


DOCUMENT TYPE	D	 <b>LA TROBE</b> UNIVERSITY
ACADEMIC	1	
TEACHING AND LEARNING	1	
ACADEMIC AWARDS	3	
NUMBER	004	
		Policy Database Document Reference Number <b>113004D</b>

## QUALIFICATIONS APPROVAL PROCEDURES

<b>Parent Policy Title</b>	Qualifications Policy														
<b>Associated Procedures</b>	Not applicable														
<b>Preamble</b>	La Trobe University is a self accrediting institution, and adheres to the Australian Qualifications Framework. All La Trobe awards and certificates must meet the entrance level, duration, learning outcomes and exit standards as articulated in the <a href="#">Schedule of La Trobe University Qualification Categories</a> , which are consistent with the <a href="#">Australian Qualifications Framework</a> with respect to Award programs.														
<b>General</b>	All La Trobe qualification categories must have clear statements of: <ul style="list-style-type: none"> <li>• proposed entrance and exit standards;</li> <li>• duration;</li> <li>• credit points required; and</li> <li>• broad expected learning outcomes.</li> </ul>														
<b>Table of Contents</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Section</th> </tr> </thead> <tbody> <tr> <td>Proposal to establish a qualification category</td> <td>1</td> </tr> <tr> <td>Submission and initial consideration of proposal</td> <td>2</td> </tr> <tr> <td>Decision options</td> <td>3</td> </tr> <tr> <td>Role of University Council</td> <td>4</td> </tr> <tr> <td>Removing qualifications categories from the schedule</td> <td>5</td> </tr> <tr> <td>Consideration of proposal to remove qualification category from schedule</td> <td>6</td> </tr> </tbody> </table>	Item	Section	Proposal to establish a qualification category	1	Submission and initial consideration of proposal	2	Decision options	3	Role of University Council	4	Removing qualifications categories from the schedule	5	Consideration of proposal to remove qualification category from schedule	6
Item	Section														
Proposal to establish a qualification category	1														
Submission and initial consideration of proposal	2														
Decision options	3														
Role of University Council	4														
Removing qualifications categories from the schedule	5														
Consideration of proposal to remove qualification category from schedule	6														
<b>1. Proposal to establish a qualification category</b>	<p>The proposal should include a clear statement of:</p> <ul style="list-style-type: none"> <li>• proposed entrance and exit standards;</li> <li>• duration;</li> <li>• credit points required;</li> <li>• broad expected learning outcomes; and</li> <li>• relationship of the proposed new qualification category to other La Trobe qualification categories and to the <a href="#">Australian Qualifications Framework</a>.</li> </ul> <p>The proposal should also include the rationale for the creation or amendment of the qualification category.</p>														

<b>DOCUMENT TYPE</b>	<b>D</b>	
<b>ACADEMIC</b>	<b>1</b>	
<b>TEACHING AND LEARNING</b>	<b>1</b>	
<b>ACADEMIC AWARDS</b>	<b>3</b>	
<b>NUMBER</b>	<b>004</b>	Policy Database Document Reference Number <b>113004D</b>

<p><b>2. Submission and initial consideration of proposal</b></p>	<p>The proposal should be submitted to the Curriculum, Teaching and Learning Committee or the Research and Graduate Studies Committee by a Faculty Dean or a Deputy Vice-Chancellor.</p> <p>The relevant committee will consider whether the proposal:</p> <ul style="list-style-type: none"> <li>• is of an appropriate academic standard;</li> <li>• is consistent with the Qualifications Policy and the La Trobe Schedule of Qualification Categories;</li> <li>• provides a sufficiently strong rationale for the establishment of the category.</li> </ul> <p>If satisfied, the Academic Committee or the Research and Graduate Studies Committee will refer the proposal to the Academic Board for consideration.</p>
<p><b>3. Decision options</b></p>	<p>The Academic Board considers recommendations from the Curriculum, Teaching and Learning Committee or the Research and Graduate Studies Committee. The Academic Board may determine that the proposal:</p> <ul style="list-style-type: none"> <li>• is unsuccessful</li> <li>• requires further information and is to be resubmitted to the referring committee</li> <li>• will be endorsed and referred to the University Council for approval</li> </ul> <p>Secretariat of the Academic Board will advise the faculty and/or the Chair of the proposing committee of the outcome.</p>
<p><b>4. Role of University Council</b></p>	<p>The University Council will determine whether to approve the establishment of a new qualification category or the amendment of an existing category. Secretariat of the University Council will advise the faculty and/or the Chair of the proposing committee of the outcome and will update the Qualifications Policy and the Schedule of Qualification Categories as appropriate.</p>
<p><b>5. Removing qualifications categories from the schedule</b></p>	<p>The proposal is submitted to the Curriculum, Teaching and Learning Committee or the Research and Graduate Studies Committee by a Faculty Dean or either of the Deputy Vice-Chancellors.</p> <p>The proposal should provide a clear consideration of:</p> <ul style="list-style-type: none"> <li>• the relationship between the qualification category considered for disestablishment and other qualification categories;</li> <li>• impact on nested programs and credit transfer arrangements;</li> <li>• any recommended replacement qualification category.</li> </ul>

DOCUMENT TYPE	D	
ACADEMIC	1	
TEACHING AND LEARNING	1	
ACADEMIC AWARDS	3	
NUMBER	004	

<b>6. Consideration of proposal to remove qualification category from schedule</b>	<p>The Curriculum, Teaching and Learning Committee or the Research and Graduate Studies Committee will consider whether the proposal to remove the qualification category and determine whether:</p> <ul style="list-style-type: none"> <li>• there is a strong case for the removal of the qualification;</li> <li>• the likely impact of its removal has been clearly identified</li> </ul> <p>If satisfied, the Curriculum, Teaching and Learning Committee or the Research and Graduate Studies Committee will refer the proposal to the Academic Board for consideration.</p> <p>Decision Options and Role of University Council are as indicated above.</p>
<b>Status</b>	New.
<b>Approval Body</b>	Academic Board 8 October 2008 Council
<b>Initiating Body</b>	Academic Committee Research and Graduate Studies Committee
<b>Definitions</b>	<p><b>Qualification</b> A degree, diploma or course that comprises approved studies at La Trobe as prescribed by the Academic Board</p> <p><b>Qualification category</b> Each category has defined entry and exit standards, learning outcomes aligned to the AQF, duration and credit point requirements</p> <p><b>Non AQF award programs</b> Do not lead to a University award, but may be recognised with a 'Certificate of Achievement'</p>
<b>Date Effective</b>	8 October 2008
<b>Next Review Date</b>	September 2011
<b>Keywords</b>	qualification; award; degree; category; nomenclature
<b>Owner/Sponsor</b>	Deputy Vice-Chancellor
<b>Author</b>	Pro Vice-Chancellor (Quality Enhancement)
<b>Contact person or unit</b>	<a href="mailto:quality@latrobe.edu.au">quality@latrobe.edu.au</a>