partner institution outside Australia, first follow the instructions for Partnered delivery of coursework awards. A decision to discontinue a vocational education partner program may need to be reported to ASQA. Consult CRR for advice.

   3.19.1   Once the decision to discontinue has been endorsed by the DVC GD, continue with planning the discontinuation below. (Note: Under the ESOS legislation a program discontinuation is considered a provider default. The school may have to pay reasonable compensation to applicants who have accepted their future offer or current students if these must be transitioned into a replacement program.)

3.20   It is essential that discontinuations are planned and registered well in advance so that marketing materials can be updated, international applicants can be issued with alternative offers and there is adequate time for consultation with students affected by the discontinuation.

Consultation with stakeholders

3.21   Where a discontinuation is the result of an RMIT internal decision (rather than the superseding of the qualification or its deletion from the training package) consult with the following groups as soon as the decision to discontinue is made:

   3.21.1   Relevant industry groups including the Industry Advisory Committee.

   3.21.2   Students with current enrolments including those on leave of absence. (Note: details of student consultation need to be included in section 22 of the Discontinuation of a vocational education program (or plan) form (DOCX).)

   3.21.3   Program coordinator/Dean/Head of School/Associate Director

3.22   If the program has international students in Melbourne and is to be replaced with a new program, international students can be told that the new program is the reason for the discontinuation, however, the new program cannot be marketed or officially promoted until it has received CRICOS registration.

Planning the vocational education program discontinuation

3.23　Review the relevant ASQA Standard and the General Direction – Learner transition. The discontinuation must be planned to comply with the requirements of these in relation to:

　　　3.23.1　when students must be transferred to a new qualification

　　　3.23.2　the period for which a qualification may be taught out for existing students.

3.24　In Victorian Government funded programs, where the program version is superseded, all students must be taught-out in the old version within one year, as study will not normally be funded beyond one year from the date at which the version is superseded.

3.25　Complete the Discontinuation of a vocational education program (or plan) form (DOCX) to ensure that all impacts of the discontinuation are identified.

3.26　If the discontinuation includes an offering at an RMIT partner institution outside Australia, the discontinuation coordinator consults the Associate Director Global Partnerships to ensure that the partner is aware of the discontinuation and informed about the transition plan for active students. Any communication to the partner about the discontinuation must have the endorsement of the DVC and Deputy Vice-Chancellor Global Development (DVC GD).

Where the vocational education program has active students

3.27　Where there are applicants to the program and/or active students in the program, the discontinuation coordinator completes sections 16 to18 and sections 21 onwards of the Discontinuation of a vocational education program (or plan) form (DOCX) and drafts letters to the students for attachment to the form. See Discontinuation template letters.

3.28　In the event that ASQA direct the University to cease delivery of a vocational education program, the transition plan will include individual counselling to students on their options to continue their study at other providers. The school will approach other providers to facilitate this transfer on the students' behalf.

3.29　If the discontinued program has an offering at an RMIT partner institutions outside Australia, the discontinuation coordinator seeks the input of Global Development in drafting letters to students.

Approval of the vocational education program discontinuation and transition plan (if required)

3.30　Submit the Discontinuation of a vocational education program (or plan) form (DOCX) to the college academic services group for submission to the Associate Deputy Vice-Chancellor Learning and Teaching (ADVC L&T) for approval. If the program has active students, the communications to applicants and/or active students are included with this submission. (Note: if a replacement program is being submitted for approval, and requires a CRICOS code, transition letters to international students must also be attached to the CRICOS code application.)

3.31　If the discontinuation includes an offering at an RMIT partner, the college academic services group submits the discontinuation form to the RMIT manager of the partner contract for endorsement before it is submitted to the ADVC L&T for approval. In the case of partner programs outside Australia, this is the Director, Global Mobility and Entities. The partner contract manager endorsement must be received before the form can be submitted to the DVC for approval.

3.32　The ADVC L&T approves the discontinuation, requires adjustments to the transition plan or declines to approve the discontinuation.

3.33　If the ADVC L&T approves the discontinuation, the college academic services group forwards the discontinuation form to CPA and to Global Marketing and Student Recruitment.

3.34　CPA record the discontinuation so that it is visible to units who will need to take actions in relation to it.

Chapter 3

Actioning of the discontinuation and transition plan for vocational education programs

3.35   The following units of the University receive monthly reports from CPA to ensure that they are aware of impending program/plan discontinuations:

   3.35.1   ARG Admissions

   3.35.2   ARG Enrolment and Student Records

   3.35.3   College marketing managers

   3.35.4   Compliance, Risk and Regulation

   3.35.5   Global Marketing and Student Recruitment

   3.35.6   Global Development

3.36   On approval of the transition plan by the ADVC L&T, the transition of students to replacement programs, or to study at other institutions, is actioned as follows:

   3.36.1   CPA discontinues the program for admissions.

   3.36.2   Global Marketing and Student Recruitment discontinues the program for online international admissions (if offered via the international online admission system).

   3.36.3   The ESOS Compliance unit cancels the CRICOS code, if there is one.

   3.36.4   The college academic services group makes the required changes to the program guide for the discontinued program/plan and (if there is one) the replacement program/plan.

3.37   Where students are to be transitioned to a replacement program or plan:

   3.37.1   The program coordinator or ADVC L&T emails the ARG Student Records team (at ve.records@rmit.edu.au) a spreadsheet of active students in the program whose enrolment is to be transferred to the replacement program/plan. (Note: it is essential that this step occurs before commencement of enrolment.)

   3.37.2   Global Marketing and Student Recruitment sends letters to offered international applicants for study in Australia, and international students in Melbourne, informing them of arrangements for the transition.

   3.37.3   The school/college academic services group sends letters to currently enrolled domestic students in Australia and to students in offerings at RMIT partner institution outside Australia – including any students on leave of absence, excluded for reasons of academic progress or suspended for misconduct.

   3.37.4   Where the program/plan is to be discontinued without replacement, the school/industry cluster/college academic services group writes to all students, including international applicants for study in Australia.

   3.37.5   Where students are to be transitioned to a replacement program, the program team and school/college academic services group:
   — hold a program change event to advise students of the details of the their new program
   — advise ARG Enrolment and Student Records of the details of students that need to be transitioned to the new program.

   3.37.6   Once there are no more active students in the program/plan, CPA inactivates it.

Program lifecycle – research programs

4.1 RMIT Higher Degrees by Research programs comprise:

4.1.1 the conduct of an original research project to be undertaken by a single higher degree candidate under the academic supervision of at least two duly appointed supervisors

4.1.2 development of researcher capabilities by each candidate through formative experience

4.1.3 completion of coursework courses (no more than 33% proportional to the overall program).

