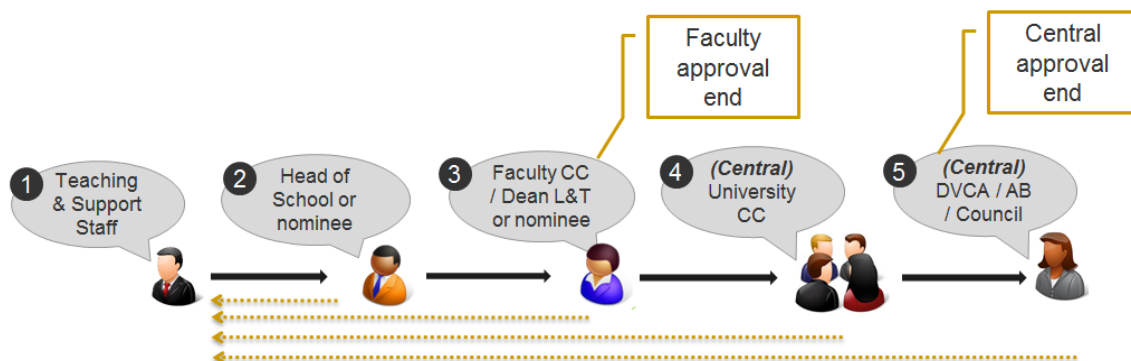


## Study Package Approval and Workflow

Once a draft study package has been fully populated, the study package is submitted for approval. There are two levels of approval, Faculty and Central, depending on the data field that is changed. Where a study package contains changes at a faculty and central level, the change must be submitted for central approval.



### Approval Status (Faculty Approvals)

Approval Status	Description	Actions and Responsibilities
<b>Draft</b>	Draft study packages are being edited and changed, prior to entering the formal approval process.	Unit and Course Coordinators and Teaching Support Coordinators/Officers create and edit study packages in a draft status. Administrative support staff from Courses Management, Course Administration and Flexible Learning Support and academic support staff from Course Design can assist in the draft stage. The coordinator would be expected to submit the study package for approval, unless otherwise determined by the school or faculty.
<b>Submitted</b>	Submitted study packages have been submitted for endorsing by the Head of School or nominee.	The Head of School or nominee (eg School Business Manager and/or Director of Learning and Teaching) reviews the study package and reverts to draft or endorses the study package. <b>Users are advised to not reject study packages.</b> When reverting to draft or endorsing, a pop-up window will appear. The endorser must add notes in this field indicating the changes that need to be made or reasons for rejection (if reverting to draft) or their recommendation for approval. The Head of School or nominee should also indicate in this field if a change should go to Faculty Courses Committee. If a school committee or board has met to discuss and endorse the study package, this should be noted in this field.

<b>Endorsed</b>	Endorsed study packages have been recommended by the Head of School or nominee and are awaiting final review and approval by the Dean of Learning and Teaching or the Faculty Courses Committee.	The Dean of Learning and Teaching or nominee approves or reverts the study package to draft. <b>Users are advised to not reject study packages.</b> When reverting to draft or approving, a pop-up window will appear. The Dean L&T or nominee must add notes in this field indicating the changes that need to be made or reasons for rejection (if reverting to draft) or their recommendation for approval. If the Faculty Courses Committee has met to discuss and recommend the study package, this should be noted in this field.
<b>Approved</b>	An approved study package has completed the approval process and is ready to offer.	Unit and Course Coordinators and Teaching Support Coordinators/Officers cannot make changes to an approved study package, but they are able to make new versions and new copies of the study package. If the study package requires modification or change to fix a typo, the Courses Management team have administrator rights to be able to modify an approved study package.
<b>Rejected</b>	A rejected study package was not recommended and has been removed from the approval process	Unit and Course Coordinators and Teaching Support Coordinators/Officers cannot make changes to a rejected study package, or resubmit it into the approval process. A new copy of the study package can be created in draft (a new study package code will be required) and this study package entered into the approval process

