Managing Courses at Curtin
An Introductory Guide
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Introduction
This document contains introductory information for all staff involved in the management of courses: Academic staff, Faculty Courses Officers (FCO), School Administrative staff and Courses Management (CM) staff.

The following policies are relevant to the management of courses (this includes majors, streams and units as they are part of a course structure).

- Academic Award Structures Policy and Procedures
- Advisory Boards Policy
- Collaborative Awards Procedures
- Collaborative Education Services Policy and Procedures
- Course Approval Policy and Procedures
- Course Nomenclature Policy
- Course Review Policy
- Discontinuing Courses Policy and Procedures
- Double Degrees Policy
- Flexible Learning Policy
- Graduate Attributes Policy
- Honours Degrees and Degrees with Honours Policy
- Language of Instruction Policy
- Postgraduate and Graduate Coursework Degree Policy
- Regulations for Bachelor Degrees Policy
- Service Teaching Policy
- Unit Size and Viability Policy
- Units Policy

They are available at: http://policies.curtin.edu.au/policies/teachingandlearning.cfm

Course Development and Change
Information is available at http://coursesmgmt.curtin.edu.au/
Forms are available at http://coursesmgmt.curtin.edu.au/forms.html
These forms are for submission to the Faculty Courses Officer for faculty approval prior to submission to Courses Management.
**Study Packages at Curtin**

*Study package* is the generic term used in the Student One database for each course, major, stream or unit offered by Curtin. Every study package has a unique 4-6 digit system-generated code, sometimes referred to as the *study package code (SPK)*, course or unit code.

Information about study packages is extensive and varies depending on the type of study package. However, in addition to the system-generated SPK every study package must have a Field of Education (FOE) code. The FOE system is part of the *Australian Standard Classification of Education (ASCED)* (available from [www.abs.gov.au](http://www.abs.gov.au)). As detailed on the website, the FOE is defined as ‘the subject matter of an educational activity’. The FOE is in the form of a standard numerical code assigned to every study package and according to the subject area covered. Funding is determined by the FOE assigned to units.

**Study Package Versions**

When the details of a study package are changed, a new version of the study package is normally created unless the changes are limited (see below), for example 339999 v.3 would be replaced by 339999 v.4. There will only be one active version of a study package at any one time.

When changes are made to existing study packages, there are three possible outcomes.

- changes are made to the current version (i.e. 399999 v.3 remains)
- a new version is created (i.e. 399999 v. 3 becomes 399999 v. 4)
- a new study package is created (i.e. 399999 v. 3 may be replaced by 455555 v. 1)

*Limited changes to study packages, especially units, may not need a new version. Changes can be made to the existing active version without loss of historical information.*

*New versions entail changes to student study plans which can be time-consuming to implement. Consideration needs to be given to whether a new version is warranted. In cases of doubt, Courses Management will consult with the Faculty Student Services Office and the final decision will be made by the Manager, Courses Management.*

When new versions of study packages are created, deactivation of the former version will occur automatically as only one version of a study package can be active at the one time.

Specific cases where a new version of a course or major is required;

- Changing the title of the study package
- Changing a course or major that requires the significant scrutiny of a professional accreditation or registration body
- Introducing new majors into a course
- Changing a course or major so that it can be offered in collaboration with another institution in Australia or overseas

Specific cases where a new version of a unit is required;

- Changing the title of the unit
- Changing the result type ie pass/fail to grade/mark
- Changing owning or teaching organisation
- Reactivation of a deactivated unit after more than 12 months

**New study packages**

New study packages are created all the time. For some changes it is necessary to create a new SPK to replace the existing study package, that is, 399999 v.3 is replaced by 411111 v.1. This is required when the:

- number of credits for completion have changed
- *Field of Education (FOE)* code changes
• Category type changes (category type defines the type and level of the study package, e.g. undergraduate unit, postgraduate course)

Considerations for creating new study packages as opposed to new versions
A new study package could be either completely new, or a replacement for another study package.