4.2 Research programs exist principally to support the organisation of candidature in particular disciplinary fields.

4.3 Coursework offered through research programs may or may not be program specific but may be offered in a variety of program contexts depending on the research methods and capabilities a candidate requires to complete their research.

4.4 All RMIT programs follow a similar format and are subject to the same award criteria regardless of the field of research or the academic organisational unit which owns the program.

4.5 New programs and significant changes to program format or content must be in accordance with the University-wide approach to research training delivery.

4.6 For this reason, before commencing any development requiring program or course approval, colleges and schools must liaise with SGR to ensure that the proposal is aligned with the University approach and supported in-principle by the DVC Research and Innovation.

4.7 Only with in-principle support will the proposing unit be invited to complete the appropriate program and course approval process for the relevant category.

4.8 Program proposals are categorised as:

4.8.1 new program

4.8.2 change of program title

4.8.3 amendment to existing program structure:

4.8.4 major amendment – this includes offering of a new program plan at a different campus (delivery of RMIT research programs with partners is approved via the Collaborative Research Training Agreement CRTA approval process within the framework of existing Melbourne programs)

4.8.5 minor amendment

4.8.6 discontinuation.

Higher education program and course approval criteria that apply to research programs

4.9 The following criteria for all program and course approvals also apply to approvals related to research programs:

4.9.1 Program proposals must align with the college or campus governance processes before any part of a Higher Education Program Approval Template (HEPAT) is submitted.

4.9.2 Program development processes within the college or campus must include appropriate consultation, benchmarking and endorsement by the nominated research committee. Contact the college or campus office for further advice and information.

4.9.3 SGR and CPA staff may provide advice and guidance on program developments and the appropriate processes to follow.

4.9.4 All program developments, documentation for endorsement, approval and/or configuration must be submitted via the college or campus office. These areas may provide further nominations for staff authorisation to submit documentation.

4.10   No new program or program offering, or amended program offering, can be advertised or commence delivery until the relevant RMIT University approval authorities have:

   4.10.1   approved its feasibility (via the HEPAT forms)

   4.10.2   approved the academic case.

4.11   No new program or program offering:

   4.11.1   requiring Australian Commonwealth financial support under the *Higher Education Support Act* can commence until it has been registered with the Commonwealth Government

   4.11.2   intended to be available to international students in Australia can commence delivery until it has been issued with a CRICOS code.

4.12   Contacts for submission of documentation are:

   4.12.1   SGR: grc.sgr@rmit.edu.au (SGR will liaise with CPA once all documentation is received)

   4.12.2   CRICOS: cricos@rmit.edu.au.

4.13   See Appendix C for the documentation required for research program proposals.

   —   For more information on the approval route for different categories of research program and course approval, please see Appendix K: Research program and course approval pathways diagram.

New research programs and minor or major amendments to existing programs

4.14   The circumstances under which research programs may require development are rare. These are likely to be driven by one or more of the following:

   4.14.1   Organisational restructure.

   4.14.2   Change in enterprise-wide approach to program management and resourcing.

   4.14.3   Change in regulatory landscape.

   4.14.4   Outcome of program quality review.

   4.14.5   Amendments to existing programs may be more common than development of entirely new programs. The same process applies to amendment proposals as to new program proposals. The only difference is in the approval path (see Appendix K for more details).

4.15   Amendments are considered major if they involve:

   4.15.1   configuration of a new plan

   4.15.2   offering of an existing program at a different RMIT campus (e.g. Vietnam)

   4.15.3   changes to the requirements for completion of the degree (i.e. the number of core options and elective courses have changed).

4.16   Prior to developing the academic and business cases, proposers, with the support of their college DVC, should contact SGR for advice on any proposal concerning program development.

4.17   With in-principle support for a new research program provided by the ADVC RT&D on behalf of the DVC R&I, the appropriate academic member of staff with responsibility for HDR program management and coordination prepares a proposal (see below for requirements):

   4.17.1   Completed HEPAT form Part A and D, and completed higher education course form/s for any new or amended courses.

   4.17.2   Rationale (what organisational, program management, business or academic driver has prompted this proposal. SGR can provide advice on content).

   4.17.3   Academic documentation comprising Academic Board cover sheet, a program guide and course guide for any new or amended courses.

   4.17.4   CRICOS application form (for onshore programs enrolling overseas students) for submission to CRR.

4.18   The proposer then submits the above documentation, completed and endorsed by the relevant authorities (see Appendix K for more details), to SGR.

4.19   SGR coordinates the approvals process from this point and forwards the HEPAT and higher education course form/s to CPA for configuration.

Chapter 4

4.20 SGR will undertake initial review and advise proposers where a more in-depth review is required via Graduate Research or Research Committee. This is at the discretion of the ADVC RT&D and the DVC R&I.

4.21 Proposers are responsible for making and resubmitting any revisions or amendments to their proposal which are requested in the final stages of the approvals process.

4.22 On the occasion of final approval, SGR will instruct CPA to finalise the program, plan and course configuration required for implementation, and submit the CRICOS application submitted to CRR.

Research programs offered with a partner institution outside Australia

4.23 Research programs offered with a partner institution outside Australia are not handled through the *Program and Course policy* framework since these are managed within an existing program through the Collaborative Research Training Agreement process and approval path.

4.24 Collaborative Research Training Agreements include:

    4.24.1 joint delivery of research training

    4.24.2 joint award through a cotutelle agreement

    4.24.3 a double-badged award through a double-badged PhD agreement.

4.25 Candidates enrolled through these agreements are enrolled in existing RMIT Melbourne programs.

4.26 All existing HDR programs may be offered through such partnerships.

Discontinuation of research programs

4.27 Proposals to discontinue a research program are approved by the ADVC RT&D. The following documentation should be included with the proposal:

    4.27.1 Program guide for the discontinued plan/s.

    4.27.2 Discontinuation of a higher education program (or plan) form (DOCX 66KP 11p); and

    4.27.3 Copies of discontinuation letters, agreements and how obligations to sponsors will be handled where students are currently enrolled.

4.28 If the proposal involves a transition plan, the plan must be noted by the DVC R&I and Academic Board.

4.29 If the proposal involves SAMS configuration for the discontinued plans, the processes outlined above for major and minor changes to existing programs must be followed.

4.30 A CRICOS cancellation form must be submitted to CRR for discontinuation of CRICOS registered programs.

4.31 For enquiries about the new program proposals or program discontinuance please contact grc.sgr@rmit.edu.au.

Program guides

5.1 A program guide is created for each program plan leading to an award. The program guide sets out the program requirements a student must fulfil to be eligible for the award.

