



Policy and Governance Unit

# ANNUAL AUDIT OF NEW SUBJECT PROPOSALS PROCEDURES

<b>Date approved</b>	June 2007	<b>Date Procedure will take effect</b>	June 2007	<b>Date of Next Review</b>	November 2010
<b>Approved by</b>	Senior Manager, Policy and Governance				
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<b>Responsible Faculty/ Division &amp; Unit</b>	Policy and Governance Unit, Academic Registrar's Division				
<b>Supporting documents, procedures &amp; forms of this procedure</b>	<a href="#">Subject Approval Guidelines</a> <a href="#">Subject Approval Forms</a>				
<b>References &amp; Legislation</b>	<a href="#">Code of Practice Teaching and Assessment</a>				
<b>Audience</b>	Public – accessible to anyone				
<b>Expiry Date of Procedure</b>	Not applicable				

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## 1 Introduction / Background

1. This procedure outlines the process for the annual audit of new subject proposals.

## 2 Scope / Purpose

1. The Annual Audit of Subject Outlines is to ensure compliance with the Code of Practice - Teaching and Assessment and guidelines in the Subject Approval Kit. Ten percent of new subjects are selected at random from Faculties' annual listing of new subject proposals. The Audit team reviews the selected subjected proposals for satisfactory response to the information requested in the form.

## 3 Definitions

Not Available.

## 4 Instructions

### September

1. Email Faculty Officers to request summary listing of new subject proposals with deadline of first week in October
2. Check with Dean of Students subcommittee membership. Where new subcommittee members are requested, send a request of attendance along with a copy of requirements and procedure

### October

3. Summary listing of subject proposals received
4. Compile worksheet & folder (see previous year and amend or update any necessary)
5. Randomise subject proposals for audit: done by Policy and Governance Unit:
6. Work out 10% of subjects where:
  - No. of subjects < or equal to 10 = 1 subject
  - No. of subjects < or equal to 20 = 2 subjects
  - No. of subjects < or equal to 30 = 3 subjects
7. Count no. of subjects per faculty in each level, select subjects to ensure an even spread across schools, units & levels
8. Request from faculties the copies of subject proposals that have been selected for Audit.
9. Copy and disseminate the information to subcommittee members
10. Select date for Audit meeting early November– to be in time for reporting to Academic Senate in November meeting

### November

11. Subcommittee meeting. Request any further information or amendments from Faculties as requested by subcommittee, to be submitted to Deputy Vice-Chancellor (Academic) within 1 month
12. Produce report to Vice Chancellor via Deputy Vice-Chancellor (Academic)
13. Prepare agenda item for Academic Senate – November meeting, for noting

## 5 Roles & Responsibilities

1. The various roles and responsibilities of the audit team are listed below.



### Prior to the meeting

2. Review completed New Subject Proposal forms that have been selected for Audit. Assess whether, in your opinion the originating academic unit has provided a satisfactory response to the information requested in the form. This includes compliance with relevant University Rules, Codes of Practice and Guidelines. Consider a course of action to rectify anomalies identified using previous report as a guide. A worksheet is provided as a guide for the process.
3. Advise the Policy and Governance Unit if there are any additional subject proposals (listed on the Faculties new subject listing), which for appropriate reasons you may also wish to review. The Chair will be asked to review and approve this request.
4. Determine if there is any further supporting documentation you wish to view and advise Policy and Governance Unit.

### During the meeting:

5. Compare your comments for each subject selected with other panel members
6. As part of the audit team, ascertain and agree upon the compliance or non compliance of the subjects and determine appropriate action
7. Provide any comments on the subject approval process, the general standard of returns, the conduct of the audit any suggestions for improvement etc

### After the meeting:

8. Review the draft report prepared by the Policy and Governance Unit and amend as necessary
9. Note the responses from faculties when received
10. Report to be prepared by Chair and Policy and Governance Unit, and then signed by subcommittee members.

## 6 Version Control Table

Version Control	Date Released	Approved By	Amendment
1	June 2007	Senior Manager, Policy & Governance Unit.	Procedure in new template
2	13 May 2009	Senior Manager, Policy & Governance Unit	Migrated to the UOW Procedure Template as part of the Policy Directory Refresh Project
3	9 March 2010	Senior Manager, Policy & Governance Unit	Future review date identified in accordance with Standard on UOW Policy