• It is helpful administratively when there is a period of considerable course change, as two active versions of a study package cannot exist at the same time;
  o If courses are phasing in over a few years, all new units for later years must be Active so that the whole of the new course can be publicised, but the existing units may also need to be Active.
• Given student self-management and online enrolment for the full academic year;
  o A new study package should be created when changes are made to a unit for delivery in second semester if the unit is also delivered in first semester

It is also advisable to create new study package codes for units whenever there has been:
• significant shifting of syllabus, or
• introduction of new syllabus into an existing unit

This is because a student is prevented from enrolling in a unit which they have already passed, i.e. they cannot enrol again for a unit with the same study package code regardless of version. When a student has been doing a course for a very long time, or has been re-admitted to a course;

• If there is any chance the student needs to do the latest version of a unit because it contains some syllabus not previously covered, a new study package should be created

• If completion of the previous unit means that the student should never need to cover that syllabus again while they stay enrolled in the same version of the course, a new version of the existing study package should be created

Student One allows for two study packages with different codes to be linked, with one recorded as the replacement for the other. Creating a new code does not mean that the history of the study package will be lost. In cases of doubt, consult the Faculty Student Services Office staff or Courses Management.

Open Universities Australia

Curtin University offers courses and individual units through OUA. Units can be either equivalent to units which are already offered at Curtin or units designed specifically for OUA and not offered on Curtin campuses. Separate study packages must be created as:
• they are all owned by Curtin OUA
• OUA has its own naming conventions for units
• the administrative details of the unit are different

Where there is a Curtin unit, the OUA unit must be equivalent, with equivalent requisites, identical syllabus and learning outcomes, and the same broad assessment category and weighting (the actual assessment can be contextualised for delivery through OUA). This is because students who complete the requirements of a course can apply to receive a Curtin award and this may be indistinguishable from the award obtained by a student enrolled in the course at Curtin.

It is also possible to offer selected majors from Curtin courses through OUA.
Managing Life Cycles of Study Packages

All study packages and versions of study packages have one of the following life cycle stages recorded on Student One:

- **Draft**
  The study package is still under development

- **Planned**
  Documentation for the study package has been finalised, approved at faculty level and received in Courses Management

- **Active**
  The study package is fully approved and is available for use. Some Active study packages have an ‘end date’ recorded which means that, although currently still fully active, they are designated for deactivation at some stage in the future. The end date is the end of the last half of the year when it is proposed the study package will be last offered to students.

- **Phasing Out**
  This is an intermediate stage between Active and Deactivated with different meanings for different categories of study package. Please note that all study packages due to be deactivated will originally be set to Phasing Out to allow student finalisation.

- **Deactivated**
  The study package is no longer used, but it remains on the database and it is possible to be reactivated if necessary:
  - Study Packages that are deactivated are retained on Student One;
  - The deactivation process is a two-stage one. In Student One the study package is placed on a stage of Phasing Out as soon as the last expected student has enrolled. However the study package is not finally deactivated until information for remaining students has been finalised;
  - Teaching areas sometimes have reason to keep Active a unit which is not to be offered in any study period in a year. There can be legitimate reasons for this. Units may be deliberately cyclical, that is offered only every two years. Units may only be needed when a study tour is arranged. However, it should be realised that units that remain active are:
    - printed in the handbook, giving students the impression that they may be available for selection;
    - sent out to departments to ensure that availabilities are audited and updated;
    - printed in all reports and counted in all statistics;
    - required to have fees attached and audited by the University Fees Centre.

In order to ensure that study packages are always active when needed the following rules apply:

- All units and versions of units which are to be deactivated remain Active until after the last date for enrolment in the last study period in which they are available;
- All courses, majors and streams remain Active until the last date set for admitting a NEW student to that course, major or stream.

Transition Planning

Whenever a change to a course, major or stream occurs, it is important that the teaching area has a transition plan. Transition plans are based on the following principles.