5.2 A program guide is created for each intermediate award, even where these are only available as exit awards.

5.3 The program manager is responsible for ensuring that the information in program guides is correct and up-to-date. For coursework programs, the discipline head (where relevant) and deputy dean/head of school (or equivalent), learning and teaching oversee the provision of program guides. For Higher Degree by Research (HDR) programs, the HDR coordinator and deputy dean/head of school, research and innovation oversee the provision of program guides. This must be ensured annually and prior to Open Day.

5.4 The program guide informs students about whether the program requires in-person attendance or can be undertaken entirely online.

5.5 The program guide for a plan and location states the entry requirements in terms of the qualifications and scores most relevant to applicants who are citizens in that location.

    5.5.1 The University English language entry requirement is IELTS 6.5 or equivalent. Refer to the minimum entry requirements for further information.

5.6 Where a program sets shorter recency requirements for previous study to receive credit transfer or advanced standing, or waives the recency requirement for advanced standing, this must be stated in the articulation and pathways section of the program guide otherwise the standard recency requirement of ten years for transfer credit applies.

5.7 RMIT is transitioning to a requirement where inherent requirements are defined for a program. The entrance requirements sections must include a statement that students must meet the inherent requirements.

5.8 Programs must hold active professional accreditation status by the relevant body to be described as such in the program guide.

    5.8.1 Language pertaining to a pending professional accreditation status such as 'seeking accreditation' must not be used.

    5.8.2 Program guides must not describe a program offering or plan as having professional accreditation until that accreditation is confirmed.

    5.8.3 Where a professionally accredited program is offered at a new campus or partner location, the colleges are responsible for confirming the accreditation status of the new offering and amending program guide information accordingly.

5.9 Where core courses differ between locations, and programs lead to professional accreditation, the program guide identifies which courses are required for professional accreditation for each additional offering.

    5.9.1 For example, if a partner institution outside Australia requires a specific course offering to meet accreditation requirements for that location, the program guide accreditation statement for that location plan must advise students of courses that must be taken to fulfil accreditation requirements.

5.10 The following information about work integrated learning (WIL) must be included in program guides:

    5.10.1 The designated WIL courses are identified by course code and title with a statement about the various types of WIL activities (e.g. placement, project) that are included in the program.

    5.10.2 That WIL activities in courses may vary in different locations and/or with different cohorts.

    5.10.3 Details of any non-academic requirements such as immunisations, visas, police and working with children checks, referring readers to the course guides for the costs of these. These details must also be included in online information about the program provided to prospective students.

    — For further detail refer to the WIL guidance material.

Nominal program duration and volume of learning

5.11 The nominal program duration stated in a program guide should be the AQF volume of learning appropriate to the AQF qualification type, expressed in terms of a full-time enrolment in the two Melbourne standard semesters per year. That is, one AQF year equals two Melbourne standard higher education semesters with a full-time enrolment of 48 credit points per semester, or two Melbourne vocational education semesters with a full-time enrolment of 720 scheduled contact hours in total for both semesters.

5.12 If a program can be offered both on full-time and part-time basis, in its program guide, the full-time basis is quoted first, and then the part-time basis afterwards, in this exact format, e.g. "3 years full-time, 6 years part-time" or "6 months full-time, 12 months part-time."

5.13 The defined program credit points to complete must comply with the AQF volume of learning appropriate to the AQF qualification type.

    5.13.1 The credit points total for the program can only be reduced if all students, in all locations where the program is offered, would otherwise need to be granted a standard amount of credit for a required entry qualification.

        — For example, if all students entering a two year master program are required to have a bachelor honours degree in the same discipline, and all receive 96 credit points of credit transfer or master exemptions for this, then the credit points total for the master program can be 96 credit points (one year) rather than the normal volume of learning for a master program, 192 credit points (two years).

5.14 Higher Degrees by Research program duration and volume of learning are specified in the Higher Degrees by Research policy.

5.15 Scheduled contact hours for vocational education programs cannot exceed the maximum funded hours available for the qualification.

    5.15.1 No changes may be made to the scheduled contact hours of a program or plan during a calendar year without approval from Analytics and Insight, and Financial Services.

    5.15.2 No changes may be made to the duration of a program or plan.

    5.15.3 No changes may be made to the nominal teaching hours per EFTSL of a program or plan.

Chapter 5

Course guides

6.1 The course guide is the approved statement of course requirements and as such forms part of the enrolment agreement with the student.

6.2 The course guide comprises the Part A course guide, and the Part B course guide if there is one. The Part A course guide provides an overview of learning activities, resources and assessment for a course across all locations and delivery modes, and indicates how these will help the student achieve the course learning outcomes. The Part B course guide contains more detailed information for each delivery of a course specific to a location and teaching period (or class, in the case of flexible terms).

6.3 For courses in coursework programs, the ADVC L&T/VPA or delegate (usually the program manager), or equivalent, and Dean/Head of School/Associate Director, learning and teaching (or equivalent) oversee the provision of course guides.

6.4 For courses in Higher Degree by Research (HDR) programs, the HDR coordinator and deputy dean/head of school, research and innovation (or equivalent) oversee the provision of course guides.

6.5 The course coordinator is responsible for ensuring that the information in course guides is correct, up-to-date and published prior to student commencement of the enrolment process.

6.5.1 Where a course is offered in a standard teaching period, the school must publish Part B course guides to students not later than the first day of the relevant teaching period.

6.5.2 Where a course is offered in an optional term, the school must publish Part B course guides to students not later than the first day of the relevant class.

6.5.3 Colleges and campuses may institute their own publication deadlines to fall before first day of the relevant teaching period.

6.6 Where a course is offered in flexible terms, the course coordinator can publish Part B course guides at their discretion, as follows:

6.6.1 One Part B course guide that applies to all classes in a given flexible term.

6.6.2 One Part B course guide for each class scheduled in the flexible term.

6.7 A Part B course guide is not required for research courses in Higher Degree by Research programs.

6.8 A vocational education program may be exempted from publishing Part B course guides by the Associate Deputy Vice-Chancellor, Learning and Teaching of the relevant college.

6.9 A Part B course guide is required for all higher education coursework course offerings.

6.10 Requirements for Part A and B course guides are included in table 6A:

Table 6A: Course guide requirements

Course guide	Includes the following information
Part A ▪ Published for each course ▪ Provides sufficient information to guide enrolment	▪ Credit points or (in vocational education courses) nominal hours ▪ Prerequisites and corequisites ▪ Course learning outcomes and, for vocational education courses, National Competency Codes, elements ▪ Assessment requirements ▪ A weighted average mark (WAM). A course's course guides Part A should contain a statement that this course will count toward a student's WAM if taken under an honours program ▪ A designated work integrated learning (WIL) course in a program. A statement to this effect must be included in the course guide Part A.

