

# 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: 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 |
|------|----------------|
|------|----------------|

| 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.                           |



## Status and Details

|                            |   |
|----------------------------|---|
| <b>Status</b>              | Current   |
| <b>Effective Date</b>      | 4th December 2019   |
| <b>Review Date</b>         | 3rd March 2026  |
| <b>Approval Authority</b>  | Deputy Vice-Chancellor, Research  |
| <b>Approval Date</b>       | 4th December 2019   |
| <b>Expiry Date</b>         | Not Applicable  |
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