

<b>Policy Title:</b>	<b>Curriculum Approval, Amendment and Accreditation</b>
<b>Policy Owner:</b>	Pro-Vice-Chancellor (Education)
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## 1. INTENT

This policy specifies the principles for the approval of new curriculum items and of changes to existing curriculum items and ensures that all Edith Cowan University (ECU) award courses are accredited in line with the Australian Qualifications Framework, the Higher Education Standards Framework (Threshold Standards) 2015 and other applicable legislative requirements, irrespective of the delivery location or mode of learning.

## 2. ORGANISATIONAL SCOPE

This policy applies to all ECU staff and other persons involved in the creation, approval, modification and archiving of any curriculum items, including Higher Degrees by research and training packages for Vocational Education and Training (VET) courses.

## 3. DEFINITIONS

TERM	DEFINITION
Academic Board	The board established by section 18 of the <a href="#">Edith Cowan University Act 1984</a> .
Accreditation	A formal process through which a course of study is approved and accredited by the Academic Board. ECU is authorised under the Tertiary Education Quality Standards Agency (TEQSA) Act 2011 to self-accredit each course of study that leads to a higher education qualification that it offers or confers.
archiving	The process of retiring or discontinuing a curriculum item.

TERM	DEFINITION
award	A degree, diploma or certificate awarded by the University.
Council	The governing Council of the University established by section 8 of the <a href="#">Edith Cowan University Act 1984</a> .
course	A program of study necessary to qualify for an award of the University or a non-award course approved in accordance with this policy.
Curriculum Approval and Publication System (CAPS)	Central repository for all curriculum related processes such as creating, modifying or archiving curriculum.
Curriculum Delegations	The delegation of authority to approve curriculum items as set out in Appendix.
curriculum item	A course, unit set or unit.
major	A set of related units (a “unit set”) with a total value of not less than 120 credit points.
minor	A set of related units (a “unit set”) with a total credit point value of not less than 60 and not more than 90 credit points.
proposal type	A type of entry in CAPS that identifies the workflow and level of approval required.
Professional Accreditation	The formal accreditation of a course by, or on behalf of, a professional body, based on an assessment of the course that includes the attainment of profession-specific competence and/or practice by graduates.
Professional Body	An independent corporate entity, industry association, private organisation, or government agencies, and collectives of such entities, that represents a profession.
specialisation	A unit set that forms part of an award of the University
unit	A unit of study (or, in the case of a VET qualification, a unit of competency as that term is defined under relevant legislation)
unit set	A group of units which a student must complete in order to fulfil part of the requirements of a course.

#### 4. POLICY CONTENT

##### *Principles*

- 4.1. The University’s curriculum approval and accreditation processes are designed to meet institutional quality assurance requirements as expressed in the Higher Education Standards Framework (Threshold Standards) 2015.
- 4.2. All curriculum items at ECU will be subjected to rigorous internal review processes that are applied consistently and involve competent academic oversight and scrutiny independent of those directly involved in the design and delivery of the curriculum items.

- 4.3. Course accreditation at ECU is determined by the Academic Board. Curriculum accreditation processes at ECU separates academic quality assurance of curriculum items from the management decisions regarding the development and offering of curriculum.
- 4.4. All ECU curriculum items must maintain compliance with relevant legislation and guidelines – including but not limited to:
- a) Higher Education Standards Framework (Threshold Standards) 2015;
  - b) Australian Qualifications Framework (AQF);
  - c) Education Services for Overseas Students Act 2000;
  - d) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students; and
  - e) Standards for Registered Training Organisations (RTOs) 2015.
- 4.5. Approvals for curriculum items will be based on an assessment of compliance and alignment with:
- a) current legislation, University rules, policies and principles relevant to their design, delivery, management and quality assurance in particular ECU's:
    - Excellence Framework;
    - Curriculum Design Policy;
    - Postgraduate Research Training Policy;
    - Assessment Policy; and
    - Curriculum Review and Evaluation Policy
  - b) ECU's strategic goals;
  - c) the resourcing capability of the University, including considerations of sustainability;
  - d) relevant industry requirements, including professional accreditation standards and requirements where applicable;

### ***Curriculum responsibilities***

- 4.6. Development and offering of courses
- a) Schools (and other ECU academic units) are responsible for developing proposals for new or revised courses/curriculum items.
  - b) Any preliminary proposal for the development of a new course will require the approval of the University Executive before it is progressed for formal approval under the Curriculum Delegations (set out in Appendix 1). Such approval will include consideration of the expected benefit to the University and community, including evidence of viability and sustainability.