## Approval Status (Central Approvals)

Approval Status	Description	Actions and Responsibilities
<b>Draft</b>	Draft study packages are being edited and changed, prior to entering the formal approval process.	Unit and Course Coordinators and Teaching Support Coordinators/Officers create and edit study packages in a draft status. Administrative support staff from Courses Management, Course Administration and Flexible Learning Support and academic support staff from Course Design can assist in the draft stage. The coordinator would be expected to submit the study package for approval, unless otherwise determined by the school or faculty.
<b>Submitted</b>	Submitted study packages have been submitted for endorsing by the Head of School or nominee.	The Head of School or nominee (eg School Business Manager and/or Director of Learning and Teaching) reviews the study package and reverts to draft or recommends the study package. <b>Users are advised to not reject study packages.</b> When reverting to draft or recommending, a pop-up window will appear. The endorser must add notes in this field indicating the changes that need to be made or reasons for rejection (if reverting to draft) or their recommendation for approval. If a school committee or board has met to discuss and recommend the study package, this should be noted in this field.
<b>Endorsed</b>	Endorsed study packages have been endorsed by the Head of School or nominee and are awaiting review from the Faculty Courses Committee.	The Dean of Learning and Teaching or nominee recommends or reverts the study package to draft. <b>Users are advised to not reject study packages.</b> When reverting to draft or approving, a pop-up window will appear. The Dean L&T or nominee must add notes in this field indicating the changes that need to be made or reasons for rejection (if reverting to



		draft) or their recommendation for approval. Points discussed at the Faculty Courses Committee should be noted in this field. Deans of Learning and Teaching are able to executively approve central changes if required. Please liaise with Courses Management to determine faculty processes.
<b>Reviewed</b>	Reviewed study packages have been reviewed by the Faculty Courses Committee and are awaiting recommendation from the University Courses Committee.	The chair and secretary of University Courses Committee or nominee recommends or reverts the study package to draft. <b>Users are advised to not reject study packages.</b> When reverting to draft or approving, a pop-up window will appear. The UCC representative must add notes in this field indicating the changes that need to be made or reasons for rejection (if reverting to draft) or their recommendation for approval. Points discussed at the University Courses Committee should be noted in this field.
<b>Recommended</b>	Recommended study packages have been recommended by Faculty and Central courses committees and are awaiting final review and approval by the Academic Board.	The chair and secretary of Academic Board or nominee recommends or reverts the study package to draft. <b>Users are advised to not reject study packages.</b> When reverting to draft or approving, a pop-up window will appear. The AB representative must add notes in this field indicating the changes that need to be made or reasons for rejection (if reverting to draft) or their recommendation for approval. Points discussed at the Academic Board should be noted in this field if applicable.
<b>Approved</b>	An approved study package has completed the approval process and is ready to offer.	Unit and Course Coordinators and Teaching Support Coordinators/Officers cannot make changes to an approved study package, but they are able to make new versions and new copies of the study package. If the study package requires modification or change to fix a typo, the Courses Management team have administrator rights to be able to modify an approved study package.
<b>Rejected</b>	A rejected study package was not recommended and has been removed from the approval process	Unit and Course Coordinators and Teaching Support Coordinators/Officers cannot make changes to a rejected study package, or resubmit it into the approval process. A new copy of the study package can be created in draft (a new study package code will be required) and this study package entered into the approval process

## Approval Status (Deactivations)

Approval Status	Description	Actions and Responsibilities
<b>Approved</b>	A study package must be set through to approved if it is to be deactivated	Unit and Course Coordinators and Teaching Support Coordinators/Officers cannot make changes to an approved study package prior to deactivation. If the study package requires deactivation, the Unit or Course Coordinator should select <b>Submit for Deactivation</b> from the Action Menu pop-up. The <b>effective deactivation date</b> should be the <b>day after the final study period in which students will be admitted/enrolled in the study package.</b>

