

# Higher Education Minor and Major Unit Amendment Procedures

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## INTRODUCTION

The University accredits all of its higher education courses and their related units on a five (5) yearly cycle in accordance with the [Higher Education Course Accreditation and Re-accreditation Procedure](#). This internal quality assurance process critically evaluates the integrity, quality and effectiveness of the University's higher education courses and units, to ensure compliance with the relevant higher education legislation and the University's strategic alignment and operational planning.

As a process of continual improvement, the University will make minor or major amendments to higher education units. What constitutes a minor and major unit amendment is determined by factors such as higher education compliance requirements, the potential impact on students and the potential impact across courses and cross-disciplinary considerations.

## COMPLIANCE

This is a compliance requirement under the

- [Higher Education Standards Framework \(Thresholds Standards\) 2015](#);
- [Tertiary Education Quality and Standards Agency Act 2011](#); and
- [Australian Qualifications Framework](#)

## INTENT

This document details the procedure for the approval of minor or major amendments to units outside of the University's standard accreditation/re-accreditation cycle.

## RELEVANT DEFINITIONS

In the context of this document

**Accreditation** means the process for approval by an accrediting authority of a program of learning leading to an Australian Qualifications Framework qualification using the quality assurance standards for the relevant education and training sector;

**Accreditation period** means the length of time between when a course is approved and its next formal accreditation. The default length is five (5) years;

**Assumed Knowledge** means units which form the basis of a particular program and which students will be assumed to have passed before starting University and/or students are assumed to have completed or already covered the content of the unit prior to enrolling in the subsequent unit;

**Course** means a formally approved/accredited course of study that leads to the award of a qualification;

**Course proposer** means an academic staff member of the University nominated by the Head of School to be responsible for the development and submission of course accreditation/re-accreditation proposals;

**Course Accreditation and Re-Accreditation Procedures (CARP)** means the process for the accreditation and re-accreditation of the University's higher education courses;

**Credit Points** means a value allocated to individual units in the Higher Education sector indicating its contribution to the overall course requirements and to the enrolment load of a student. Most units are 10 credit points, which represents normally 10 hours per week of study, or a quarter of a full-time load for a semester. A full load for a semester is 40 credit points; a full load for the year is 80 credit points. Points, which are allocated to individual units in the Higher Education sector in order to give value to a unit, indicate its contribution to the requirements of a course and to the enrolment load of a student. Credit points are also an indicator of the amount of work the unit might entail;

**Learning Method** means the detail on the type of learning material provided or available to students;

**Unit** means a subject or unit that a person may undertake with a higher education provider as part of a course of study leading to a higher education award; and

**Unit Offering** means for a unit code, a combination of study period, location and mode.

## PROCEDURES

### Minor and Major Changes

What constitutes a minor or major unit change is determined by the requirements of the [Higher Education Standards Framework \(Threshold Standards\)](#), and potential impact on students and potential impact across courses/cross-disciplinary considerations.

A minor amendment to a unit involves amendments within a course accreditation/re-accreditation period such as:

- Adding new unit offerings;
- Learning method;
- Teaching responsibility;
- Assumed knowledge; or
- Clarifying current learning outcomes, unit description, assessment items, grammar and formatting or additional student information.

Note: A minor amendment to a unit does not include substantive changes.

A major change to a unit involves changes within a course accreditation/re-accreditation period such as:

- A unit code;
- Unit title;
- Unit description or content change;
- Field of education;
- Pre-requisite/s;
- Adding and/removing learning outcomes;
- Assessment; or
- Removed offerings or amending previously accredited unit modes.

Requests for amendments specific to unit credit points or unit level are not be considered through this process; such requests will need to follow the University's [Higher Education Course Accreditation and Re-Accreditation Procedures](#).

To ensure the overall integrity of courses, the following parameters will apply to requests for unit amendments within an accreditation period:

- Only three (3) minor changes to a unit are permitted before the unit must be(re-accredited);
- Only one (1) major change to a unit is permitted before the unit must be re-accredited;
- No more than ten (10) credit points per eighty (80) credit points in a course can be changed. For example, in an eighty (80) credit point diploma, only ten (10) credit points can be changed; in a three-year bachelor course, only thirty (30) credit points can be changed;

## Approval Process

The need for a minor or major unit amendment is usually identified through the relevant discipline/school end of semester unit/course reviews, which takes into account:

- Student feedback such as MyView, focus groups and informal feedback;
- Reports from moderation conducted in accordance with the [Academic Assessment and Moderation Policy](#) and [Higher Education Assessment Procedures](#); and
- Any professional accreditation requirements.

At the end of each semester, each unit is reviewed by the relevant discipline/school. Potential amendments are considered whilst having regard for the:

- Higher education compliance requirements;
- Potential impact on students; and
- Potential impact across courses and cross-disciplinary considerations.

Where amendments are considered appropriate, the unit coordinator will complete the relevant *Request to Amend Accredited Unit Form* for consideration by the relevant Faculty Learning and Teaching Committee. The Faculty Learning and Teaching Committee will determine whether the request for amendment has faculty support and has been through an approval process. Criteria includes:

- Demonstrated support for the request by the school that owns the unit;
- Identification of other courses where the unit is a core or specialist elective; and
- Evidence of support by any affected disciplines/schools.

