

Melbourne School of Population Health Course/Subject Approval Process

MAJOR CHANGES

Definition: Change affecting the requirements for completion of a course, including – change to the name/title of the course; alterations to the overall structure and/or total duration of a course or a program/stream within a course; introduction or deletion of compulsory subjects and amendments affecting points values or the level of study of compulsory subjects; changes in honours requirements, including to year of entry into honours; major changes in mode of offering, e.g. introduction of summer semester, introduction of distance delivery, introduction of intensive teaching, changes to transfer of EFTSL or changes to the involvement of another faculty, etc. A major change requires the completion of a strategic and business plan and completion of the major change form. A major change to a University Breadth Subject (UBS) is a change of mode of delivery, level, points value or prerequisite requirements, and must be approved by Melbourne Model Committee, Academic Programs Committee and Academic Board.

STEPS	RESPONSIBILITY	PROCESS	DEADLINE
1	Course/Subject Coordinator	Download and complete the appropriate forms from: http://www.unimelb.edu.au/abp/camp/index.html . Check with the APO Manager if unsure about which forms should be used.	Steps 1 -5 must be completed by the Deadline date listed in Step 6.
2	Course/Subject Coordinator	Liaise with the APO Manager to determine which Sub-Committee Chairs should review your proposal. Submit your proposal via email to the appropriate MSPH Sub-Committee Chairs with a copy to the APO Manager. Course/Subject content determines which Committee/s will review/approve your proposals: <ol style="list-style-type: none"> 1. Practice (A/Prof Catherine Bennett) 2. Science (Prof Dallas English) 3. Social Sci/Humanities (Prof Ian Anderson) 	
3	Sub-Committee Chairs	Ensure that the proposals are reviewed, amended (if required) and approved by the Committee in a timely fashion to coincide with required Faculty deadlines.	
4	Course/Subject Coordinator	Email approved proposals to the APO Manager: Liz Lagias elagias@unimelb.edu.au	
5	APO Manager	Proposals to be tabled at the next TLMC meeting.	
6	MSPH TLMC	TLMC reviews and approves proposals. Proposals are signed off by the Chair.	17 th April, 2009 (for 2010)
7	APO Manager	Forward approved proposals to the Faculty APC	
8	MSPH Faculty APC Representative	Provide feedback and outcome of the proposal following the Faculty APC meeting to: <ul style="list-style-type: none"> • Subject/Course Coordinator • APO Manager • MSPH Sub-Committee Chairs 	

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MINOR CHANGES / LATE CHANGES:

Definition of a Minor Change: Introduction of or change to an elective subject for the following academic year (i.e. requiring no change to a current student handbook). Changes to compulsory subjects are also considered minor if they do not affect point values or level of study for that subject and are to be implemented in the following academic year. Minor changes can be made by the faculty/graduate school or Course Standing Committee under delegated authority and reported to APC in a quarterly report.

Definition of a Late Change: A change to a subject or course for the current year (i.e. requiring amendment of the current student handbook), involving amendment to published information. Late changes can only be approved by the President of the Academic Board on recommendation from an APC Shepherd.

STEPS	RESPONSIBILITY	PROCESS	DEADLINE
1	Subject Coordinator	Download appropriate forms from: http://www.unimelb.edu.au/abp/camp/index.html	Steps 1 -4 must be completed by the Deadline date listed in Step 5
2	Subject Coordinator	Any minor or late change must be discussed with and approved by the relevant Course Coordinators (dependent on which Courses the subject is offered in).	
3	Subject Coordinator	Email a copy of the approved form/s to the APO Manager: Liz Lagias elagias@unimelb.edu.au	
4	APO Manager	Proposals to be sent directly to the Chair MSPH TLMC and tabled at the next TLMC meeting.	
5	MSPH TLMC	Proposals are signed off by the Chair either out of session or if time permits at the next scheduled TLMC meeting.	Minor Changes: 15 th June, 2009 (for 2010) Late Changes: At least two weeks prior to the semester in which they take effect.
6	APO Manager	Forward approved proposals to the Faculty APC	
7	MSPH Faculty APC Representative	Provide feedback and outcome of the proposal following the Faculty APC meeting to: <ul style="list-style-type: none"> • Subject/Course Coordinator • APO Manager • MSPH Sub-Committee Chairs 	