

# Courses Lifecycle - Course Approval Procedure - Higher Degrees by Research

## Section 1 - Summary

(1) This Procedure:

- a. Specifies key development, consultation, endorsement and approval steps and responsibilities involved in the internal accreditation of higher degree by research courses at Victoria University (VU);
- b. Should be read in conjunction with the [Courses Lifecycle Policy](#);
- c. Outlines a key component within the lifecycle of VU 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 - HESF/ASQA/ESOS Alignment

(3) HESF: 3.1 Course Design, 5.1 Course Approval and Accreditation, 5.3 Monitoring, Review and Improvement.

## Section 3 - Scope

(4) 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 4 - Definitions

(5) Nil

## Section 5 - Policy/Regulation

(6) See [Courses Lifecycle Policy](#).

# Section 6 - Procedures

## Part A - Roles and Responsibilities

<b>Roles</b>	<b>Responsibilities</b>
Vice-Chancellor	Approves the accreditation of higher degree by research courses at VU.
Director, Academic Quality and Standards	Provides advice to the Vice-Chancellor and the Deputy Vice-Chancellor, Research & Impact at key steps in the approval path for new University-wide higher degree by research courses.
Deputy Vice-Chancellor, Research & Impact	Approves strategic rationales, full academic proposals for new University-wide higher degree by research courses and annual curriculum plans.  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 and approves the business case for new higher research degree courses.
Deans Academic	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.
Senior Deputy Vice-Chancellor and Chief Academic Officer	Provides advice on TNE proposal and endorses full academic proposals for new University-wide higher degree by research courses.
Associate Director Research Training, Research Institute, nominated by the Executive Director Research Institute	Endorses components related to Research Institute.
VU Research Steering Committee	Provides advice to the Dean at key steps in the development and approval path for internally accredited courses.
VU Research Executive Group	Endorses proposals to go to Research and Research Training Committee/ Academic Board for endorsement.
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 School	Provides support and advice for the course design and development and course governance processes, together with other areas of shared services as appropriate.
Library and other Shared Services as appropriate	Provides support and advice for course design and development.

## Part B - General

(7) The accreditation by VU 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 and ESOS 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: Key development, consultation, endorsement and approval steps and responsibilities involved in the internal accreditation of higher degree by research courses at Victoria University](#).

## Section 7 - Supporting Documents and Information

- (8) [Figure 1: Typical lifecycle of Victoria University internally-accredited courses](#)
- (9) [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](#)
- (10) [VU Graduate Research Training and Supervision Quality and Standards Framework](#)

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	25th August 2021
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