- It is easiest for administrative purposes if continuing students remain in the version of a course in which they were first enrolled,
- It is important that students in old versions of courses do not have on their study plans units which will no longer be available when they reach that point in the course,
- Students should be given the opportunity to enrol in the new units whenever feasible.

Teaching areas must definitively state in all course change documentation the last study period for the ‘old’ package and the first study period for the ‘new’ package. When a new SPK number is involved, teaching areas must indicate if the “new” study package completely replaces another study package.
Approval Management

Refer to the Course Approval Policy and Procedures

There are three levels of approval for changes to study packages; Centrally Approved, Faculty Approved and Limited Changes. These are described below.

- **Centrally Approved** changes – proposals are approved by Academic Board or the Deputy Vice Chancellor, Education, following a recommendation for approval from central Courses Committee.
- **Faculty Approved** changes – proposals are approved at faculty committees and are noted by central Courses Committee.
- **Limited** changes – can be approved by the Dean, Teaching and Learning of the faculty but may go to faculty committees, depending on the faculty.

Courses Management receives documentation for all proposals, and will assess the level of change for each proposal. When making a final determination as to whether Central Approval is required, Courses Management will take into account whether study packages are truly new or have a new study package code for administrative convenience.

Determining Levels of Change

Note: Any change which affects courses, majors, streams or units owned by another faculty or which varies inter-faculty service teaching arrangements must be signed off by the affected faculty, regardless of the assessed level of change. The information below forms Schedule 2 of the Course Approval Policy and Procedures

1. Changes needing central approval via Courses Committee

   A new course or course change will need to be centrally approved if it involves at least one of the following criteria:

   - creating a new course, major or stream;
   - creating or changing a course, major or stream that it is in some way a collaboration with another institution in Australia or overseas;
   - changing a course, major or stream that requires the significant scrutiny of a professional accreditation or registration body;
   - adding or removing a major or stream to/from a course;
   - deactivating a course, major or stream;
   - changing the title of a course, major or stream;
   - changing a course, major or stream to the extent that the Field of Education is altered from that which was originally approved;
   - changing the length/duration of an existing course or major;
   - significantly altering the structure of a course or the units within a course, especially where major shifts in syllabus or modes of delivery are involved;
   - creating a new unit which does not replace an existing unit;
   - reducing the extent of service teaching in a course, major or stream.

2. Changes needing faculty approval only

   A course change is Faculty approved if it does not need to be centrally approved but matches at least one of the following criteria:

   - altering the structure of, or units within, a course where most of the changes only affect teaching within the faculty;
   - changing who owns, or who has teaching responsibility for, a course or major;
   - changing individual units to the extent that this will affect the learning outcomes of a course;
   - considerably reducing or expanding the range of optional units offered within a course;
• creating a new course which is a subdivision/entity of an existing course; for example, creating a graduate certificate or graduate diploma from within an already approved masters course;
• deactivating or replacing a unit that is core in a course taught by another teaching area within the faculty;
• changing a unit that is core in a course taught by another teaching area within the faculty;
• changing the Field of Education of a unit;
• changing the result type of a unit.

3. Limited changes

All other changes are deemed limited and may include one or more of the following:

• creating a new unit which directly and completely replaces another unit, where that unit is not core in any course outside the teaching area owning the unit;
• changing the title of a unit;
• changing the year level or semester of a unit;
• changing the text of a unit: e.g. syllabus, learning outcomes, assessment category and breakdown;
• changing the ownership or teaching responsibility of a unit or thesis;
• deactivating a unit that is not core in other courses;
• changing optional units within an existing course, major or stream.

Open Universities Australia

New OUA offerings and changes to OUA offerings must first be approved by Curtin prior to submission to OUA’s Academic Policy Committee (APC). Requests to deactivate OUA offerings must be approved by the Faculty and OUA’s APC prior to final approval for deactivation from Courses Committee.

