



Version	Approved by	Approval date	Effective date	Next full review
1.0	President and Vice-Chancellor	5 December 2019	1 January 2020	January 2023
Policy Statement				
Purpose	This Policy specifies principles for the establishment, naming, review, revision and closure of academic offerings, including programs, specialisations and courses, to ensure their quality, relevance and viability.			
Scope	The Policy applies to all new and continuing programs leading to an award of an AQF qualification/s, and to specialisations and courses.			
Policy Provisions				

Principles

1. Academic offerings governance framework and processes will be transparent, rigorous, consistent and proportionate to risk.

The academic offerings governance framework and academic standards for academic offerings will be overseen by the Academic Board.

Academic offerings will be critically scrutinised prior to approval and as part of their ongoing monitoring and review, and decisions will be evidence-based where possible.

Approval authorities for establishment, naming, revision, monitoring, review and closure of academic offerings will be aligned with *University of New South Wales By-law 2005 (NSW)*, the University of New South Wales Rules and the Council of the University of New South Wales Delegations of Authority. Authority for approval may be delegated where authorised by Council.

The sequencing and timing of processes and approvals will be streamlined to minimise effort and limit adverse impacts on students, applicants, UNSW and other stakeholders.

Proposals, feedback and approvals relating to academic offerings will be managed and recorded centrally.

2. Governance documentation will provide a complete record of the academic offering.

Proposals will contain the mandatory information required for approval of the academic offering.

Approved content in the system of record will provide an accurate record of the academic offering and be readily accessible for publication and other purposes.

The record of the academic offering will be kept up to date and the delivery of the academic offering must align with what was approved.

3. Proposals for new, revised or closure of academic offerings will consider strategic, academic and operational factors, involve appropriate consultation and address issues that impact on students and other stakeholders.

Proposals should address University and Faculty strategic goals and profiles, curriculum rationale and alignment and commercial implications.

Proposals will comply with the Higher Education Standards Framework, Australian Qualifications Framework and UNSW policies and procedures.

Appropriate and adequate consultation will be undertaken when proposing the establishment, revision or closure of an academic offering. Impacted parties will be consulted with, and potential issues addressed, as part of the proposal.

All third-party arrangements associated with a proposal must be in place prior to an academic offering being marketed and opened to enrolment.

4. Award titles and names of academic offerings will provide an accurate representation of the academic offering, be consistent with legislation and accepted conventions and distinguishable from other UNSW offerings.

Award titles and names of academic offerings will be consistent with the AQF, the broad disciplinary focus and content, and with names that have national and/or international acceptance.

Award titles and names of academic offerings will be clearly distinguished from other awards and programs in the Faculty and University portfolio of awards and avoid unnecessary overlap or ambiguity.

Award titles and names of academic offerings will be readily recognisable by students, prospective students, employers and other stakeholders to avoid misunderstanding or misinterpretation.

5. Academic offerings will be monitored and reviewed to enhance quality, guide and evaluate improvements, mitigate future risks and ensure continued compliance with University policy and legal requirements.

The quality of academic offerings will be assured by the Academic Board.

Academic offerings will undergo quality assurance and quality enhancement processes to ensure they are fit for purpose and respond to current and future needs of students and employers, and to identify and mitigate risks related to academic quality.

Regular monitoring of academic offerings will identify risks and issues to be addressed and opportunities for enhancement. Outcomes from the regular monitoring will inform the review process.

Monitoring and review will follow an evidence-based approach that will be supported by University and Faculty data, with reference to external benchmarks.

Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Academic
Contact Officer	President, Academic Board Dean of Graduate Research Pro-Vice-Chancellor (Education)
Supporting Information	
Legislative Compliance	This Policy supports the University's compliance with the following legislation: Australian Qualifications Framework 2013 Education Services for Overseas Students Act 2000 (ESOS Act) (Cth) Tertiary Education Quality and Standards Agency Act 2011 (Cth) Higher Education Standards Framework (Threshold Standards) 2015 University of New South Wales By-law 2005 (NSW)
Supporting Documents	Academic Offerings Approval Procedure (under revision) Academic Offerings Review Procedure Academic Offerings Nomenclature Procedure

Related Documents	Academic Progression and Enrolment Policy Admissions Policy Assessment Policy Conditions for Award of Doctor of Philosophy Policy Conditions for Award of Master of Philosophy Policy Education Quality Policy Equity, Diversity and Inclusion Policy Program Design and Delivery Policy Register of Delegations University Medal Policy University of New South Wales Rules			
Superseded Documents	Academic Program Review Policy, v2.1 Program Disestablishment Procedure, v1.1			
File Number	2019/40185			
Definitions and Acronyms				
Academic offering	A program, double degree award program, specialisation or course.			
AQF	Australian Qualifications Framework. Australia's national quality assured framework of qualifications in the school, vocational education and training and higher education sectors. The AQF provides the standards for Australian qualifications.			
Course	A planned and structured sequence of learning and teaching, normally over one teaching period in duration that allows a student to gain knowledge, skills and understanding in relation to an agreed set of learning outcomes.			
Major	A specified sequence of study in a discipline or sub-discipline area within a program. Majors require students to take an approved set of courses at different levels and units of credit. The term is generally synonymous with 'specialisation'. More than one major may be completed in a program.			
Minor	A specified sequence of study within a discipline or sub-discipline, smaller in size and scope than a major.			
Program	An approved set of requirements, courses and/or supervised research into which a student is admitted. In some cases, this will lead to a UNSW award.			
Specialisation	The umbrella term for the defined area of disciplinary study. In undergraduate programs, they are referred to as majors and minors. In postgraduate coursework program they are referred to as specialisations. <i>See Major and Minor.</i>			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	President and Vice-Chancellor	5 December 2019	1 January 2020	New document