

Course Development & Approval Process (HE)

Important Links

- [Courses Lifecycle Policy](#)
- [Courses Lifecycle – CPBC Procedure](#)
- [Concept Proposal template](#)
- [Non-Award Course template](#)
- [Business Case template](#)
- [Course Evaluation template \(financial modelling\)](#)
- [Course Evaluation template Approval Form](#)

CPBC Meetings held Monthly

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Operational

The timeframe for the development of the course proposal can vary as considerable work and it is also dependent on how many new units are required to be developed. The College will need to liaise with the Senior Course Officers from AQS to determine an approximate timeframe.

CAG Meetings held Monthly

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CC Meetings held Monthly

1. Step 1: College Course Road Maps

The Vice-Chancellor's Office liaises with individual Colleges to incorporate **College Course Road Maps** into **College Annual Plans**. The CPBC Panel is provided with a list of proposed new courses annually for every College (by February) in order for the Panel to have a holistic view of potential courses coming forward from all Colleges.

Note: A Concept Proposal template must be completed for new courses **NOT** included within a College's Course Road Map, unless an exemption is received by the Panel Chair. Completion of the Concept Proposal is **NOT** required for a new mode of delivery or new delivery location for an existing course (refer directly to the [Business Case template](#)). For non-award courses refer to the [Non-Award Course template](#).

CLOSED
or
RETURNS TO
COLLEGE TO BE
RECONSIDERED

2. Step 2: Consideration by CPBC Panel of Course Proposals

The proposer completes the [Business Case template](#) (or [Concept Proposal template](#) if course not included on College Course Road Map) in consultation with relevant key departments, which includes: Data Insights; Future Students & Marketing; VU International; Transnational Education Partnerships; Student Services; Student Administration; Connected Learning; ITS; VU Online; First Year College; other relevant Colleges; and, VU Polytechnic.

The proposer must consult with their **College Finance Business Partner** to complete the [Course Evaluation template](#) (financial modelling) and liaise with **Planning and Performance** for the load estimates.

The proposer must seek approval of the financial modelling by sending the completed Course Evaluation Template with the [Course Evaluation Template Approval Form](#) to the College Finance Business Partner for review and consideration. The proposer must also seek the **signature of the Dean** (*proposing College*) or **Director, TNE** (*for VU Sydney, offshore and partnered deliver*) and then forward to cpcb@vu.edu.au to present to the CPBC Evaluation Panel.

The CPBC Panel considers the proposal.

ENDORSED

NOT
ENDORSED

REWORKED
or
CLOSED

3. Step 3: Endorsement by Provost

The Business Case is signed by the CPBC Chair (on behalf of the Panel) and then presented to the **Provost for consideration**.

ENDORSED

NOT
ENDORSED

4. Step 4: Academic Quality and Standards

The Governance and Secretariat Unit will forward the endorsed and signed **Business Case** to **Academic Quality and Standards (AQS)** and back to the College/Proposer.

The College will then work with AQS and Connected Learning to develop the course proposal (including new units, if required) and ensure the course adheres to appropriate academic quality, standards, regulations and guidelines.

The course curriculum is entered into the **Course Approvals and Management System (CAMS)**.

5. Step 5: Consideration by Course Advisory Group (CAG)

The course **curriculum proposal** is considered by the College's CAG.

ENDORSED

CLOSED
or
RETURNS TO
COLLEGE
FOR CAG TO
RECONSIDER

6. Step 6: Consideration by Courses Committee

The **Courses Committee (CC)** considers the course curriculum proposal.
Note: **Academic Board Executive** sits contemporaneously with CC & will also consider the proposal.

ENDORSED

NOT
ENDORSED

7. Step 7: Final Approval

The **Vice-Chancellor** considers the course for **final approval**.

APPROVED

NOT
APPROVED

The curriculum development process is completed by the College and facilitated by Connected Learning.