Course guide	Includes the following information
Part B	▪ Name and contact details of staff responsible for the course and their availability. ▪ Details of tutors and technicians. ▪ Duration and mode of delivery – in particular, whether the course is (a) only available online or (b) can be taken either online or face-to-face, or (c) requires students to attend on campus – and if so, for what period. ▪ Whether an assessment task is a hurdle that must be passed in order to pass the course, regardless of the final marks received. Hurdle assessments are used in a higher education courses only where they are required for the purposes of safety or professional accreditation, registration or licensing requirements. ▪ For designated WIL courses: — Details of any non-academic requirements such as immunisations, visas, police and working with children checks, and the costs of these. — The requirement for completion of WIL agreements, schedules and relevant insurance documentation before commencing the WIL activity. — Assessment requirements aligned to WIL activities. ▪ Where further detailed requirements for assessment tasks are stated in the course materials held within the learning management system, the course guide must inform students that this is the case.

Assessment in course guides

Note: this section refers to the treatment of assessment items in course guides. For information about assessment policy and process refer to the Assessment and assessment flexibility policy and Assessment processes.

6.11   The assessment section of Part A course guides states:

6.11.1   the assessment tasks

6.11.2   the weighting allocated to each assessment task (except in competency-based courses, where assessment tasks are not weighted)

6.11.3   any other requirements for satisfactory completion of the course or module

6.11.4   how the assessment is related to the course learning outcomes.

6.12   In courses for higher education coursework programs, no assessment task may be weighted at more than 50% of the total mark for the course unless:

6.12.1   the course is a research component of the program

6.12.2   the higher weighting is approved as an exception by the Associate Deputy Vice-Chancellor, Learning and Teaching (or Vice-President). Grounds for such exceptions may include pedagogical reasons or external accreditation requirements.

6.13   Such changes will be communicated to students as soon as practicable.

6.14   Where a change to assessment approved by the dean/head of school changes an assessment due date, students must be given at least five working days' notice of the new due date.

6.15   For detailed requirements in relation to design of assessment, submission of assessment and feedback on assessment see the Assessment processes.

6.16   Courses must have equivalent assessment and the same learning outcomes across all locations and modes of delivery including face-to-face, intensive, distance, online and where the course involves travel.

6.16.1   See Appendix L: Equivalence and comparability of courses offered in multiple locations for further information.

6.17   Assessment tasks should not require a student to purchase a textbook or any other resource in order for them to access, complete or submit assessment.

Requirement of early assessment task in introductory courses (vocational education and higher education coursework programs)

6.18   Courses for the first year of coursework programs must offer an early assessment task (formative or summative):

    6.18.1   in the first four weeks of teaching (where the course is offered over a standard 12 to 16 week teaching period)

    6.18.2   in the first third of the teaching period (where the course is delivered in intensive mode).

6.19   Vocational education programs must conduct an early assessment activity in order to support student progress and provide the opportunity to identify any additional support requirements.

6.20   Feedback on early assessment tasks must be provided to students in time to enable improvements in learning:

    6.20.1   within two weeks of the submission date for the assessment (where the course is offered over a traditional 12 to 16 week teaching period)

    6.20.2   within a proportionally shorter time (where the course is delivered in intensive mode).

Chapter 6

Appendices

Appendix A

Documentation for higher education program proposals

Document	Description	Endorsement	Approval	Submitted to	For advice contact
HEPAT Part A	A concept proposal with statement of intent that is socialised through the Program Lifecycle Register (PLR)	N/A	College PVC or campus president	College or campus office	College or campus office
HEPAT Part C	Program structure and system configuration for a new offering	College academic development group (or equivalent)	As per college or campus internal governance processes	College or campus office (who must submit to CPA)	▪ College or campus office ▪ CPA
HEPAT Part D	Program configuration	As above (see HEPAT Part C)	As above (see HEPAT Part C)	As above (see HEPAT Part C)	▪ College or campus office ▪ CPA
Higher education course form	Course configuration	As above (see HEPAT Part C)	As above (see HEPAT Part C)	As above (see HEPAT Part C)	▪ College or campus office ▪ CPA
Course Guide Part A: Course overview	The course guide is the approved statement of course requirements and as such forms part of the enrolment agreement with the student. Submitted for new and amended courses	College or school learning and teaching committee or working group (or campus equivalent)	▪ New courses: college PVC or campus president ▪ Existing courses: college deputy pro-vice chancellor, learning and teaching or delegate for college-managed courses, and campus president or delegate for RMIT Vietnam-managed courses	College or campus office (who must submit to PQD)	▪ College or campus office ▪ PQD
Cover sheet	Overview and rationale for a program proposal. Must use the Academic Board template	PVC and/or DVCE	▪ DVCE (when noted by Academic Board) or ▪ Academic Board	College or campus office (who must submit to PQD)	▪ College or campus office ▪ PQD

Document	Description	Endorsement	Approval	Submitted to	For advice contact
Academic case	Refers to the: • cover sheet • program guide/s and if required: • course guide/s • transition letter template	PVC and/or DVCE	• New programs: Academic Board • Title changes, new offerings via partners, major changes requiring new academic plans: DVCE (noted by Academic Board) • Other program changes: College PVC or campus president	College or campus office (who must submit to PQD)	• College or campus office • PQD
Business case (or feasibility study) HEPAT Part B costing model	• Provides college PVC or campus president with assurance that a proposed program is viable • Documentation may include the HEPAT Part B, costing model and other metrics determined by the college governance	• Stakeholder dependent (see consultation matrix in HEPAT Part B) • Financial Services provides the attestation form	College PVC or campus president	• College or campus office • (costing model must be submitted to Financial Services)	• College or campus office • Financial Services
CRICOS application form	An approved program requires CRICOS registration to enrol international student visa holders in Australia	College PVC or delegate	Principal Executive Officer (PEO)*	International Compliance	International Compliance
Discontinuation form (Section A)	Notifying the university of the college's intent to cease a program offering	Dean/head of school or equivalent	College PVC or campus president (noted by DVCE)	College or campus office (who must submit to CPA, International Admissions, and PQD for DVCE noting)	• College or campus office • CPA
Discontinuation form (Section B – Transition plan)	The strategy for transitioning and teaching-out a program discontinuation with active students	College PVC or campus president	DVCE	College or campus office (who must submit to PQD for DVCE approval)	• College or campus office • PQD
Discontinuation CRICOS application form	Removes a discontinued program from the CRICOS register and can only be processed once teach-out is complete	College PVC or delegate	PEO*	International Compliance	International Compliance
Program discontinuation request form (international)	Removes a program from the RMIT International Programs and Fees list making it unavailable to international students for the purposes of admission	Dean/head of school or equivalent	College PVC or delegate	College or campus office (who must submit to International Admissions)	• College or campus office • amm.jones@rmit.edu.au

Appendices

* The Principal Executive Officer is the University delegate as registered on the government reporting system (PRISMS) overseen by Compliance, Risk and Regulation.