<b>Deactivation Submitted</b>	Study packages submitted for deactivation have been submitted for endorsing by the Head of School or nominee.	The Head of School or nominee (eg School Business Manager and/or Director of Learning and Teaching) reviews the request for deactivation and reverts to approved or endorses the deactivation of the study package. When changing status, a pop-up window will appear. If a school committee or board has met to discuss and recommend the deactivation of the study package, this should be noted in this field, along with any other comments or recommendations from the Head of School.
<b>Deactivation Endorsed</b>	Study packages endorsed for deactivation have been endorsed by the Head of School or nominee and are awaiting review from the Faculty Courses Committee.	The Dean of Learning and Teaching or nominee recommends the request for deactivation or reverts the study package to approved. When changing status, a pop-up window will appear. If a faculty committee or board has met to discuss and recommend the deactivation of the study package, this should be noted in this field, along with any other comments or recommendations from the Faculty Courses Committee.
<b>Deactivation Requested</b>	Study packages requested for deactivation have been reviewed by the Faculty Courses Committee and are awaiting recommendation from the University Courses Committee.	The chair and secretary of University Courses Committee or nominee recommends the deactivation or reverts the study package to approved. When changing status, a pop-up window will appear. If a central committee or board has met to discuss and recommend the deactivation of the study package, this should be noted in this field, along with any other comments or recommendations from the University Courses Committee.
<b>Deactivation Recommended</b>	Study packages recommended for deactivation have been recommended by Faculty and Central courses committees and are awaiting final review and approval by the Academic Board.	The chair and secretary of Academic Board or nominee approves the deactivation or reverts the study package to approved. When changing status, a pop-up window will appear. If a committee or board has met to discuss and recommend the deactivation of the study package, this should be noted in this field, along with any other comments or recommendations from the Academic Board.
<b>Retired</b>	A study package has completed the deactivation process and will no longer be offered.	Unit and Course Coordinators and Teaching Support Coordinators/Officers cannot make changes to a retired study package, but they are able to reactivate the study package or make new copies of the study package.

## Processes for Drafting and Collaborating

Drafts can be edited by all staff listed in the “Other staff” as well as the Study Package Coordinator. A staff member listed as the coordinator or in other staff is able to add additional contributors in the “Other staff section”, provided they are Curtin staff members or University Associates. External review and benchmarking is supported offline using the unit, course or component report.

More than one contributor is able to edit or add to a draft study package, though only one person can make a change at any one time. Additional contributors should be added to draft study packages



to ensure that all relevant areas have reviewed the draft prior to submission (for example, admissions should be consulted on changes to the Course Entry Requirements).

If more than one contributor is involved in the drafting process (including when the drafts are reviewed by Director L&T prior to submission), notes to other contributors should be made in the “**Extra Information**” field on the final tab in the editing screens. This field will display in the course, component and unit reports as “**Discussion Notes**”. Courses Management must add a note in the “**Administration Notes**” field prior to submission.

When a study package is ready for submission, the rationale for change must be entered in the pop-up that appears on submission. This rationale will be used for Faculty and Central courses committees and should include relevant information about what has changed and the reasons for this change. Include any additional information about stakeholder engagement and collaboration that is not already included in the extra information.

## Processes for Review and Approval

Staff involved in the review process should compare the unit, course or component report from the newly submitted/changed study package with the previous version to determine what has changed. If a change is needed to a study package before it can be recommended for the next reviewer, the change should be reverted to draft. In the pop-up that appears, the reviewer should provide clear instructions about the changes required or the reasons for rejection. The draft study package can be changed by the coordinator or a member of other staff, and the change resubmitted for approval.

Deans of Learning and Teaching are able to executively approve Level 2 faculty changes, and hold over Level 1 faculty changes for the Faculty Courses Committee, depending on the nature of the change. Please liaise with Courses Management to determine faculty processes.

In some cases, study packages will be recommended by a school board rather than a Head of School. This should be indicated in the pop-up that appears when recommending or endorsing a study package.

## Processes for OUA study packages

OUA study packages are not owned by the school/department that teaches them (or the school/department that owns the Curtin equivalent), so it is not possible for the Head of School or Dean of Learning and Teaching to action these directly in system. Administrative staff from Courses Management and/or Flexible Learning Support will process the changes in system as directed by the Head of School or Dean of Learning and Teaching. If recommending/approving a Curtin study package that has an OUA equivalent, please indicate in the status log that the OUA study package should be recommended/approved at the same time.

## Offline Processes

There are several processes that will still occur offline.

- **Concept proposal** – Completely new study packages that will change the university’s educational profile still require a concept proposal to be approved by Senior Executive. This concept proposal is available from the Courses Management website and is submitted directly to the first available SET meeting by the Pro Vice Chancellor of the

Faculty that is proposing the course. If approved, please send details through to Courses Management.

