

Academic Standards and Quality Office

Program and course amendments – helpful hints

Critical for all amendments

Please ensure at a minimum, that the following is included/done:

- There is College endorsement
- Program and or course code and names are included
- Ensure all courses are current in any program amendment
- Learning outcomes are detailed
- Compulsory requisites are listed (where appropriate)
- Non-standard admission has been approved

College-approved amendments

Sub-plan amendments

All changes to majors, minors and specialisations (undergraduate, Honours and graduate) approved by College then noted by AQAC and AB.

Must still fit within University policy, which is why ASQO checks them before they are actioned.

Plan amendments

Streamlined

'Routine' changes approved by College then noted by AQAC/AB. Informal content – College determined processes. These include:

- Change to marketing/published description
- Change to contact information
- Update Typical Study Pattern (as long as it isn't due to a significant change elsewhere)
- Update amended course codes or titles

Structure/Orders – College Education Committee approval required

To be noted at University Education Committee

- Addition or removal of non-compulsory courses such as those listed as 'core'
- Addition/removal of progression/hurdle requirements
- Change to progression/hurdle requirements
- Substitution of compulsory courses

ASQO staff will check all amendments to ensure that they are suitable for this streamlined process.

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Academic Board-approved amendments

Not streamlined

Anything that falls in the following categories are classed as a **'significant'** change and will need to go through AQAC and approved by AB to ensure compliance with the AQF, ESOS/CRICOS.

- Change of qualification name (New plan required)
- Change of qualification level or type (New plan required)
- Change of duration (New plan required)
- Change of admission requirements
- Change of fee places, e.g. adding CSP or ISF when not previously available
- Change to learning outcomes
- Change to program mode of delivery (eg 'Web facilitated' to 'Fully Online')
- Introduction of fully online or distance compulsory (CRICOS-registered plans only)
- Introduction or removal of compulsory work-based component/s
- Addition or removal of a compulsory course, unless it is part of a direct substitution

Internal External partners

- Changes to responsible ANU College(s)
- Establishes or revokes agreement with external partner
- Introduces or removes course delivered by external partner
- Changes affecting the operations or enrolments in another ANU College (e.g. removing or adding significant courses from another College)
- Changes too professional accreditation requirements

Structure/Orders

- Addition or removal of a major, minor or undergraduate specialisation
- Changing a major, minor or undergraduate specialisation from compulsory or non-compulsory
- Addition or removal of a requirement – except hurdle requirement (e.g. deletion of 6 units of completion or taking out a whole section)
- Change to the unit value of a requirement (e.g. "12 units from" to "6 units from")
- Addition or removal of a compulsory course