All OUA study packages are entered onto Student One in the same way as any other study package. However, the management of these study packages differs from Curtin offerings. At present, Courses Management staff update and maintain the OUA study packages.
**Planning for Course Changes**

**Advisory Boards**

Advisory Boards should be consulted early in the development process.

**Linkages reports**

Before beginning a course change, a linkage report from Student One will show the study packages that may be affected by the proposed changes. It may be necessary to obtain the approval of (or at least inform) other faculties/areas before proceeding with the change.

- For example, changing a unit in a single undergraduate course may mean that changes will have to be made simultaneously in the structures of all other degrees using that unit.

**Check Co-taught units**

Two or more separate units (each with its own SPK number) are in certain circumstances delivered together. These units may have similar syllabi and are known as co-taught units.

Some examples of co-teaching include:

- Lectures are held together, but tutorials are separate for different cohorts if, AND ONLY IF, the total numbers justify that number of tutorials;
- The online information is on one shared web site.

If a unit is co-taught changes to one unit may need to be made to the co-taught unit. It should be recorded on the Student One database that a unit is co-taught.

**Check Course, Major and Stream Information**

Information about study packages is extensive and may involve a large amount of information. The Faculty Courses Officer can provide a report giving all the information which is currently stored on Student One about the course, major or stream.

- **Course Title**
- **Introduction**
- **Course Entry Requirements/Prerequisites**
- **Duration and Availability**
- **Professional Recognition**
- **Graduation Statement Text**
  - Award Detail
  - Award Pathway
  - Award Features
  - Courses Accreditation
- **Completion criteria:** The main completion criterion is the length of the course in credits but there may also be other criteria for completion such as fieldwork requirements
- **Field of Education (FoE):** The FoE system is part of the *Australian Standard Classification of Education ASCED* (available from [www.abs.gov.au](http://www.abs.gov.au)). The most appropriate FoE must be chosen for a course.
- **Course Learning Outcomes (CLOs):** For assistance on writing course learning outcomes consult the team in the Office of Assessment, Teaching and Learning. Courses will always need nine outcomes; majors and streams may have outcomes where considered relevant
- **Structure:** Courses, majors and streams must have a structure that consists of core and/or option and/or elective units for each study period
- **Liability category and ESOS compliance:** any course offered to international students must be ESOS compliant. [http://aei.gov.au/AEI/ESOS/default.htm](http://aei.gov.au/AEI/ESOS/default.htm)
- **Service teaching:** Courses, majors and streams often contain units owned by other teaching areas (service teaching). Consultation must occur if there is any component of service teaching that is being changed
• **Linkages:** Majors and streams may exist within the structure of more than one course. It is important for these linkages to be recorded on the change form so that they can be checked.

• **Award titles:** A single course with majors will have more than one award title, based on the title of majors within the course.

### Check Unit Information

The Faculty Courses Officer can provide a report giving all the information which is currently stored on Student One about a unit.

- **Unit title**
- **Syllabus statement**
- **Unit Learning Outcomes:** For assistance on writing unit learning outcomes consult the *Teaching and Learning at Curtin* book or the team in the Office of Assessment, Teaching and Learning.
- **Basic tuition pattern:** for example, that there will be a one hour lecture and a two hour tutorial for each student each week.
- **Requisite and equivalent (e.g. OUA) units**
- **Result Type (Grade/Mark or Pass/Fail)**
- **Assessment breakdown:** broad category and percentage
- **Special requirements for completion of the unit:** e.g. fieldwork requirements

### Documentation for Course/Major/Stream/Unit Development and Change

The Faculty Courses Officer will create/update the Student One records once the documentation is submitted to the faculty. Forms are required for all changes and close liaison with the Faculty Courses Officer will ensure the appropriate information is included.