- **Business Case** – A Business Case is required for all new courses and major, and for reactivations of courses and majors. This Business Case is available from the Courses Management website and is approved outside of Akari, following the process outlined in the Course Approval and Quality Manual. If approved, please send details through to Courses Management.
- **Course Structure Form** – A Course Structure Form is needed in the short term to show changes to structures. This is available from the Courses Management website. It is anticipated that changes in upcoming releases will improve the User Experience in seeing course structure changes. Please refer to the CLT support site for updates.
- **OUA PIMS & EOI Forms** – Submission of changes to OUA study packages requires the completion of a separate PIMS form, available from the Courses Management website. If the course or unit is completely new, an Expression of Interest must also be completed. Please submit these to Flexible Learning Support by email [OUA\\_PIMS\\_updates@curtin.edu.au](mailto:OUA_PIMS_updates@curtin.edu.au)

## Actioning changes in system

The following steps should be undertaken to recommend or reject a study package, at each approval status.

### Head of School Endorsement

1. The Head of School (or nominee) navigates to the “My submitted units” “My submitted components” and “My submitted courses” links on their dashboard

Assigned Entities

**Entity Type:**

- 14 Draft Units
- 1 Submitted Units
- 11 Recommended Units
- 47 Approved Units
- 3 Rejected Units
- 2 Draft Courses
- 1 Endorsed Courses
- 3 Approved Courses

2. Left click on each submitted unit, course and component to bring up to the action menu pop-up, and click either “view” or “download” to bring up the report

My Draft Units | My Submitted Units | My Recommended Units | My Approved Units | My Rejected Units

1 records found

UDC	Unit Name (Full)	Version	Effective Date
MATH5000	Unit	2	January 1st 2017

Action menu for MATH5000:

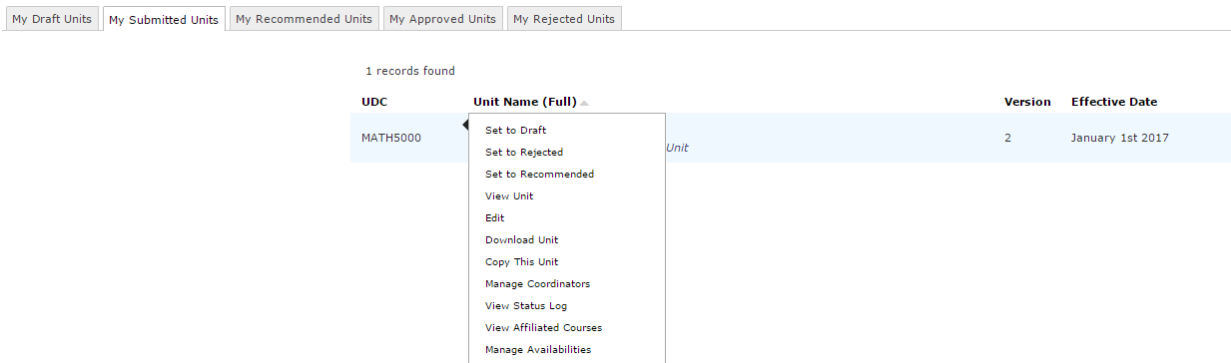
- Set to Draft
- Set to Rejected
- Set to Recommended
- View Unit
- Edit
- Download Unit
- Copy This Unit
- Manage Coordinators
- View Status Log
- View Affiliated Courses
- Manage Availabilities



3. Look at the discussion notes and administration notes to see the rationale for change, and what consultation occurred during drafting. The specific changes should also be articulated in these sections.
4. If the changes should be recommended/endorsed, the Head of School or nominee clicks “Set to Endorsed”. They should indicate in the pop-up that appears any notes about the approval, including if the change should be sent to the Faculty Courses Committee or Executively signed off.
5. If there are further changes or clarification that the Head of School or nominee requires prior to recommending the change/development, they should click “Set to Draft”. In the pop-up that appears, indicate the specific changes that are required prior to recommendation.