Appendix B

Academic and business case documentation for vocational education program proposals

Document	Description	Endorsement	Approval	Submitted to	For advice contact
Vocational education program approval – notice of intent	Required for: - delivery any new or replacement program or skill set Not required for: - variations	N/A	- Head of school/delegate - Deputy PVC L&T - Director, planning and resources for college-managed programs	CPA	- CPA - College ADGs
Business case for approval of new RMIT vocational education programs	Required for: - new, non-equivalent qualifications Not required for: - updated qualifications/accredited courses that have previously been delivered and will continue to be delivered to the same cohorts with the same resources.	- Deputy Director Vocational Education - Head of school or nominee	- Deputy PVC L&T - PVC for college-managed programs	College office for approval by Deputy PVC L&T. Then advice provided to college finance manager once approved.	College ADGs
Academic case	Comprised of: - Proforma 1: Adding new/replacement programs to RMIT SAMS and scope of registration - Training and Assessment Strategy - Staff Qualification Matrix - resources and equipment list - industry support and engagement statement - assessment mapping matrix - completed assessment tools for two units (including one core course) - vocational education discontinuation form (where applicable) - CRICOS form	Head of school	- Deputy PVC L&T - ASQA Delegations Panel	School or college office with all required accompanying documentation	College ADGs

Document	Description	Endorsement	Approval	Submitted to	For advice contact
Proforma 3: approval to vary	To be used when making a variation to a program already on RMIT scope of registration; i.e.: ▪ adding or deleting units of competency to/from the program ▪ changing the nominal hours ▪ changing the duration of the program ▪ creating a new program plan	Head of School or nominee	Deputy Director VE	CPA CPA will advise the Deputy Director Vocational Education and program coordinator when program variations have been made in SAMS.	College ADGs
Vocational education CRICOS application form	▪ Required if the program is offered to international students ▪ To be used to register or amend vocational education programs on CRICOS		Global Development and Performance or delegate	International Compliance Advisor – CRICOS	International Compliance
RTO Operations – Notice of Third Party Contract	Where services are delivered under a third party arrangement, the following proforma must be completed for entry on the RTO Operations – Register of Third Party Contracts			The Office of the Executive Director, Vocational Education	College ADGs
Discontinuation of a vocational education program (or plan) form	To be used to notify CPA when a program is to be replaced, discontinued or archived	N/A	Head of school	CPA	College ADGs

* For new vocational education programs to be offered via Global Partners, please see Partnered Delivery guidance material.

Appendices

Appendix C

Documentation for research program proposals

Document	Description	Endorsement	Approval	Submitted to	For advice contact
HEPAT Part A, C and D	• Part A: A concept proposal with statement of intent • Part C & D: Proposed structure, including coursework program configuration	• Head of school • College PVC/campus president • ADVC RT&D	DVC R&I or nominee	SGR	SGR
Academic and business case	Detailed case for why the proposed provisions may not be accommodated within an existing program framework; program structure and configuration information	• PVC/campus president • DVC R&I	Academic Board	SGR	SGR
Higher education course form	Course configuration	Head of school	• School owned course: College DPVC R&I or nominee • RMITU owned course: DVC R&I or nominee	SGR	SGR
Course Guide Part A: Course overview	The course guide is the approved statement of course requirements and as such forms part of the enrolment agreement with the student. Submitted for new and amended courses	Head of school	• School owned course: College DPVC R&I or nominee • RMITU owned course: DVC R&I or nominee	SGR	SGR
Cover sheet	Overview and rationale for academic case using the Academic Board template	Head of school	• School owned course: College DPVC R&I or nominee • RMITU owned course: DVC R&I or nominee	SGR	SGR
CRICOS application form	An approved program requires CRICOS registration to enrol international student visa holders in Australia	College PVC or delegate	Principal Executive Officer (PEO)*	International Compliance	International Compliance
Discontinuation form, and transition letter template	Notifying the University of the college's intent to cease offering a program offering, as well as transition strategy for enrolled candidates	• Head of school • College PVC or campus president	ADVC RT&D	SGR	SGR
CRICOS cancellation form	Removes a discontinued program from the CRICOS register and can only be processed once transition is complete	College PVC or delegate	PEO*	International Compliance	International Compliance

Appendix D

Program proposal form submission overview

Program approval for higher education coursework programs

All forms are available at Program and course forms.

New Program	Change of Program Title	Offering of an existing program at a new location	Amendment to an existing program: Major	Amendment to an existing program: Minor	Discontinuation: Active Students	Discontinuation: No Active Students
START	START	START	START	START	START	START
HEPAT Part A and PLR	HEPAT Part A and PLR	HEPAT Part A and PLR				
HEPAT Part B and Business Case		HEPAT Part B and Business Case				
HEPAT Part C	HEPAT Part C*	HEPAT Part C	HEPAT Part C	HEPAT Part C*		
HEPAT Part D	HEPAT Part D*	HEPAT Part D	HEPAT Part D	HEPAT Part D*		
HE Course Form*	HE Course Form*	HE Course Form*	HE Course Form*	HE Course Form*		
					Discontinuation Form Section A and PLR	Discontinuation Form Section A And PLR
					Program Discontinuation Form (International)*	Program Discontinuation Form (International)*
					Discontinuation Form Section B (Transition Plan)**	
Academic Case	Academic Case	Academic Case	Academic Case		Academic Case**	
CRICOS Application Form ***	CRICOS Application Form ***	CRICOS Application Form ***	CRICOS Application Form ***		CRICOS Discontinuation Form ***	CRICOS Discontinuation Form ***
END	END	END	END	END	END	END

* Where required

** With active students requiring a teach-out or transition plan

*** For onshore programs enrolling overseas students

Appendix E

New program approval process

Program approval for higher education coursework programs

See list of forms and templates at [Program and course forms](#).