The following information is needed in order to begin the data entry:

#### Courses, majors and streams

- A complete structure for the new or changed course, major or stream, indicating which units are new or changed,
- A summary of the changes, which explains simply and clearly changes to the existing structure,
- A rationale for the new or changed structure,
- Course Learning Outcomes linked to the Curtin Graduate Attributes (this is applicable to all courses and may be needed for some majors where the discipline or outcomes are distinct from those of other majors),
- All changes to the information listed above under ‘Check Course, Major and Stream information’.

#### Units

- If the unit is new, or to be reactivated, include a brief rationale,
- New units and new versions of units will need to have accompanying course/major/stream change documentation (Course Structure Form),
- All changes to the information listed above under ‘Check Unit information’.

**Note:** Documents sent to Courses Management need to be final documents without track changes.
Course/Major/Stream Development and Change

Deadlines, Approval and Reporting

Courses are reported to DEEWR once per year by 1 August for delivery in the following year. All new courses, and changes to existing courses that affect reportable information, must be approved well in advance of this date. Please refer to the Courses Management website for further information (Timelines) about reportable course information and Courses Committee deadlines. The Faculty Courses Officer can assist in preparing paperwork and explain the approval process.

New Course/Major
A business case must be developed and the Business Case form submitted for all proposed new courses and majors. Once this has been endorsed the area can then develop the curriculum and submit the course information using the New/Reactivated Course/Major/Stream form, a Course Structure Form and a Curriculum Map.

New Stream
Submit the stream information using the New/Reactivated Course/Major/Stream form, a Course Structure Form and a Curriculum Map.

Reactivation of Course/Major/Stream
Use the New/Reactivated Course/Major/Stream form and attach a detailed rationale for the reactivation. Please note that a business case may be requested for the reactivation. A Course Structure Form and a Curriculum Map must also be submitted.

Course 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 Course/Major/Stream Change form is required for all changes to courses, majors and streams. Rationale for the change, and changes to associated text can be submitted using the Course Details form. Most changes to the structure will require the submission of a Course Structure Form.

Deactivation of Course/Major/Stream
A Course/Major/Stream Deactivation form must be submitted for all deactivation requests.

Other
Depending on the specific nature of the change, additional forms, such as the Inter/Intra Faculty Approval, New Unit and Unit Deactivation form, may also be required. Changes to courses with OUA equivalents may require separate Open Universities Australia change forms to be completed. More detail 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.
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.
**Timelines for Approval of Course Changes**

Planning for course changes must take into account the amount of time it takes to develop, approve and implement course changes.

The most critical deadlines for implementing course developments and/or changes relate to government reporting requirements, if the course is to be offered to international students to study in Australia this includes CRICOS registration. Other requirements that should also be taken into consideration include publication and marketing requirements e.g. TISC guide, Curtin Open Day.

The information below will assist in determining which of the deadlines is applicable to the proposed development.

**DEEWR reporting deadlines**

**Campus file**

The University reports to DEEWR each year on the courses to be run by Curtin at each of its campuses. The list of courses for reporting is forwarded to DEEWR by 1 August each year. The deadline for reportable course information to be received by Courses Management is three weeks prior to the June Courses Committee meeting.

The data reported is:
- study package code (NOT version)
- course category
- title
- credits
- owning organisation
- indicative first year fees

Changes to courses which do not affect this information can possibly be made at any time, please contact your Faculty Office for further information.

**Unit Fees**

Curtin is obliged to report fees for individual units twice a year to DEEWR and to list these fees on the Curtin web site.

The list of units for reporting is forwarded to DEEWR by 1 April and 1 October of each year. The deadlines for reportable unit information to be received by Courses Management are 1 March and 1 August. Most changes occur in second semester for implementation in the following year, the Fees Centre therefore needs a longer lead time to prepare the data for the 1 October report.

The data reported is:
- study package code (NOT version)
- title
- credits
- fee based on the owning organisation, the field of education (FOE) code, credits

Changes to units which do not affect this information can possibly be made at any time, even if a new version is necessary.

