

<b>DOCUMENT TYPE</b>	<b>D</b>	 <b>LA TROBE UNIVERSITY</b>
<b>ACADEMIC</b>	<b>1</b>	
<b>TEACHING AND LEARNING</b>	<b>1</b>	
<b>COURSES</b>	<b>4</b>	
<b>NUMBER</b>	<b>002</b>	
		Policy Database Document Reference Number <b>114002D</b>

## COURSE APPROVAL PROCEDURES

<b>Parent Policy Title</b>	Course Lifecycle Policy																				
<b>Associated Documents</b>	<p>Course Revision Procedures</p> <p>Course Review Procedures</p> <p>Course Suspension and Closure Policy</p> <p>Course Suspension and Closure Procedures</p> <p>Course Design Principles and Guidelines</p> <p>Coursework Program Approval Business Case Template</p> <p>Coursework Program Proposal Template</p>																				
<b>Preamble</b>	The University will apply consistent principles and procedures to guide the University community in the approval of courses.																				
<b>General</b>	This course approval process, in addition to ensuring academic values and the application of quality design standards in new course developments, will ensure that the potential market, direct, indirect and opportunity costs and the likely business success of new courses are assessed prior to approval.																				
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<b>1. Course concept development</b>	A brief concept for a new course (2-3 pages) will be written within the School using the Course Program Proposal Template. Approval of the Course Proposal and the decision to proceed to market research is by the Head of School and Dean, based on the academic values of the course concept.																				
<b>2. Market Research</b>	<p>Secondary research will be undertaken for the domestic and international markets according to the Business Case template.</p> <p>If undertaken by the Market Research Unit and La Trobe International (LTI) the turnaround time on market research will be a maximum of three weeks, subject</p>																				

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	<p>to the availability of competitor enrolment data from DEEWR and subject to notice being given to the Market Research Unit (domestic research) and LTI (international research).</p> <p>If a Faculty conducts its own market research, the Executive Director Marketing and Engagement and the Director, LTI will be required to sign off that there is evidence of domestic and international demand.</p> <p>Results of the market research are assessed by the Faculty, which determines whether to proceed to the design stage.</p>
<b>3. Course Design</b>	The Faculty will prepare a full proposal using the Course Program Proposal Template and the Course Design Principles and Guidelines, to assist in ensuring the academic values and integrity of the course.
<b>4. Business Plan</b>	The Faculty will develop a business case using the Business Case Template and referencing the Market Research, Marketing Plan, Financial and Resource Issues.
<b>5. Required endorsement of Business Plan</b>	<p>On completion of the Business Case the following endorsements are required before referring the proposal to the Planning and Resources Committee and the Curriculum Teaching and Learning Committee:</p> <ol style="list-style-type: none"> <li>a. Dean/Faculty (<i>assuring academic values and satisfactory business plan</i>)</li> <li>b. Pro Vice-Chancellor (Curriculum &amp; Academic Planning) (<i>that there is evidence the course design is within the LTU Qualifications Framework and meets minimum LTU course design standards</i>)</li> <li>c. University Librarian (<i>that resources are available</i>)</li> <li>d. Information and Communications Technology (ICT) (<i>if course is to be offered off-shore, in another location or another mode requiring the resources of ICT, that there are adequate resources</i>)</li> <li>e. Executive Director, Marketing (<i>that there is evidence of domestic demand and a domestic marketing plan</i>)</li> <li>f. Director, LTI (<i>if the course is to be offered offshore or is targeted to international students, that there is evidence of international demand, an international marketing plan and that the course will be ESOS &amp; CRICOS compliant</i>)</li> <li>g. Chief Officer, International (<i>that the external program if any meets External Program Management requirements</i>)</li> </ol>
<b>6. Power of veto</b>	<p>After examination of all the evidence, the offering of a course may only be vetoed by the Dean of a Faculty or by the Academic Board.</p> <p>The Planning and Resources Committee may make recommendations to the Academic Board based on resource allocations and the Curriculum, Teaching and Learning Committee may make recommendations to the Academic Board based on the academic values of the course.</p>
<b>7. Approvals</b>	<ul style="list-style-type: none"> <li>• Responsible administrative officer to review proposal to ensure that the documentation and business case are complete and in appropriate format.</li> <li>• Planning &amp; Resources Committee (<i>assess business case and make any</i></li> </ul>

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	<p><i>necessary recommendations</i>).</p> <ul style="list-style-type: none"> <li>• Curriculum, Teaching and Learning Committee (<i>assess academic values and make any necessary recommendations</i>).</li> <li>• Academic Board.</li> </ul>
<b>8. Exceptions</b>	Where approval is sought for Double or Nested qualifications involving existing approved awards, the approval process comprises a simple request to the Curriculum, Teaching and Learning Committee to approve the combination, demonstrating that the workload and other requirements meet those in the La Trobe Qualifications Framework, the Double Qualifications Policy and/or the Nested Qualifications Policy. If any part of the combination is a new award, in recognition of potential resource implications, normal course approvals processes must be followed.
<b>9. Critical Dates</b>	<p>Course Brochure: December Year X-2</p> <p>VTAC: April Year X-1</p> <p>Handbook: June Year X-1</p> <p>Course Launch: January Year X</p>
<b>Status</b>	New
<b>Approval Body</b>	Academic Board 11 February 2009, Minute 429.3.1(b)
<b>Initiating Body</b>	Academic Committee 18 November 2008
<b>Definitions</b>	<b>Academic values:</b> academic scholarship, critical inquiry, integrity and excellence
<b>Date Effective</b>	January 2009
<b>Next Review Date</b>	January 2013
<b>Keywords</b>	Course, approval, process
<b>Owner/Sponsor</b>	Deputy Vice-Chancellor
<b>Author</b>	Pro Vice-Chancellor (Quality Enhancement)
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