



UOW ADMINISTRATION
Academic Registrar's Division

Course Approval, Amendments and DEST Reporting- Key dates for 2007

For introduction in Spring 2007

- a) Proposals for **full fee-paying courses** or those which involve **new subjects or changes to tuition fees**:

Agenda Deadline	Senate Standing Committee Meeting	Academic Senate Meeting	Deadline for information to be on the system to go to DEST.
Wed 24 January	Wed 14 February	Wed 7 March*	Friday 23 March

* Course proposals that are approved by Academic Senate may require an ECAC before final approval by the DVC(AI) and VC. These courses will still be included on the DEST schedule as proposed courses. The ECAC must still be completed and the course given final approval by the DVC(AI) and VC prior to the course commencement (as per the schedule below).

- b) All other course proposals:

Agenda Deadline	Senate Standing Committee Meeting	Academic Senate Meeting	ECAC Report by	VC Approval by
Wed 24 January	Wed 14 February	Wed 7 March	Wed 16 May	Wed 30 May
Wed 14 March	Wed 4 April	Wed 2 May	Wed 16 May	Wed 30 May
Wed 2 May[^]	Wed 23 May	N/A	N/A	Wed 30 May

[^]Minor Amendments Only – also see attached “what gets sent to DEST”

Note about mid-year changes to course structures

Any changes made to degree requirements mid-year, can cause a great deal of confusion for both staff and students. The online Course Handbook can be updated to show the two different versions, but staff assessing eligibility to graduate will need to keep track of two different degree requirements depending on when the student commenced during that year. Please seriously consider whether changes to degree requirements are really necessary mid-year.



For introduction in 2008

For new courses, new majors or other major revisions to courses, please make note of the deadlines for the UAC guide and UniAdvice prospectuses. If these deadlines are missed, the course may not be included in UOW promotional publications which may impact on applications.

a) Last date for 2008 Course Proposals:

Agenda Deadline	Senate Standing Committee Meeting	Academic Senate Meeting	Deadline for information to be on the system to go to DEST.
Wed 8 August	Wed 29 August	Wed 19 Sept*	Friday 21 Sept

* Course proposals that are approved by Academic Senate may require an ECAC before final approval by the DVC(AI) and VC. These courses will still be included on the DEST schedule as proposed courses. The ECAC must still be completed and the course given final approval by the DVC(AI) and VC prior to the course commencement (as per the schedule below).

b) All other course proposals (for introduction in 2008):

Agenda Deadline	Senate Standing Committee Meeting	Academic Senate Meeting	ECAC Report by	VC Approval by
Wed 24 January	Wed 14 February	Wed 7 March	Wed 31 Oct	Wed 14 Nov
Wed 14 March	Wed 4 April	Wed 2 May	Wed 31 Oct	Wed 14 Nov
Wed 2 May	Wed 23 May	Wed 13 June	Wed 31 Oct	Wed 14 Nov
Wed 20 June	Wed 11 July	Wed 1 August	Wed 31 Oct	Wed 14 Nov
Wed 8 August	Wed 29 August	Wed 19 Sept	Wed 31 Oct	Wed 14 Nov
Wed 26 Sept^	Wed 17 October	N/A	N/A	Wed 14 Nov

^No course proposals for onshore courses in 2008 may be submitted for this meeting as they will have missed the DEST deadline, the UOW Course Handbook and all other promotional publications. However, offshore or contract courses may be submitted or courses for 2009.

Other Key Dates

2007 UAC Guide Cut-Off Date (for undergraduate courses)	23 March 2007
2007 Handbook Cut-Off	September 2007
Subject Database Rollover	Mid September 2007
2008 UniAdvice Domestic Prospectus Deadline	Varies - Contact UniAdvice
2008 UniAdvice International Prospectus Deadline	Varies - Contact UniAdvice

Changes to Entry Criteria

Changes to entry criteria are not currently covered by the course approval forms. Faculties should be aware of the timing of changes to entry criteria as offers of admission to courses are often made a year or more in advance. Faculties are advised to consult with UniAdvice before making any changes to entry requirements. Any changes must be advised in writing and a copy provided to the Policy and Governance Unit (P&G Unit), Academic Registrar's Unit (ARD) for noting.



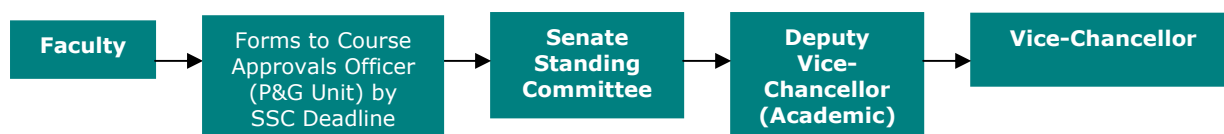
2007 Information Kit for New, Major and Minor Course Proposals

Proposals should be submitted to Policy and Governance Unit (P&G Unit) Office in hardcopy (with signatures), and an additional version in soft-copy, via email to Nerida Margie Policy and Senate Support Officer, P & G Unit: nerida@uow.edu.au.