- c) Any proposal for the development of a new major or specialisation will require the approval of the Pro-Vice-Chancellor (Education) before it is progressed for formal approval under the Curriculum Delegations (set out in Appendix 1). Such approval will include consideration of the expected benefit to the University and community, including evidence of viability and sustainability.

#### 4.7. Curriculum Delegations

- a) The authority to make academic decisions relating to courses, unit sets and units is delegated by Council under resolution [UC188/14] to the Academic Board, and its sub-delegates. Under those delegations, the introduction of new curriculum items, and discontinuation (archiving) or amendment of existing curriculum items, requires formal approval in accordance with the Curriculum Delegations (refer to Appendix 1) or as otherwise specified in this policy.
- b) Curriculum approvals for VET courses will progress through standard workflow in accordance with the Curriculum Delegations (refer to Appendix 1) prior to endorsement by Australian Skills Quality Authority.
- c) Under the Higher Education Support Act 2003, the University must consult the Commonwealth Government, through the relevant department, if it seeks to cease teaching a course or a unit set defined by the Commonwealth as being “of national significance”. If a course is deemed to be “of national significance” the Vice-Chancellor’s approval is required prior to commencing the archiving process.

#### **Procedures**

- 4.8. All curriculum items requiring approval under this policy must be entered into the Course Approval and Publication System (CAPS) and progress through an approval workflow in accordance with the requirements and processes described in the Course Approval, Amendment and Accreditation Procedure.
- 4.9. The ECU Handbook displays information approved within CAPS. Any business unit’s publication that provides information about courses or programs of the University must refer to the ECU Handbook as the authoritative information source.

### **5. ACCOUNTABILITIES AND RESPONSIBILITIES**

In addition to the responsibilities outlined above:

- 5.1. The Pro-Vice-Chancellor (Education) has overall **responsibility** for the content of this policy and its operation at Edith Cowan University.
- 5.2. Executive Deans; the Dean, Graduate Research School; Head, Kurongkurl Katitjin and Pro-Vice-Chancellor (Education) are **accountable** for the implementation of this policy and its related procedures within their school/academic unit.
- 5.3. All members of the University community are **expected to comply** with ECU Policies.

## 6. RELATED DOCUMENTS:

6.1. This policy is supported by the following documents. See the [legislation and Policy Search Directory](#) for further information about legislation and policy:

- a) ECU Excellence Framework Policy
- b) Course Approval, Amendment and Accreditation Procedure
- c) Curriculum Design Policy
- d) Curriculum Design Procedure
- e) Assessment Policy
- f) Assessment, Examination and Moderation Procedure
- g) Curriculum Evaluation and Review Policy
- h) Major Course Review and Re-accreditation Procedure
- i) Annual Course and Unit Review Procedure

6.2. Other related documents:

- a) Admission, Enrolment and Academic Progress Rules
- b) Academic Integrity Policy
- c) Postgraduate Research Training Policy
- d) Post-nominal Policy
- e) Post-nominal Procedure
- f) CRICOS Procedure
- g) Professional Accreditation Guidelines

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner:	Pro-Vice-Chancellor (Education)
All Enquiries Contact:	Manager, Academic Governance and Standards
Contact Name:	Jane McCaffrey
Telephone:	08 6304 2179
Email address:	<a href="mailto:j.mccaffrey@ecu.edu.au">j.mccaffrey@ecu.edu.au</a>

## 8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
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Date last modified:	
Revision History:	
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**APPENDIX 1 – Curriculum Delegations**

<b>Curriculum Delegations</b>		
<b>AWARD TYPES AND DISCIPLINES (HIGHER EDUCATION AND VET)</b>		
<b>Activity</b>	<b>Proposal Type</b>	<b>Delegation</b>
Addition of award types or categories outside the AQF	New and Replacement	Council
New Award type within the AQF	New and Replacement	Council
Introduction of a new discipline	New and Replacement	Council
<b>COURSES (HIGHER EDUCATION AND VET)</b>		
New Course	New and Replacement	Academic Board
Change of Course Code	New and Replacement	Academic Board
Change to Course Title	New and Replacement	Academic Board
Change to Course Credit Points	New and Replacement	Academic Board
Owning School	New Version - Significant Change	Academic Board
Course Structure - change to core units	New Version – Significant Change	Education Committee
Entry Standards	New Version – Significant Change	Education Committee
Course Learning Outcomes (CLO's)	New Version - Significant Change	Education Committee
ESOS compliance (e.g. CRICOS application)	New Version - Significant Change	Education Committee
Course Completion Rules	New Version - Significant Change	Education Committee
Special Admission Requirements	New Version - Significant Change	Education Committee
Adding or deleting elective units	New Version - Minor change	School Curriculum Teaching and Learning Committee
Adding or deleting Major and Minors	New Version - Minor change	School Curriculum Teaching and Learning Committee
Changing sequence of units (no change of units)	New Version - Minor change	School Curriculum Teaching and Learning Committee
Amendments <ul style="list-style-type: none"> <li>• Handbook Introduction</li> <li>• Career Keywords</li> <li>• Course Relationships</li> <li>• Work Integrated Learning</li> <li>• Delivery Patterns and locations</li> </ul>	Amendment	School Curriculum Teaching and Learning Committee
Professional Accreditation	Professional Accreditation	School Curriculum Teaching and Learning Committee
Archiving Course	Archive	School Curriculum Teaching and Learning Committee
Error Corrections	Error Correction	Academic Program Adviser

