**Course Proposals**

When completing the following documentation please consult the [Interim Course Approval Process](https://www.csu.edu.au/division/vcoffice/ogca/governance/university-course-planning-committee) (UCPC website) and [Academic Governance Review Project](https://www.csu.edu.au/division/deputyvc/acad/portfolio/academic-governance-review-project) for changes to process and procedures.

**Procedure notes:**

Following completion and endorsement of the NOI *New Course Stage 1* (1 to 6) from VCLT the *New Course Stage 2* (7 to 22) is completed and submitted via Executive Dean to Provost for inclusion on VCLT agenda.

Once a proposal is endorsed by VCLT the Faculty completes the required CASIMS documentation and submits to Faculty Committee for recommendation to the University Courses Committee.

When completing course additions and suspension/phase out documentation refer to the CAL Process High/Low Impacts documentation.

The Course Accreditation Policy should be consulted for new courses, changes to existing courses and phase out of courses.

# NOTICE OF INTENT (New Course Stage 1):

Complete Sections: 1 to 6

Do not delete stage 2 new course fields - complete after NOI endorsement

**Purpose:**

Notification for members of new course proposal.

# NEW COURSE (New Course Stage 2):

Complete Sections: 7 to 22 (including completed NOI)

**Purpose:**

New course, required after NOI approved

Minimum consultation timelines for a new course proposal are **two weeks** prior to agenda closure except for Facilities Management, Finance, Marketing and Communication where **four weeks** is required.

**It is expected that Divisions/Faculties are liaised with where appropriate throughout the completion of documentation**.

# CHANGES TO EXISTING COURSE (and temporary SUSPENSIONS not leading to phase out):

Complete Sections: 1, 3, 4, 5 and 6

(Delete section: 2 and 7 to 21)

**Purpose:**

Add/suspend elements of an existing course, such as, adding a course to an existing course including specialisations or adding new course offering modes, locations, sessions, funding or ownership, or suspending a mode or location etc.

Changes to course offering may require additional CRICOS form completion.

# PHASE OUTS - FULL and PARTIAL (Suspension leading to Phase out):

Complete Sections: 1, 3, 4, 5 and 6

 (Delete sections: 2 and 7 to 21)

**Purpose:**

All phase outs require a period of suspension (12 months) before phasing out.

Example:

Suspension 201930

Phase out: 202030

Course Proposals

[NOTICE OF INTENT (New Course Stage 1): 2](#_Toc3894975)

[NEW COURSE (New Course Stage 2): 2](#_Toc3894976)

[CHANGES TO EXISTING COURSE (and temporary SUSPENSIONS not leading to phase out): 2](#_Toc3894977)

[PHASE OUTS - FULL and PARTIAL (Suspension leading to Phase out): 2](#_Toc3894978)

[Course Proposal 5](#_Toc3894979)

[Proposal 5](#_Toc3894980)

[Select type of document 5](#_Toc3894981)

[1. Executive Dean Authorisation 5](#_Toc3894982)

[2. Notice of Intent (New Course Stage 1) 5](#_Toc3894983)

[3. Course Details 6](#_Toc3894984)

[3.1 Course information 6](#_Toc3894985)

[3.2 UG/PG Load Overview 7](#_Toc3894986)

[3.3 CRICOS 7](#_Toc3894987)

[4. Proposal Description 8](#_Toc3894988)

[5. Course Availability Listing Information 9](#_Toc3894989)

[5.1. New courses/Changes to Existing, Suspensions and Phase outs 9](#_Toc3894990)

[5.2 Student Implications and Communications (suspension and phase outs) 9](#_Toc3894991)

[6. Consultation and Endorsements 10](#_Toc3894992)

[Process notes: 11](#_Toc3894993)

[7. NEW course outline (New Course Stage 2) 11](#_Toc3894994)

[8. Teaching Modes and Locations 12](#_Toc3894995)

[9. Opportunities and Risks 13](#_Toc3894996)

[10. Competition analysis 14](#_Toc3894997)

[11. Special eligibility requirements for admission 15](#_Toc3894998)

[12. Student Experience Impacts 16](#_Toc3894999)