Course Approval Flowchart 1: Minor Course Amendments

For the following Minor Course Amendment Proposals:

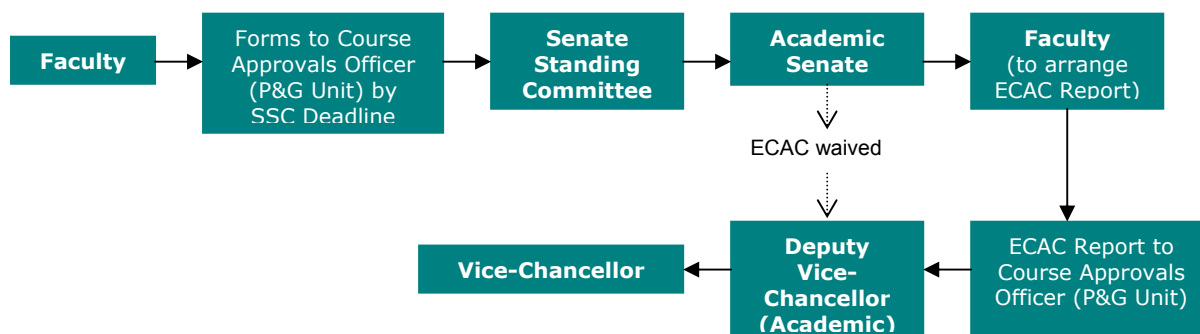
- Minor restructure:
 - Change in the sequence of existing non-Core subjects (incl. addition or deletion)
 - Introduction of new subject/s within Faculty which will not require additional resources
 - Creation or restructure of a major with new or existing subject/s (no additional resources)
 - Creation or restructure of a minor with new or existing subject/s (no additional resources)
 - Deletion of a major or minor
 - Other minor restructure
- Name Change of Course
- Deletion of Course
- New Delivery Location of Course
- New Delivery Mode of Course



Course Approval Flowchart 2: New Courses & Major Course Amendments

For the following Course Proposals:

- New Course
- Significant restructure:
 - Change in Core offerings (ie addition or deletion of Core subject/s)
 - Introduction of new subject/s within Faculty which will require additional resources
 - Introduction of new or existing subject/s from other Faculty
 - Change in Course Length
- New Double Degree
- Combination of minor amendments to warrant an ECAC
- Other significant restructure



For more information, please contact Nerida Margie, Policy and Senate Support Officer, P&G Unit, on ext. 5954 or via email at nerida@uow.edu.au



DEST Publication requirements What information gets sent to DEST

From 2007 the responsibility for reporting course and subject information to DEST will move from the P&G Unit to Strategic Planning Unit (Toni Dobbs and Aden Steinke). Courses will be entered in the Course Database as they are approved. Subject information will come from the subject database.

Anything not on these databases by the deadline will not be included in the report to DEST and therefore cannot be offered in the upcoming period. Information has been provided regarding the dates for the Senate Standing and Academic Senate Committee meetings as a guide to the latest time that courses may be approved in time for the deadlines.

Deadline for information to be in the course and subject database for 1st October publication is **20th September 2007.**

Subjects

A list of all subjects on offer in a session that has a census date in 2008 is sent to DEST, including the following fields from the subject database:

- ◆ Subject code
- ◆ Subject name
- ◆ Credit Points
- ◆ EFTSL value (calculated from credit points and including any variations for weighting courses)
- ◆ Student Contribution Amount (HECS)

This information is generated by the subject database once rollover has been completed. UOW includes all subjects on the database at that point, regardless of whether there is a subject instance (i.e. UOW includes the "not on offer" subjects as they are still technically "on the books").

Courses

We are required to publish tuition fees for all full-fee paying courses on offer in 2008 (i.e. all postgraduate and non-award courses). All UOW undergraduate degrees are Commonwealth Supported so a list of tuition fees does not need to be published for those courses; instead this information is contained in the schedule of subjects. The following information is sent to DEST:

- ◆ Course name
- ◆ Commonwealth supported places or full fee paying
- ◆ Total credit points
- ◆ Total Equivalent full time study load (EFTSL)
- ◆ Tuition fee per credit point
- ◆ Tuition fee per EFTSL

In 2007 this information will come primarily from the course database.

Sessions

The following information regarding sessions is sent to DEST:

- ◆ Session name
- ◆ Start date
- ◆ End date
- ◆ Census date

This information comes from the session database.



The above information cannot be changed after the publication deadline has passed unless the University applies for and is granted Ministerial Approval to amend our schedule. This is only granted under exceptional circumstances.

It is okay to publish a subject or course then decide not to run it (insufficient student numbers or other reasons). The schedule advised to DEST is what UOW intends to offer in 2008.

Courses and subjects for the second half of 2008 (census dates after 1st July) may be advised to DEST in an additional schedule by 1st April 2008. Please contact Aden Steinke or Toni Dobbs to discuss the deadline for the additional schedule.

Other deadlines to consider

The DEST publication deadlines are absolute legal requirements for course information. However, faculties should also consider other key publications such as the UAC guide, various promotional material produced by UniAdvice and the Course Handbook.

These publications are key to ensuring both prospective and current students have information about our courses. While a course may be approved by the University and meet the DEST deadline, faculties may find it difficult to promote the course and recruit students if the course is missing from key publications.