Once endorsed or approved by the Faculty Learning and Teaching Committee, the Request to Amend Accredited Unit Form will be submitted to the Accreditation and Registration Team (ART) via the University Learning and Teaching Committee Wiki.

The Accreditation and Registration Team will review all requests for amendment, and either:

- Request further information or clarification;
- Initiate the actioning of any minor amendments and notify the relevant school of such amendments;
- Submit any major amendment requests to the University Learning and Teaching Committee for consideration and approval; and
- Notify the relevant faculty and stakeholders of the outcomes of requests for amendments.

## Approval Timeframes

Approval timeframes for minor and major amendments to units will depend on the nature of the amendment and the timing of the request. These timelines are influenced by a variety of factors including external reporting requirements, student enrolment dates and associated operational requirements.

Any requests for amendments to pre-requisites, unit codes and/or titles will only be actioned for the following calendar year, never in the same calendar year. No amendments will be applied to a unit in the current study period. This requires the University Learning and Teaching Committee approve requests for pre-requisites by the October meeting, or the July meeting for unit codes and/or titles.

For all remaining unit amendments, submission dates vary depending on the semester of implementation and if the unit is offered in Semester 2 and Summer Semester.

- Requests for unit changes that effect Semester 1 units, must be:
  - Submitted for consideration, at or before the October University Learning and Teaching Committee of the year prior to implementation; and
  - Approved by University Learning and Teaching Committee, at or before the June meeting of the year prior to implementation.
- Requests for amendments that effect Semester 2 units, must be:
  - Submitted for consideration at or before the May University Learning and Teaching Committee of the same year the change is to be implemented; and
  - Approved by University Learning and Teaching Committee, on or before the 1st of July of the same year the change is to be implemented.
- Requests for amendments that effect Summer Semester units where the unit is not also offered in Semester 2, must be:
  - Submitted for consideration at or before the August of the University Learning and Teaching Committee, of the same year the change is to be implemented; and
  - Approved by University Learning and Teaching Committee, on or before the September meeting of the same year the change is to be implemented.
- Requests for amendments that effect both Semester 2 and Summer Semester, must be:
  - Submitted for consideration at or before the May University Learning and Teaching Committee, of the same year the change is to be implemented; and
  - Approved by University Learning and Teaching Committee on or before the June meeting of the same year the change is to be implemented.

A maximum of three (3) minor and one (1) major unit amendments can be approved through this procedure.

## ESSENTIAL SUPPORTING INFORMATION

### Internal

[Academic Assessment and Moderation Policy](#)

[Higher Education Course Accreditation and Re-Accreditation Procedures](#)

[Higher Education Assessment Procedures](#)

[Quality Policy](#)

Request to Amend Accredited Unit Forms:

[UAS A1: Change to Unit Administration: Code, Title, FOE](#)

[UAS A2: Change to Unit Offering: add, remove unit, new mode or learning method](#)

[UAS A3: Change to Teaching Responsibility](#)

[UAS A5: Change to Assumed Knowledge or Pre-Requisite](#)

[UAS A6: Change to Unit Description](#)

[UAS B1: Change to Learning Outcomes](#)

[UAS B5: Change to Assessment Items](#)

**External**

[Australian Qualifications Framework \(AQF\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#) (Commonwealth)

[Provider Course Accreditation Standards](#) (Commonwealth)

[Tertiary Education Quality and Standards Agency Act 2011](#) (Commonwealth)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Nov 19
<b>Sponsor:</b>	Pro Vice-Chancellor, Education and Student Success		
<b>Contact Officer:</b>	Team Leader, Accreditation and Registration		

Version	Date Approved	Approved by	Brief Description
1.00	25 May 2012	Academic Board	Creation of original document and upload to CDU website.
1.01	13 Aug 2013	Governance	<ul style="list-style-type: none"> <li>• Assigned document number</li> <li>• Converted document to current template</li> <li>• Updated hyperlinks</li> </ul>
2.00	20 Nov 2017	Academic Board	Review of document <ul style="list-style-type: none"> <li>• Syntax</li> <li>• Addition of Approval Timeframes</li> <li>• Amend name from Minor and Major Unit Changes Procedures to Higher Education Minor and Major Unit Amendment Procedures</li> <li>• Add definition for Accreditation, Accreditation period and Course proposer</li> <li>• Remove definition for ART and Elective unit, which is not a term used in the document</li> <li>• Update definition for Course</li> <li>• Move definition of Minor unit a and Major unit changes into procedure</li> <li>• Link document to parent procedure CARP</li> <li>• Improve document and process flow</li> </ul>
2.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Converted document into new template</li> <li>• Added a Sponsor, Pro Vice-Chancellor, Education and Student Success</li> <li>• Amended Contact Officer from Pro Vice-Chancellor, Education and Student Success to Team Leader, Accreditation and Registration</li> </ul>