

Courses Lifecycle - Course Approval Procedure - Higher Degrees by Research

Section 1 - Purpose / Objectives

(1) This procedure:

- a. Specifies key development, consultation, endorsement and approval steps and responsibilities involved in the internal accreditation of higher degree by research course at Victoria University;
- b. Should be read in conjunction with the [Courses and Pathways Lifecycle Policy](#);
- c. Outlines a key component within the lifecycle of Victoria University internally-accredited courses, which is made up of two components:
 - i. The course governance cycle: for the introduction of a new course, major changes to or reaccreditation (or cessation) of existing courses;
 - ii. The course maintenance cycle: for minor changes to existing courses.

(2) This lifecycle is explained visually in [Figure 1: Typical lifecycle of Victoria University internally-accredited courses](#) .

Section 2 - Scope / Application

(3) This procedure:

- a. applies to internally-accredited higher degree by research courses only;
- b. does not apply to coursework only courses, externally accredited courses or non-award courses.

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) [Courses and Pathways Lifecycle Policy](#)

Section 5 - Procedures

Part A - Roles and Responsibilities

Roles	Responsibilities
Vice Chancellor	Approves the accreditation of higher degree by research courses at Victoria University.

Roles	Responsibilities
Provost	Approves strategic rationales, full academic proposals for new University-wide higher degree by research courses and annual curriculum plans.
Senior Curriculum Management Committee	Provides advice to the Vice Chancellor and the Provost at key steps in the approval path for new University-wide higher degree by research courses.
Pro-Vice Chancellor, Research and Research Training	Endorses and provides recommendations to the Academic Board's Research and Research Training Committee on full academic proposals for new University-wide higher degree by research courses.
Deans of Colleges	Endorses College-related components of strategic rationales and full academic proposals for new University-wide higher degree by research courses.
Dean, Graduate Research	Oversees the development of strategic rationales and full academic proposals for new University-wide higher degree by research courses.
Vice-President, Engagement, Marketing and International	Provides advice on TNE proposal and endorses full academic proposals for new University-wide higher degree by research courses.
Dean's Advisory Committee (or equivalent)	Provides advice to the Dean at key steps in the development and approval path for internally-accredited courses.
Academic Board	Evaluates the curriculum and other pedagogical aspects of the proposed course, and after being satisfied of the academic rigour and quality of the program warrants its inclusion as part of the University course profile.
Graduate Research Centre	Provides support and advice for the course design and development and course governance processes, together with other areas of shared services as appropriate.
Centre for Collaborative Learning and Teaching (CCLT), Library and other Shared Services as appropriate	Provides support and advice for course design and development.

Part B - General

(6) The accreditation by Victoria University of a new higher degree by research course must comply with:

- a. The Australian Qualifications Framework (AQF) and the Higher Education Standards Framework and use the Council of Dean and Directors of Graduate Research Graduate Research Good Practice Principles as reference points;
- b. All external regulatory requirements including those of TEQSA, ESOS and ASQA as appropriate;
- c. External requirements of relevant professional accrediting and disciplinary bodies;
- d. Internal requirements such as availability of specialist staff and resources as needed;
- e. Institutional strategic directions and curriculum requirements at the time;
- f. Approved quality assurance arrangements with external partners; and
- g. Endorsement and approval as outlined in [Figure 2](#).

(7) The accreditation by Victoria University of a new higher degree by research course requires the development of:

- a. A strategic rationale demonstrating the business case for the new course, approved by the Provost, normally after considering advice from the University's Senior Curriculum Management Committee; and
- b. A full academic proposal for the new course, approved by the Vice Chancellor after considering advice from Academic Board.

(8) The development, consultation, endorsement and approval steps and responsibilities are explained visually in [Figure 2](#).

Section 6 - Guidelines

(9) [Figure 1: Course Lifecycle](#)

(10) [Figure 2: Key development, consultation, endorsement and approval steps and responsibilities involved in the internal accreditation of higher degree by research courses at Victoria University](#)

Status and Details

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