Unit Development and Change

Deadlines, Approval and Reporting

Units are reported to DEEWR twice per year, by 1 April (for units offered from 1 July the same year) and 1 October (for units offered from 1 January the following year). All new units, and changes to existing units that affect reportable information, must be approved well in advance of these dates. Please refer to the Courses Management website for further information (Timelines) about reportable unit information and Courses Committee deadlines.
The Faculty Courses Officer can assist in preparing paperwork and explain the approval process.

New Unit
Use the New/Reactivated Unit form to submit the information. If the new unit is replacing an existing unit a Unit Deactivation form is required for the unit being replaced.

Reactivation of Unit
Use the New/Reactivated Unit form and attach a detailed rationale for the reactivation.

Unit Changes
Depending on the type of change these may be carried out within the existing version of the course, or a new version may be required. In some cases a new study package must be created. A Unit Change form is required for all changes to units. Rationale for the change, and changes to associated text can be submitted using the Unit Details form.

Deactivation of Unit
A Unit Deactivation form can be used to list multiple units provided they are all within the same school.

Other
Depending on the specific nature of the change, additional forms, such as the Inter/Intra Faculty Approval, Course Change and Course Structure form, may be required. Changes to units with OUA equivalents may require separate Open Universities Australia change forms to be completed. More details about OUA changes can be found at http://cel.curtin.edu.au/cel_services/oua.cfm
Courses Management will advise if additional forms or information are required.

Minor Changes
If proposed changes are only very minor, Courses Management may accept an email or signed memo, detailing the minor changes, from the Head of School to the Faculty Dean of Teaching and Learning. The submission to Courses Management must include documented approval from the Dean of Teaching and Learning.