Courses Lifecycle - Higher Degree by Research Comprehensive Review of Courses Procedure

Section 1 - Summary

(1) This Procedure outlines the process for undertaking a comprehensive review of research courses at Victoria University.

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 Higher Degrees by Research award courses.

Section 4 - Definitions

(4) Nil.

Section 5 - Policy/Regulation

(5) Courses Lifecycle Policy

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Deputy Vice-Chancellor, Research & Impact	Schedules the HDR Comprehensive Course Review (HDR CCR) process
Dean, Graduate Research (or delegate)	Initiates, and leads, the HDR CCR process within VU Research
Associate Directors Research Training, Research Institutes	Collaborates, plans, and initiates the HDR CCR process with VU Research and relevant stakeholders
Executive Director, Business Intelligence (or delegate)	Provides appropriate and timely course data to support the HDR CCR process

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Roles	Responsibilities
Graduate Research School	Provides appropriate and timely course data to support the HDR CCR process
Space Planning and Information and Technology Systems	Provides appropriate services and infrastructure to support the HDR CCR process

Part B - Comprehensive Course Review Process

(6) The VU Comprehensive Course Review 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 5 years;
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.

(7) The annual monitoring of courses by Victoria University 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.

(8) There are five stages in the HDR Comprehensive Course Review (HDR CCR) process. Each stage is outlined below.

Stage 1 - Planning and Implementation of the HDR CCR Process

Deputy Vice-Chancellor, Research & Impact	Schedules the HDR CCR Process
Dean, Graduate Research (or delegate)	Initiates, and leads, the HDR CCR process within VU Research
Academic Quality and Standards	Collaborates, plans, and initiates the HDR CCR 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 CCR process
Space Planning and Information and Technology Systems	Provides appropriate services and infrastructure to support the HDR CCR process
Graduate Research School	Provides appropriate and timely course data to support the HDR CCR process

Stage 2 - Development of HDR CCR Reports and Actions

Academic Quality and Standards	Provides advice, data support and analysis to VU Research and the Research Institutes on the key steps in the CCR process

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Dean, Graduate Research (or delegate)	Liaises with Associate Directors Research Training to develop ACM forms and actions, and finalises the VU Research CCR Report.
Associate Directors Research Training, Research Institutes (or delegates)	Lead the development of HDR CCR actions for the Research Institute; endorses ACM Forms and Actions for the Research Institute; and prepares the Research Institute CCR Report.

Stage 3 - Approval of CCR Reports and Actions

Dean, Graduate Research (or delegate)	Endorses the HDR CCR Research Institute Reports
Deputy Vice-Chancellor, Research & Impact	Approves VU Research CCR Report

Stage 4 - Implementation of HDR CCR Actions

Dean, Graduate Research (or delegate)	Leads and manages the implementation of the HDR CCR actions in VU Research

Stage 5 – Governance of HDR CCR outcomes

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

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Status and Details

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