Note: Domestic Fee Paying – fee is derived from Owning Org; Commonwealth Supported – fee is derived from the FOE; Contribution Exempt – Commonwealth supported category; Fee exempt – all other categories

*If the study package code, title and field of education are not reported to DEEWR on these dates, the course or unit CANNOT be offered.*
**Curtin Committee deadlines**

Course developments and/or changes are submitted initially to the appropriate faculty committee for approval. Once the documentation is received by Courses Management the information is processed and where appropriate included on the next meeting agenda for Courses Committee. If central approval is required a Courses Committee resolution will recommend for approval by Academic Board or the DVC Education.

Courses Committee meets on the first Tuesday of every month with Academic Board following on the last Friday of every month.

The June Courses Committee meeting represents the very last opportunity for developments to be forwarded to Academic Board for approval before the reporting deadlines.

The following table details the last dates that documentation can be received by Courses Management for implementation of changes that affect reporting to DEEWR. Time MUST be allowed before these dates for processing and approvals within the faculty.

<table>
<thead>
<tr>
<th></th>
<th>New units and changes to units that affect reporting information</th>
<th>Changes to courses that affect reporting information</th>
<th>New courses</th>
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<tbody>
<tr>
<td><strong>To be available in the first half of the year</strong></td>
<td>1 August previous year</td>
<td>3 weeks before the first Tuesday in June (June Courses Committee meeting)</td>
<td>†3 weeks before the first Tuesday in June (June Courses Committee meeting)</td>
</tr>
<tr>
<td><strong>To be available in the second half of the year</strong></td>
<td>1 March current year</td>
<td>3 weeks before the first Tuesday in March (March Courses Committee meeting)</td>
<td>N/A</td>
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**Central Committee meeting dates**

**Centrally Approved**

Centrally approved changes are forwarded to Courses Management for inclusion on the Courses Committee agenda.

**Faculty Approved**

Faculty approved changes are forwarded to Courses Management for processing and are noted by Courses Committee.

**Limited changes**

Limited changes may be implemented more often provided that they can be included in Curtin publications and marketing information.

**Publications and Marketing Deadlines**

Publication and marketing deadlines can be different from the administrative deadlines given above. Long-term planning of course developments is desirable to ensure that marketing can be accurate and that the online handbook includes the correct information.

For courses to be accurately marketed, they must be developed in time to be included in various University internal and external publications. The course can only be marketed once it has been approved and, if applicable, assigned a CRICOS code.

**Online handbook**

The online handbook sources its course data directly from the Student One database. A completely new extraction is undertaken three times a year. Other approved changes will be uploaded on a fortnightly basis.
The handbook is not updated in real time i.e. there is a delay between the time changes are made to the Student One database and when they appear in the online handbook.

**Future Students web site**
The Future Students web site draws much of its information from the approved course information on Student One. It can be regularly updated. It is therefore able to include information about courses which have missed entry in print publications. Contact the Future Students team for assistance in relation to the information on this site.

**TISC Guide**
Undergraduate courses are advertised through the Tertiary Institution Service Centre (TISC). If a new, or major change to an existing, undergraduate course is planned, these must be approved prior to 1 April, the deadline for TISC information. Contact the Manager, University Admissions if there are any queries about how courses will appear in the TISC Guide.

**Undergraduate and Postgraduate prospectuses**
The deadlines for these prospectuses will precede the dates discussed above. Data is collected from October and the prospectuses published early in the year. Contact the Manager, Publications and Marketing for information.

**International prospectus**
There may be up to two years between the offer of a place to international students and admission to the course. The course can only be marketed once it has been approved and has been assigned a CRICOS code. Contact the Faculty International Marketing Office for advice.