HEPAT Part A approval by College + PLR	HEPAT for submission to CPA	Business case for College PVC	Academic case for PQD	For submission to CRR
Person proposing new program				
START 1. Complete **HEPAT Part A** Check the **RMIT program submissions calendar**.	3. HEPAT for submission to CPA. Complete: **HEPAT Part C & HEPAT Part D**. For any new/ amended courses, complete: **Higher Education Course forms**. 4. Send to cpa@rmit.edu.au	5. Business Case for College. Complete: **HEPAT Part B & Required college/ finance documentation** Send to College PVC / campus President.	6. Refer to the **Program Proposal Checklist**, and complete: **Cover sheet Program Guide Course Guide** (for any new or amended courses). Send to program.approvals@rmit.edu.au	
College PVC or campus President 2. Approves HEPAT Part A.		5a. Approves Business Case. College sends approved Business Case to PQD.		
College or Campus Office/Secretariat 2a. Adds proposal to the Program Lifecycle Register (PLR). **College contacts for process / documentation enquiries:** BUS: bus.apgs@rmit.edu.au DSC: dscacademicservices@rmit.edu.au SEH: seh-pda@rmit.edu.au RMIT Vietnam: srs.support@rmit.edu.vn			6b. PQD provides feedback on Academic Case to College Office. College Office updates Academic Case based on feedback (if needed). 6a. PQD: Arranges review of Academic case by Program Quality Advisory Panel (PQAP).	
PQD: Program Quality & Development team		5b. Approved Business Case goes to DVCE for noting.	6c. The amended academic case re-submitted to PQD. 6d. PQD: Submit Academic case to DVCE for endorsement. 6e. PQD: Submit Academic case to Academic Board for approval. 6f. PQD: Informs College office and CPA of the outcome.	
CPA: Course & Program Admin unit	4a. The program and course guide shells are created for College/school staff to populate.		7a. Upon Academic Board approval: CPA finalises the SAMS configuration and publish the program guide if it is already in an endorsed state. CPA notifies nominated college and central business unit contacts.	7b. College academic development officers submit the completed CRICOS form to CRR. The College notifies Marketing, Admissions, and updates the Enrollment Program Structures (EPS) if necessary. **END**

Appendices

Appendix F

Change of program title approval process

Program approval for higher education coursework programs

See list of forms and templates at [Program and course forms](#).

Appendices

Appendix G

New offering of an existing award program outside Australia approval process

Program approval for higher education coursework programs

See list of forms and templates at [Program and course forms](#).

HEPAT Part A approval by College + PLR	HEPAT for submission to CPA	Business case for College PVC	Academic case for PQD	For submission to CRR

Person proposing new program

START

The partnership must first undergo strategic assessment in consultation with Global Development (where required)

1. Complete **HEPAT Part A**
Check the **RMIT program submissions calendar**.

3. HEPAT for submission to CPA.
Complete:
HEPAT Part C & HEPAT Part D.
For any new/ amended courses, complete: **Higher Education Course forms**.

4. Send to cpa@rmit.edu.au

5. Business Case for College.
Complete:
HEPAT Part B & Required college/ finance documentation
Send to College PVC / campus President.

6. Refer to the **Program Proposal Checklist**, and complete:
Cover sheet
Program Guide
Course Guide
(for any new or amended courses).
Send to program.approvals@rmit.edu.au

College PVC or campus President

2. Approves HEPAT Part A.

5a. Approves Business Case. College sends approved Business Case to PQD.

College or Campus Office/Secretariat

2a. Adds proposal to the Program Lifecycle Register (PLR).

College contacts for process / documentation enquiries:
BUS: bus.apgs@rmit.edu.au
DSC: dscacademicservices@rmit.edu.au
SEH: seh-pda@rmit.edu.au
RMIT Vietnam: srs.support@rmit.edu.vn

6b. PQD provides feedback on Academic Case to College Office. College Office updates Academic Case based on feedback (if needed).

PQD: Program Quality & Development team

5b. Approved Business Case goes to DVCE for noting.

6a. PQD: Arranges review of Academic case by Program Quality Advisory Panel (PQAP).

6c. The amended academic case re-submitted to PQD.

6d. PQD: Submit Academic case to DVCE for approval.

6e. PQD: Submit Academic case to Academic Board for noting.

6f. PQD: Informs College office and CPA of the outcome.

CPA: Course & Program Admin unit

4a. The program and course guide shells are created for College/school staff to populate.

7a. Upon Academic Board approval: CPA finalises the SAMS configuration and publish the program guide if it is already in an endorsed state. CPA notifies nominated college and central business unit contacts.

7b. College academic development officers submit the completed CRICOS form to CRR. *The college should consult the Global Enrolment Services team in ARG Enrolment and Student Records, particularly if students are to enrol via Enrolment Online.* The College notifies Marketing, Admissions, and updates the Enrollment Program Structures (EPS) if necessary.

END

Appendix H

Major amendment to existing program approval process

Program approval for higher education coursework programs

See list of forms and templates at [Program and course forms](#).

HEPAT Part A approval by College + PLR	HEPAT for submission to CPA	Business case for College PVC	Academic case for PQD	For submission to CRR

Person proposing new program

START

1. A program change is considered major where the proposal involves:
   - An amendment to the program so substantial that a new plan is required for the purpose of transitioning students.
   - Replacement or redesign of 50% or more of courses within a program.
   - A program change that a school/college foresees could affect external and/or professional accreditation arrangements.
   - Creation of a new major or minor.

   For major changes, a program transition plan detailing course equivalencies and other transition arrangements must be included in the program guide in the existing program description.

2. HEPAT for submission to CPA.
   Complete:
   HEPAT Part C & HEPAT Part D.
   For any new/amended courses, complete: **Higher Education Course forms.**

3. Send to cpa@rmit.edu.au

4. Refer to the **Program Proposal Checklist**, and complete:
   - **Cover sheet**
   - **Program Guide for the existing program/plan**
   - **Program Guide for the proposed amended program/plan**
   - **Course Guide (for any new courses)**
   - **Transition plan**
   - **Transition letter template for all affected students enrolled**

   Send to program.approvals@rmit.edu.au

College PVC or campus President

College or Campus Office/Secretariat

College contacts for process / documentation enquiries:
BUS: bus.apgs@rmit.edu.au
DSC: dscacademicservices@rmit.edu.au
SEH: seh-pda@rmit.edu.au
RMIT Vietnam: srs.support@rmit.edu.vn

5. The College notifies Marketing, Admissions, and updates the Enrollment Program Structures (EPS) if necessary.

END

PQD: Program Quality & Development team

4a. PQD: Submit Academic case to DVCE for approval.

4b. For changes to programs offered at global partners, the proposal must also be sent to the Deputy Vice Chancellor (Global Development) for approval.

