

2008 DEADLINES FOR APPROVAL PROCESS FOR NEW/REVISED PROGRAMS (updated 21 May, 2008)
(to meet the first release of the 2009 Online Handbook at the end of August, 2008)

Deadlines	Faculty Standing Committee NB. Course proposals are approved at Faculty Standing Committee level	Committee on Research (for Research programs only)	Postgraduate Coursework Committee (P/G Coursework programs only)	Undergraduate Studies Committee (U/G programs only)	Academic Board	Council
Handbook Deadlines (For significant Program Revisions)	Approval by Faculty Standing Committee prior to 31 May 2008	5 June	12 June	12 June	1 July	
Handbook Deadlines (For new Programs, major and significant Program Revisions)	Approval by Faculty Standing Committee prior to 31 May 2008	5 June	12 June	12 June	1 July	21 July

- For program revisions going to Academic Board, **(for inclusion in the first release of the 2009 Online Handbook)**, Faculty Standing Committees should have considered the proposal **as early as possible and no later than 30 June 2008**. The first release of the 2009 Online Handbook will be the end of August.
- For new program proposals going to Council, **(for inclusion in the first release of the 2009 Online Handbook)**, Faculty Standing Committees should have considered the proposal **as early as possible, and no later than 30 June 2008**. The first release of the 2009 Online Handbook will be the end of August. Adjustments to the Online Handbook will be made on a continuing basis, but new programs will not be uploaded unless they have been approved by Council. Council meets on 20 October 2008 and 8 December 2008.
- Faculty Standing Committees have delegated authority to approve course revisions and new courses. The deadline for reporting course offerings for the following session to DEST is 1 April and 1 October.

• KEEP IN MIND THAT DELAYS CAN OCCUR IF COMMITTEES REQUIRE MORE INFORMATION.

- **ALL NEW PROGRAMS MUST BE APPROVED BY COUNCIL.**
- **ALL MAJOR PROGRAM REVISIONS MUST BE APPROVED BY COUNCIL.** A major program revision is one which will alter the program to such an extent that new students will complete a program substantially different from students already enrolled in the program.
- **SIGNIFICANT PROGRAM REVISIONS MUST BE APPROVED BY ACADEMIC BOARD.** A significant program revision is one which makes a significant change to a program, such as changing the compulsory core but which is not such as to make it virtually a new program. Offshore delivery of existing programs must also be approved by Academic Board. New plans or plan deletions must be approved by the Academic Board.
- **MINOR PROGRAM REVISIONS APPROVED AT FACULTY LEVEL.** A minor program revision is one where the proposed changes fit within the existing program structure, eg., requirements for plan altered (units of credit).

The Postgraduate Coursework Committee has wished to ensure the following issues have been addressed in proposals for offshore delivery: parity in admission requirements to ensure that the integrity of programs at UNSW is not compromised; administrative processes relating to enrolments and dealing with students overseas; content and standard of courses and assuring comparability with on-campus courses; by whom and how courses are to be delivered; assessment procedures and availability of library resources.