**Open Universities Australia**
OUA has an annual update of its offerings. This occurs during the period June to August for the following year. It is not possible to introduce changes in OUA offerings for implementation in the second half of the year. If OUA and Curtin offerings are to remain synchronised, the same restriction will apply to the Curtin version. Acceptance of this restriction is a condition of developing an OUA version of an existing Curtin study package.
Course, Major and Stream Structures

Courses, majors and streams are referred to as structured study packages simply because they have to have a structure i.e. a list of the units and other components which must be completed.

These are some issues to consider.

Equal credits for each study period
A full time study load totals 100 credits in each study period once all the core, option and elective components have been put together.
Where course structures contain a common core plus majors and/or streams, care must be taken to ensure that the components of the course fit seamlessly together. The following is a correctly structured fictitious example of the first year only of an undergraduate course. (All units are 25 credits)

Example Course Structure (Year 1 only)

<table>
<thead>
<tr>
<th>Year 1 Semester 1</th>
<th>Study Skills 101</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to Scientific Method 101</td>
</tr>
<tr>
<td></td>
<td>Mathematics 101</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits for semester 75</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1 Semester 2</th>
<th>Statistical Methods 102</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OPTIONAL UNIT</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits for semester 50</strong></td>
</tr>
</tbody>
</table>

No specific semester

<table>
<thead>
<tr>
<th>Example Major 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
</tr>
<tr>
<td>Example Major 2</td>
</tr>
</tbody>
</table>

Example Major 1 structure (Year 1 only)

<table>
<thead>
<tr>
<th>Year 1 Semester 1</th>
<th>Chemistry 101</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total credits for semester 25</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1 Semester 2</th>
<th>Inorganic Chemistry 102</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Organic Chemistry 104</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits for semester 50</strong></td>
</tr>
</tbody>
</table>

Half units
Current policy states that you can only have a maximum of two 12.5 credit units (or units not in multiples of 25) in any one study period

Unit nomenclature and suffixes
Unit titles and numerical suffixes must conform to policy. Titles should be distinctive and describe the content of the unit.

Options and Electives
Options are units chosen from a defined list of units, whereas electives may be chosen from any unit offered by the University. Availability, timetabling and unit requisites will restrict possible electives.

Requisites
A unit may have:
- A pre-requisite which is a unit that must be successfully completed before enrolling in a particular unit;
- A concurrent pre-requisite which is a unit that must be successfully completed before, or studied at the same time, as a particular unit;
- An admission pre-requisite which is a specific course of study to which the student must have been admitted in order to enrol in a particular unit;
- A co-requisite which is a unit that must be studied at the same time as another unit;
- An anti-requisite which is a unit that covers the same (or similar) content as a particular unit, which if previously passed prevents enrolment in a particular unit;
- An “other” requisite, for example substantial completion of the course.
Award Titles

The course title recorded on Student One will not necessarily be the same as the award title which appears on a student’s award certificate. A single course can have several award titles; this usually occurs when a course includes majors.

Example: The Faculty of Humanities has a generic undergraduate degree titled the Bachelor of Arts (Humanities). Within this degree, it is possible to choose one or two majors. A student who chooses to do Journalism will graduate with a Bachelor of Arts (Journalism). A student who chooses to do Journalism and Chinese will graduate with a Bachelor of Arts (Journalism and Chinese). No student will graduate from the course with the course title Bachelor of Arts (Humanities).

When courses change, existing students usually remain in the version of the course to which they were first admitted. If the new course has different award titles, it may be possible to allow students who remain in the older version of the course to have the option of graduating with the newer award title.
**Availabilities**

**What is an availability?**
Availabilities define where, when and how the study package is offered. Only courses, units and theses study packages will have availabilities. Students are only approved, not enrolled, into majors or streams as they do not have availabilities attached.

A study package may have multiple availabilities; at a number of Curtin campuses, in different modes of delivery and in different study periods.

**Course Availabilities**
A course must have an availability created before a student can be made an offer, or before they can be admitted to a course. Students are only admitted to a course once, in the year they commence the course.