4c. PQD: Informs College office and CPA of the outcome.

CPA: Course & Program Admin unit

3a. The program and course guide shells are created for College/school staff to populate.

4d. Upon approval of the academic case by the College PVC or Campus Vice President, CPA finalises the SAMS configuration of affected programs/plans/courses to reflect the approval; and publish the program guide if it is already in an endorsed state.

Appendix I

Minor amendment to existing program approval process

Program approval for higher education coursework programs

See list of forms and templates at [Program and course forms](#).

HEPAT Part A approval by College + PLR	HEPAT for submission to CPA	Business case for College PVC	Academic case for PQD	For submission to CRR
Person proposing new program — START 1. A program change is considered minor where the proposal involves changes to data and attributes that are not configured in SAMS, or where the configuration changes are less than those defined under major amendments. A minor program change includes changes to the program guide fields for: • External accreditation and industry links; • Purpose of the program; • Program learning outcomes statement; • Program learning outcomes matrix; • Work integrated learning; • Entrance requirements; • Library, IT and specialist resources. A minor amendment must be approved and implemented in accordance with College governance processes.	2. HEPAT for submission to CPA (where the proposal involves SAMS configuration). Complete: **HEPAT Part C** & **HEPAT Part D.** For any new/ amended courses, complete: **Higher Education Course forms.** 3. Send to cpa@rmit.edu.au		4. Refer to the **Program Proposal Checklist**, and complete: • **Cover sheet** • **Program Guide for the existing program/plan** • **Program Guide for the proposed amended program/plan** • **Course Guide (for any new courses)** • **Transition plan** • **Transition letter template for all affected students enrolled** Send to College or Campus Secretariat.	
College PVC or campus President				
College or Campus Office/Secretariat — **College contacts for process / documentation enquiries:** BUS: bus.apgs@rmit.edu.au DSC: dscacademicservices@rmit.edu.au SEH: seh-pda@rmit.edu.au RMIT Vietnam: srs.support@rmit.edu.vn				5. The College notifies Marketing, Admissions, and updates the Enrollment Program Structures (EPS) if necessary. END
PQD: Program Quality & Development team			5. For changes to programs offered at global partners, the proposal must also be sent to the Deputy Vice Chancellor (Global Development) for approval. 6. The College/Campus notifies CPA of the outcome	
CPA: Course & Program Admin unit	3a. Where the amendment requires program configuration: The program and course guide shells are created for College/school staff to populate.		7. Upon approval of the academic case: CPA finalises the SAMS configuration of affected programs/plans/courses to reflect the approval; and publish the program guide if it is already in an endorsed state. 8. CPA notifies nominated college and central business unit contacts, including Analytics & Insights, Financial Services Group, Global Marketing and Student Recruitment.	

Appendices

Appendix J

Program discontinuation approval process

Program approval for higher education coursework programs

See list of forms and templates at Program and course forms.

Discontinuation approval by College + PLR	Submission to CPA	Global Development	Academic case for PQD	For submission to CRR

Person proposing discontinuation

START

1a. Complete the **Discontinuation of a HE program (or plan) form Section A**

1b. For a discontinuation with active students, complete the **Discontinuation of a HE program (or plan) form section B (transition plan)**

1c. Where a program is offered to international students, complete the **Program Discontinuation Form (International)**

3a. Submit Discontinuation of a HE program (or plan) forms to CPA (cpa@rmit.edu.au)

3b. Submit Program Discontinuation Form (International) to International Admissions

5. Where the proposal is to discontinue a program with active students, refer to the **Program Proposal Checklist**, and complete:
- **Cover sheet**
- **Program Guide for the existing program/plan to be discontinued (with transition plan)**
- **Program Guide for the proposed amended program/ plan (where relevant)**
- **Course Guide (for any new courses)**
- **Transition letter template for all affected students enrolled**

Send to program.approvals@rmit.edu.au

College PVC or campus President

2. Approves Discontinuation forms

College or Campus Office/Secretariat

2a. Adds proposal to the Program Lifecycle Register (PLR).

College contacts for process / documentation enquiries:
BUS: bus.apgs@rmit.edu.au
DSC: dscacademicservices@rmit.edu.au
SEH: seh-pda@rmit.edu.au
RMIT Vietnam: srs.support@rmit.edu.vn

4. For discontinuations of programs offered at global partners, Global Development must be consulted

6b. PQD provides feedback on Academic Case to College Office.

College Office updates Academic Case based on feedback (if needed).

PQD: Program Quality & Development team

6a. PQD: Arranges review of Academic case by Program Quality Advisory Panel (PQAP).

6c. The amended academic case is re-submitted to PQD.

6d. PQD: Submit Academic case to DVCE for approval.

6e. PQD: Informs College office and CPA of the outcome.

CPA: Course & Program Admin unit

7a. Upon approval of the academic case: CPA finalises the SAMS configuration of affected programs/plans/courses to reflect the approval; and publish the program guide if it is already in an endorsed state.

7b. College academic development officers submit the completed CRICOS form to CRR. The College notifies Marketing, Admissions, and updates the Enrollment Program Structures (EPS) if necessary.

END

Appendices

— Appendix K

Research program and course approval pathways

New HDR Programs
→ School develops proposal via HEPAT form
→ Dean /HoS endorses
→ PVC endorses
→ DVC R&I endorses
→ Academic Board approves
→ End

Minor Program amendment
→ School fills in form
→ Dean /HoS endorses
→ PVC endorses
→ Assoc DVC RT&D approves
→ DVC R&I notes
→ End

Major Program amendment* — Includes new Program Plans for delivery at Vietnam Campus
→ School fills in form
→ Dean /HoS – program owner - endorses
→ PVC endorses
→ Assoc DVC RT&D endorses
→ DVC R&I (and Campus President as relevant) approves
→ End

Program Discontinuance
→ School fills in form
→ Dean /HoS endorses
→ PVC endorses
→ Assoc DVC RT&D approves
→ DVC R&I and DVCE note
→ End

New and amended courses in RSCH programs
→ College owned College DPVC R&I or nominee approved / RMITU owned DVC R&I approved
→ Assoc DVC RT&D notes Campus President notes (for program plans delivered outside Australia)
→ End

― Appendix L

Equivalence and comparability of courses offered in multiple locations

Guiding principles

Equivalence
A measure of quality determined by maintaining defined standards with regard to capabilities and learning outcomes, WIL, internationalisation strategies, teaching quality and course management for all offerings of a single course.

Comparability
The condition that exists when a course offering has been contextualised and customised to suit local factors and the specific student profile while maintaining equivalence with other offerings of the same course.

