Courses Lifecycle - Course Approval (Internal Accreditation) Procedure

Section 1 - Purpose / Objectives

(1) This procedure:

   a. Specifies key development, consultation, endorsement and approval steps and responsibilities involved in the internal accreditation of courses 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 Academic Board 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 within Colleges: for minor changes to existing courses & professional accreditation processes.

(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 coursework courses only.

   b. Does not apply to higher degree research courses and units, externally accredited courses or non-award courses.

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) Courses and Pathways Policy

Section 5 - Procedures

Part A - Roles and Responsibilities

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Roles	Responsibilities
Vice Chancellor	Approves the accreditation of courses by Victoria University
Provost (PP)	Approves annual College curriculum plans Approves strategic rationales for new internally-accredited courses Endorses full academic proposals for new courses
Deputy Vice Chancellor Engagement, International & Governance	Endorses trans-national education delivery aspects for new courses
Deans of Colleges	Endorse annual College curriculum plans, strategic rationales and full academic proposals for new internally-accredited courses
Academic Board Courses Committee	Endorses full academic proposals for new internally-accredited courses
Academic Board	Endorses and provides recommendations to the Vice Chancellor on full academic proposals for new internally-accredited courses
Senior Curriculum Management Committee	Provides advice to the Vice Chancellor and the Provost (PP) at key steps in the approval path for internally-accredited 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
Centre for Collaborative Learning and Teaching (CCLT)	Provides support and advice for course design and development and course governance processes, together with other areas of shared services as appropriate.

Part B - General

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

    a. The Australian Qualifications Framework (AQF),

    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. Signoff by senior management as outlined in Figure 2 below.

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

    a. A strategic rationale demonstrating the business case for the new course, approved by the Provost (PP), 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 courses at Victoria University

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