Courses Lifecycle - Higher Degrees by Research Annual Course Monitoring Procedure

Section 1 - Summary

(1) This Procedure specifies key development, consultation, endorsement and approval steps and responsibilities involved in the annual monitoring of courses at Victoria University (VU).

Section 2 - HESF/ASQA/ESOS Alignment

(2) HESF: 4.1 Research; 4.2 Research Training; 5.3 Monitoring, Review and Improvement; 5.4 Delivery with Other Parties; 6.3 Academic Governance

Section 3 - Scope

(3) This Procedure applies to:

a. Higher Degrees by Research award courses

(4) This Procedure does not apply to:

a. Vocational Education and Training award courses
b. Higher Education award courses
c. Non-award courses that receive government funding
d. Non-award courses that are offered to international on and off-shore students

Section 4 - Definitions

(5) Nil.

Section 5 - Policy/Regulation

(6) Courses Lifecycle Policy.

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Role	Responsibility
Deputy Vice-Chancellor, Research & Impact	Schedules the Higher Degree by Research Annual Course Monitoring (HDR ACM) process.
Dean, Graduate Research (or delegate)	Initiates, and leads, the HDR ACM process within VU Research.
Academic Quality and Standards	Collaborates, plans, and initiates the HDR ACM process with VU Research and relevant stakeholders.
Executive Director, Business Intelligence (or delegate)	Provides appropriate and timely course data to support the HDR ACM process.
Space Planning and Information and Technology Systems	Provides appropriate services and infrastructure to support the HDR ACM process.
Graduate Research School	Provides appropriate and timely course data to support the HDR ACM process.

Part B - Annual Course Monitoring Process

(7) The VU annual course monitoring process:

a. Applies to all applicable courses offered by, or on behalf of, VU in all domestic and off-shore locations;
b. Takes place approximately every 12 months but is not performed in the years the course undergoes a comprehensive course review or course re-accreditation process;
c. Takes into account course quality as experienced by all significant cohorts of students undertaking the course;
d. Takes place unless an extension or waiver is approved by the Deputy Vice-Chancellor, Research & Impact;
e. Produces the Higher Degree by Research Annual Course Monitoring Report which is approved by the Deputy Vice-Chancellor, Research & Impact and proceeds to the Academic Board for noting; and,
f. Triggers continual quality improvement strategies within the relevant Research Institute and/or a course change proposal, as required.

(8) The annual monitoring of courses by VU must comply with:

a. The Australian Qualifications Framework (AQF);
b. All external regulatory requirements including those of TEQSA and ESOS as appropriate;
c. VU Learning and Teaching Quality Framework Policies;
d. The VU Principles of Equivalence and associated procedures;
e. VU strategic directions and curriculum requirements at the time;
f. External requirements of relevant professional accrediting and disciplinary bodies;
g. Approved quality assurance arrangements with external partners, and
h. Endorsement and approval by senior management as detailed below.

(9) The VU annual course monitoring process does not take place:

a. In the first year of delivery of a brand new course i.e. A course that has no delivery history or course data.
b. For teach out courses that are not replaced and have less than 10 enrolments.
c. Where an extension or waiver is approved by the Deputy Vice-Chancellor, Research & Impact.

(10) There are five stages in the HDR ACM process as outlined below:

Stage 1 – Planning and Implementation of the HDR ACM Process

Role	Responsibility
Deputy Vice-Chancellor, Research & Impact	Schedules the HDR ACM process.
Dean, Graduate Research (or delegate)	Initiates and leads the HDR ACM process within VU Research.
Academic Quality and Standards	Collaborates, plans, and initiates the HDR ACM process with VU Research and relevant stakeholders (as noted below).
Executive Director, Business Intelligence (or delegate)	Provides appropriate and timely course data to support the HDR ACM process.
Space Planning and Information and Technology Systems	Provides appropriate services and infrastructure to support the HDR ACM process.
Graduate Research School	Provides appropriate and timely course data to support the HDR ACM process.

Stage 2 – Development of HDR ACM Reports and Actions

Role	Responsibility
Academic Quality and Standards	Provides advice, data support and analysis to VU Research and the Flagship Research Institutes on the key steps in the HDR ACM process.
Dean, Graduate Research (or delegate)	Liaises with Associate Directors Research Training to undertake HDR ACM and finalise the VU Research HDR ACM Report.
Associate Directors Research Training, Research Institutes (or delegates)	Lead the development of HDR ACM actions for the Research Institute; endorses HDR ACM Forms and Actions for the Research Institute; and prepares the Research Institute HDR ACM Report for the Research and Research Training Committee.

Stage 3 – Approval of HDR ACM Reports and Actions

Role	Responsibility
Dean, Graduate Research (or delegate)	Endorses the HDR ACM Flagship Research Institute Reports.
Deputy Vice-Chancellor, Research & Impact	Approves VU Research HDR ACM Report.

Stage 4 – Implementation of HDR ACM Actions

Role	Responsibility
Dean, Graduate Research (or delegate)	Leads and manages the implementation of the HDR ACM actions in VU Research.
Associate Director Research Training, Research Institute (or delegate)	Manages the implementation of the HDR ACM in the Research Institutes.

Stage 5 – Governance of HDR ACM Outcomes

Role	Responsibility
Deputy Vice-Chancellor, Research & Impact	Reports to the Research and Research Training Committee on the outcomes of the HDR ACM process.
Research and Research Training Committee	Considers the outcomes of the ACM, refers to Academic Board for consideration and endorsement.
Academic Board	Considers the VU Research HDR ACM Report and endorses as appropriate.

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