**Unit Availability**
Unit availability is used to enrol students at unit level. This availability also stores tuition pattern information and unit quotas (maximum and minimum class sizes). Unit availabilities have census dates, and other important dates recorded against them (e.g. start date, last date to enrol, result publication dates).

**Responsibility for availabilities**
Except in the case of OUA units, which are maintained by the Class Management Office, the Faculty is responsible for creating and maintaining availabilities. The Class Management Office is responsible for rollover of availabilities to following years, and for timetabling, information for which is taken from the availabilities.

Courses Management is responsible for checking availabilities when processing course changes.

**Fees**
Indicative course fees are stored against course availability information.

A fee based on the students’ liability category is triggered upon enrolment in the availability.
International students

International students fall into three main categories

- Students studying in Australia as an onshore student at a Curtin campus. Courses studied by these students must conform to the ESOS Act and have CRICOS registration (see below).
- Students studying offshore at a campus offering Curtin courses. These students will be recorded as studying at the offshore campus and are not subject to the ESOS Act.
- Students studying offshore as Curtin external students. These students are recorded as studying at Bentley and pay similar fees to international onshore students, but are not subject to the ESOS Act (for example they can be part-time).

The ESOS Act and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration


If the course is to be offered to International Onshore Students on a student visa it will require a CRICOS Code. To obtain this code the course will need to meet certain criteria, as these students are protected by the ESOS Act. This Act covers a number of issues including course structure.

The course must:

- be available full-time (classed as 75 or 100 credits per study period);
- have a significant and recurring portion of each unit delivered face-to-face (i.e. there must be a requirement to attend campus for each unit). (Twenty five percent of the course may be delivered by distance mode);
- be structured so that it allows these students to complete the course within the minimum stated timeframe;
- have a course structure which allows international students to progress through each semester, i.e. the failing of a pre-requisite does not prevent them from taking a full time load in the next study period. Students will need to be able to choose alternative units from within the approved structure OR students will need to study the failed unit in the following study period so that their progression is not delayed.

ESOS compliance must be addressed when submitting documentation for new and changed courses. The Department of Education Services in WA (DESWA) is the body responsible for approving courses for CRICOS registration. This will only occur if the course is ESOS compliant and if the title is unique within the institution, regardless of the duration.

Application for CRICOS registration is submitted to DESWA by staff within Courses Management, who will contact teaching areas if there are any problems with registration. Changes to the CRICOS registration of a course should be requested on the Course Change form.
Inter-school and inter-faculty communication for study package changes

When changes to study packages are contemplated, consultation between affected owning and teaching areas should occur early in the process.

Consult:
- the service teaching policy, which requires that service-taught units continue to meet the needs of all students, not just those in the teaching area where the unit originates;
- the course approval policy and procedures for the inter-faculty approval process.

The Inter/Intra Faculty Approval Form is used in cases where changes affect other areas of the university. This form is to be sent to the affected area, along with a copy of the change documentation, before the change is approved at the relevant Faculty Committee. A copy of this Inter/Intra Faculty Approval Form must be included in the documentation sent to Courses Management for final checking and processing. The form has two parts, notification and approval, which may be submitted separately.

Library Resources

The library provides the resources, both print and electronic, to service the students. To ensure items listed in Unit Outlines are available for students, the bibliographic details must be forwarded to the Library so they can be acquired for the library collection.

In order to ensure that library resources are covered, especially if the development entails a move into a new discipline area, contact the Faculty Librarian for advice: http://library.curtin.edu.au/about/organisational-structure/faculties/index.cfm

Faculty Librarians are available to discuss the provision of print and electronic resources, including books, journals, videos and e-reserve, as well as information literacy options.

Staff and students can request items for purchase using the ‘suggest an item’ link at http://apps.library.curtin.edu.au/recomphp/recoms/indexUser, at any time.

Bookshop

In order to ensure that resources are available for purchase, especially if the development entails a move into a new discipline area, contact the bookshop for advice: textbuyer@curtin.edu.au