<b>Curriculum Delegations</b>		
<b>UNITSETS</b>		
<b>Activity</b>	<b>Proposal Type</b>	<b>Delegation</b>
New unit set	New and Replacement	Academic Board
Change of Unit set Code	New and Replacement	Academic Board
Change of Unit set Title	New and Replacement	Academic Board
Change to Unit set Credit Points	New and Replacement	Academic Board
Unit set Structure - Change to core units	New Version - Significant Change	Education Committee
Unit set Learning Outcomes	New Version - Significant Change	Education Committee
Unit set Completion Rules	New Version - Significant Change	Education Committee
Special Admission Requirements	New Version - Significant Change	Education Committee
Adding or deleting elective units	New Version - Minor change	School Curriculum Teaching and Learning Committee
Changing sequence of units (no change of units)	New Version - Minor change	School Curriculum Teaching and Learning Committee
Amendments <ul style="list-style-type: none"> <li>• Handbook Introduction</li> <li>• Career Keywords</li> <li>• Course Relationships</li> <li>• Work Integrated Learning</li> <li>• Delivery Patterns and locations</li> </ul>	Amendment	School Curriculum Teaching and Learning Committee
Professional Accreditation	Professional Accreditation	School Curriculum Teaching and Learning Committee
Error Corrections	Error Correction	Academic Program Adviser
Archiving unit set	Archive	Associate Dean Teaching and Learning



<b>Curriculum Delegations</b>		
<b>UNITS</b>		
<b>Activity</b>	<b>Proposal Type</b>	<b>Delegation</b>
New Unit	New and Replacement	Education Committee
Change of Code	New and Replacement	Education Committee
Change of Title	New and Replacement	Education Committee
Change of Credit Points	New and Replacement	Education Committee
Special Admission Requirements	New Version - Significant Change	Education Committee
Unit Learning Outcomes	New Version - Significant Change	School Curriculum Teaching and Learning Committee
Teaching Responsibility	New Version - Significant Change	School Curriculum Teaching and Learning Committee
Unit Rules i.e. pre-requisite	New Version - Significant Change	School Curriculum Teaching and Learning Committee
Work Integrated Learning	New Version - Significant Change	School Curriculum Teaching and Learning Committee
Owning School	New Version - Significant Change	Education Committee
Grading Schema	New Version - Significant Change	School Curriculum Teaching and Learning Committee
Amendments <ul style="list-style-type: none"> <li>• Handbook Introduction</li> <li>• Learning Experiences</li> <li>• Unit Content</li> <li>• Assessments</li> <li>• Delivery Patterns and locations</li> </ul>	Amendment	School Curriculum Teaching and Learning Committee
Error Corrections	Error Correction	Academic Program Adviser
Archiving unit	Archive	Associate Dean Teaching and Learning

### ***Other Academic Units***

Delegation for all academic units that do not have a School Curriculum, Teaching and Learning Committee and/or an Associate Dean Teaching and Learning (ADTL) (for example, Centre for Learning and Teaching or Kurongkurl Katitjin), will be the Pro Vice-Chancellor (Education).

### ***Research training***

1. Doctoral research award changes that necessitate a new version, or need archiving, are delegated for endorsement to the Deputy Vice-Chancellor (Research) or, in the case of a School qualification, the Education Committee, prior to Academic Board approval.
2. Doctoral research award changes that do not need a new version, or archiving, are delegated for approval to the Dean, Graduate Research School or, in the case of a School qualification, the relevant School Curriculum Teaching and Learning Committee
3. Amendment of units related to research are delegated for approval to the Associate Dean or equivalent role in the Graduate Research School.