Contextualisation
(A subset of comparability)
The adaptation of one or more elements in a course offering to increase its cultural, personal, professional and global relevance to students in that offering.

Customisation
(A subset of comparability)
The alignment of a course offering's learning design and materials with its students' profile to promote effective learning.

Equivalence and comparability framework
The University requires that all offerings of a course including those at offshore locations and within the dual hub are equivalent and comparable.

Equivalence
Elements related to equivalence must comply with RMIT predetermined standards for all course offerings. (Measured by direct reference to policies, procedures, guidelines and strategic directions.)

What are the elements related to equivalence?
Elements (for all courses):
- Capabilities and learning outcomes
- Learning resources
- Assessment types
- WIL strategies
- Internationalisation
- Teaching quality
- Course management.

Comparability
The condition that exists when a course offering has been contextualised and customised to suit local factors and the specific student profile, while maintaining equivalence with other offerings of the same course.

Contextualisation
What are the elements related to contextualisation?
Elements (for all courses):
- Assessment tasks
- Content relevance (all media)
- Learning activities
- WIL activities
- Internationalisation of content.

Customisation
What are the elements related to customisation?
Elements (for all courses):
- Assessment tasks
- Learning activities
- Learning resources
- Content presentation (all media)
- Course delivery (scheduling, class types, learning spaces, PD for staff etc.)
- Teaching model
- Student learning support.

Equivalence and comparability review process

Prepare for local review
Course coordinator invites relevant course team members to provide input to course management team report specific to their location; background information online.

Local review
Course coordinator invites relevant course team members to provide input to course management team report specific to their location; background information online.

Course management team
Course coordinator consolidates all review responses and arranges a course management team meeting. Consensus is reached on course improvement action plan.

Follow up
Relevant course team members follow up on the action plan prior to the next local reviews for that course.

Appendices

Glossary

ADG	Academic Development Group
ADVC RT&D	Associate Deputy Vice-Chancellor, Research Training and Development
AQF	Australian Qualifications Framework
ARG	Academic Registrar's Group
ASQA	Australian Skills Quality Authority
ASCED	Australian Standard Classification of Education
CES	Course Experience Survey – designed to capture feedback about students learning experiences within a particular course
CMT	Course management team
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CRR	Compliance, Regulation and Reporting
CRTA	Collaborative Research Training Agreement – an arrangement that involves partner hosting and co-supervision of HDR candidates. CRTAs may lead towards a jointly awarded degree or an RMIT degree delivered in partnership.
CPA	Course and Program Administration unit (Academic Registrar's Group)
DVC R&I	Deputy Vice-Chancellor, Research and Innovation
DPVC L&T	Deputy Pro Vice-Chancellor, Learning and Teaching
DVC GD	Deputy Vice-Chancellor, Global Development
EIQC	Education Innovation and Quality Committee
EOL	Enrolment Online
EPS	Enrolment Program Structures
ESL	English as a second language
ESOS	*Education Services for Overseas Students Act*
GEO	Global Experience Office
GPLR	Global Partner Lifecycle Register
GPA	Grade point average
HEPAT	Higher education program approval template
IELTS	International English Language Testing System
Mobi	Student Mobility Management Systems
OEDVE	Office of the Executive Director, Vocational Education
Partner	Onshore or offshore entities with a contractual relationship with RMIT to assist with the delivery of RMIT courses and programs.
Partnership Manager	Relevant staff member in Global Development assigned to manage the partnership
PEO	Principal Executive Officer – the University delegate as registered on the government reporting system (PRISMS) overseen by Compliance, Risk and Regulation.
PhD	Doctor of Philosophy
PLO	Program learning outcome
PLR	Program lifecycle register
PQAP	Program Quality Advisory Panel
PQD	Program Quality and Development (Office of the Associate DVCE)
PRISMS	Provider Registration and International Student Management System, administered by the Department of Education
PVC	Pro Vice-Chancellor
RMIT LEAD	Student volunteering program managed by Careers and Employability
RTO	Registered training organisation
SAMS	Student Administration Management System
SES	Student Experience Survey – designed to capture feedback from undergraduate and postgraduate by coursework and vocational education students regarding their program experience and broader University experience including services and facilities.

SFC	Student feedback coordinator
SGR	School of Graduate Research
SSCC	Student Staff Consultative Committee
Student Experience	Students' experience of RMIT including their experience of the academic, administrative, service and social environment, from the time they first engage with RMIT through to graduation
TEQSA	Tertiary Education Quality and Standards Agency
VPA	Vice President Academic (RMIT Vietnam)
WAM	Weighted average mark
WIL	Work integrated learning

General contact information

Work unit	Email contact	Type of query	Web link
Course and Program Administration (CPA)	cpa@rmit.edu.au	▪ Program and course configuration	Course and Program Administration
Global Development and Performance	int.partners@rmit.edu.au	▪ Program and course development or amendments at partner locations	Global Partner Approval Process (GPAP)
International Compliance	cricos@rmit.edu.au	▪ International compliance ▪ CRICOS ▪ ESOS	CRICOS registration
Compliance, Risk and Regulation (CRR)	compliance@rmit.edu.au	▪ Material changes, higher education and vocational education standards compliance (all locations), policy framework, ASQA delegations	Compliance, Risk and Regulation (CRR)
Financial Services	costing@rmit.edu.au	▪ Costings models for program proposals	Financial Services Costing models
Global Experiences (short-term programs)	global.experience@rmit.edu.au	▪ Study tours (global) and travel for local intensive courses	Global Mobility (Mobi)
Learning Analytics (LA)	studios-la@rmit.edu.au	▪ Student feedback ▪ Course experience surveys	Learning Analytics
Program Quality and Development (PQD)	program.approvals@rmit.edu.au program.quality@rmit.edu.au	▪ Program development ▪ Program approvals ▪ Major program amendments ▪ Program and course policy suite ▪ Program quality reviews	Program Quality Program Quality
Careers and Employment	wil.support@rmit.edu.au lead@rmit.edu.au	▪ Work Integrated Learning (WIL) ▪ Further information or support interpreting the WIL procedure, guidance materials or WIL processes ▪ Student volunteering programs	Careers and Employability Volunteering
RMIT Vietnam Academic Quality	academic.quality@rmit.edu.vn	▪ RMIT Vietnam contact for site-specific information	RMIT Vietnam Academic Quality
Marketing partners	marketing.partners@rmit.edu.au	▪ Global marketing and student recruitment	N/A
School of Graduate Research (SGR)	grc.sgr@rmit.edu.au	▪ Research program and course development and approvals	School of Graduate Research