**Dean of Learning and Teaching Review**

1. The Dean of Learning and Teaching (or nominee) navigates to the “My endorsed units” “My endorsed components” and “My endorsed courses” links on their dashboard
2. Left click on each endorsed unit, course and component to bring up to the action menu pop-up, and click either “view” or “download” to bring up the report



3. Look at the discussion notes and administration notes to see the rationale for change, and what consultation occurred during drafting. The specific changes should also be articulated in these sections.
4. Depending on whether the change is faculty approved or centrally approved, the Dean of Learning and Teaching will either have the option to recommend (centrally approved) or approve (faculty approved) the changes
  - a. If the changes should be recommended, the Dean of Learning and Teaching or nominee clicks “Set to Reviewed”. They should indicate in the pop-up that appears any notes about the recommendation, including if the change was sent to the Faculty Courses Committee or Executively signed off.
  - b. If the changes should be approved, the Dean of Learning and Teaching or nominee clicks “Set to Approved”. They should indicate in the pop-up that appears any notes about the approval, including if the change was sent to the Faculty Courses Committee or Executively signed off.
5. If there are further changes or clarification that the Dean of Learning and Teaching or nominee requires prior to recommending or approving the change/development, they should click “Set to Draft”. In the pop-up that appears, indicate the specific changes that are required prior to recommendation.

**Courses Committee Recommendation**

1. The Chair or Secretary of Courses Committee searches for study packages at a status of “Reviewed” by navigating to All Units, All Courses or All Components, and Entering “Reviewed” in the Status



**Search Units**

Unit Name (Full)

Person  Year Level

Status  Effective Date

Unit Id  UDC

Fields of Education  Credit Value

Organisational Unit

[Search](#)

- Left click on each reviewed unit, course and component to bring up to the action menu pop-up, and click either “view” or “download” to bring up the report

[Search Again](#)

1 records found

UDC	Unit Name (Full)	Version	Effective Date	Status
ACCT3005	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>Set to Draft</li> <li>Set to Rejected</li> <li>Set to Recommended</li> <li>View Unit</li> <li>Edit</li> <li>Download Unit</li> <li>Copy This Unit</li> <li>Manage Coordinators</li> <li>View Status Log</li> <li>View Affiliated Courses</li> <li>Manage Availabilities</li> </ul> </div>	1	July 1st 2017	Reviewed

- Look at the discussion notes and administration notes to see the rationale for change, and what consultation occurred during drafting. The specific changes should also be articulated in these sections.
- If the changes should be recommended, the Chair or Secretary of Courses Committee clicks “Set to Recommended”. They should indicate in the pop-up that appears any notes about the recommendation, including relevant minutes.
- If there are further changes or clarification that Courses Committee requires prior to recommending the change/development, the Chair/Secretary should click “Set to Draft”. In the pop-up that appears, indicate the specific changes that are required prior to recommendation.

**Academic Board / DVCA Approval**

- The Chair or Secretary of Academic Board searches for study packages at a status of “Recommended” by navigating to All Units, All Courses or All Components, and Entering “Recommended” in the Status





## Search Units

Unit Name (Full)

Person

Year Level

Status

Effective Date

Unit Id

UDC

Fields of Education

Credit Value

Organisational Unit

- Left click on each recommended unit, course and component to be actioned to bring up to the action menu pop-up, and click either “view” or “download” to bring up the report

[Search Again](#)

1 records found

UDC	Unit Name (Full) ▲	Version	Effective Date	Status
ACCT3005	<ul style="list-style-type: none"> <li>Set to Draft</li> <li>Set to Rejected</li> <li>Set to Recommended</li> <li>View Unit</li> <li>Edit</li> <li>Download Unit</li> <li>Copy This Unit</li> <li>Manage Coordinators</li> <li>View Status Log</li> <li>View Affiliated Courses</li> <li>Manage Availabilities</li> </ul>	1	July 1st 2017	Reviewed

- Look at the discussion notes and administration notes to see the rationale for change, and what consultation occurred during drafting. The specific changes should also be articulated in these sections.
- If the changes should be approved, the Chair or Secretary of Academic Board clicks “Set to Approved”. They should indicate in the pop-up that appears any notes about the approval, including relevant minutes.
- If there are further changes or clarification that Academic Board/DVCA requires prior to approving the change/development, the Chair/Secretary should click “Set to Draft”. In the pop-up that appears, indicate the specific changes that are required prior to approval.

## Managing approvals

If you have accidentally upgraded to a central workflow, you will not be able to downgrade back to a faculty-level workflow. Please indicate in the rationale that the wrong workflow was requested so that the final stages can be appropriately managed by Courses Management.