

UNSW DELEGATIONS OF AUTHORITY

INTERPRETATIONS OF ACADEMIC DELEGATIONS UNDER CLAUSE 7.2
(New Program / Revised Program / Revision of Majors / Course Proposals)

RESOLVED AB06/11
APPROVED AT ACADEMIC BOARD MEETING 7 March 2006

That the Academic Board approves the interpretations to be applied to the academic delegations under Clause 7.2 of the UNSW Delegations of Authority, as detailed in the document presented.

New Programs

7.2.1 Introduction of a degree, diploma or certificate program.

A proposal for the introduction of a degree, diploma or a certificate program is submitted to Council for approval, on the recommendation of the Academic Board.

Program Revisions

7.2.2 "Significant revision of a degree, diploma or certificate program."

A proposal to revise an existing program, which involves:

- restructuring a program to such an extent that the next intake of students will enter a program that is sufficiently distinct to justify the allocation of a new program code;
- a significant change in workload or program requirements or reorganisation of the compulsory components of the program,

is considered a significant program revision and must be approved by Council on the recommendation of the Academic Board.

7.2.4 "Revision of a program that significantly changes the currently approved program structure."

A program revision proposal which involves:

- reorganisation of a program structure that does not involve dislocation of the students, that is, students could transfer between the old and new programs freely and without jeopardy;
- change to the conditions of award of a degree or to the rules;

is considered a program revision that requires approval of the Academic Board. In these cases a new program code is not required.

Changes include:

- deletion of majors or courses listed under the Ministerial National Guidelines;
- change to a suite of core and elective courses in a program;
- change to the core requirements of a major sequence of study;
- removal of an academic stream;

- revision of a syllabus taught entirely within a Faculty;
- change that affects cross-Faculty teaching;
- change to the mode of delivery eg. from internal to external study.

Proposals should address changes to the whole program at the same time. Revisions to each year of a program should not be put forward on separate occasions.

Majors - Revision

7.2.8 Majors within programs - revision.

Proposals to revise majors within programs must address the impact on students and relevant transitional arrangements.

7.2.9 Majors within programs that have cross-Faculty implications - revision.

Proposals to revise majors within programs that have cross-Faculty implications must identify (if any) the impact in relation to cross-Faculty teaching, and address the conduct of appropriate consultation.

New or Revised Courses (that form part of a new or revised program)

7.2.10 Courses within programs - introduction, revision and discontinuation.

A course proposal must be completed for each new or revised course in a new or revised program. The authorisation of the Dean, the Head of School, and the University Librarian, however, is not required on each individual course proposal.

A course proposal is not required if a previously approved course forms part of a new or revised program (a copy of the current Faculty Handbook Entry for each course should be provided instead).

A letter or memorandum with details of the current and new course number/name can be submitted where the course revision involves a change to the course number or name only.

A letter or memorandum can be submitted for a proposed course deletion. The proposal must include a rationale, and identify the impact on currently enrolled students, and existing programs including majors/minors. A Form does not have to be completed for a course deletion.

Individual courses which do not form part of a new or revised program proposal must include an authorisation from the Dean, the Head of School, and University Librarian.