[13. Contracting with external institutions 17](#_Toc3895000)

[14. External course accreditation 18](#_Toc3895001)

[15. Costing Estimate 19](#_Toc3895002)

[16. Curriculum Design 20](#_Toc3895003)

[17. Staffing 20](#_Toc3895004)

[18. Infrastructure and Associated Estimated Costs 21](#_Toc3895005)

[19. Collaborative Funding Arrangements 22](#_Toc3895006)

[20. Marketing and Accreditation Costs 22](#_Toc3895007)

[21. Additional Costs 22](#_Toc3895008)

[22. Marketing Plan 22](#_Toc3895009)

[23. Appendices 23](#_Toc3895010)

# Course Proposal

|  |  |
| --- | --- |
| Proposal | **Select type of document** |
|  |
| **Other** |  |

# 1. Executive Dean Authorisation

|  |  |
| --- | --- |
| Executive Dean | Date |
|  | Click here to enter a date. |
| Contacts | Email | Phone |
| Course Director (Design) | Complete email address@csu.edu.au |  |
| Course Team (Administration) | Complete email address@csu.edu.au |  |

# 2. Notice of Intent (New Course Stage 1)

|  |  |  |
| --- | --- | --- |
| for NEW COURSE ONLY | **VCLT Resolution (required to continue to Stage 2)** | **Date** |
|  | **CLICK HERE TO ENTER A DATE** |

|  |  |
| --- | --- |
| Will this proposal require? | Detailed market analysis |[ ]
|  | **Significant new library material including ‘hard’ library resources** |[ ]
|  | **New physical infrastructure** |[ ]
|  | **Significant new IT / computer resources** |[ ]
|  | **Significant new digital learning resources** |[ ]

# 3. Course Details

## 3.1 Course information

|  |  |
| --- | --- |
| Course Set NameSpecify the CASIMS course set name, i.e. Bachelor of Arts (with specialisations) Articulated Set |  |
| Course name(s)Specify all course names in a new course set, if adding courses to existing course set only list new course(s)If only one course in course set write ‘as above’ |  |
| Award name(s)Specify all award names for a new course, if adding awards to existing course only list new award(s)If only one award in course write ‘as above’ |  |
| Overall Full-time Effective Duration |  |
| Year/Session of Implementation(or Suspension) | Choose an item. | Choose an item. |
| Year/Session of Phase out | Choose an item. | Choose an item. |
| Managing Faculty | Select Faculty | Other |
| Other Proposal Type |  |

##

## 3.2 UG/PG Load Overview

|  |  |  |  |
| --- | --- | --- | --- |
| UG CGS LOAD | [ ]  | **PG CGS lOAD**  |[ ]   |
| Course Financial Pipeline [CGS course cap details]Complete if requesting new or changes to existing CGS (UG or PG) loadAttach documentation as required. |  |
| PMQ Implications | **Staffing, space and timetabling on PMQ Campus?** |[ ]

## 3.3 CRICOS

|  |  |
| --- | --- |
| **Is CRICOS registration required, or are changes required?**  |[ ]  **Complete if CRICOS registration required:**[**Recruiting and Hosting International on Shore [International Education & Partnerships]**](https://cdn.csu.edu.au/__data/assets/word_doc/0007/3076351/UCPC-Recruiting_and_Hosting_International_On-Shore_250618-.docx) |
| CRICOS (if existing) |  |

# 4. Proposal Description

|  |  |
| --- | --- |
| Nature of ProposalProvide a summary of the overall proposal.For Phase out provide details.See for process and timeline:<https://policy.csu.edu.au/document/view-current.php?id=259&version=4> |  |

# 5. Course Availability Listing Information

## 5.1. New courses/Changes to Existing, Suspensions and Phase outs

* Further CAL information: <https://www.csu.edu.au/division/strategic-planning/products/cal>

|  |
| --- |
| **For partial phase out identify location, mode, fund source or intake as required. Courses are suspended for 12 months prior to Phase out.** <https://policy.csu.edu.au/document/view-current.php?id=259&version=4> |
| **Course name** | **Action** | **Location** | **Mode** | **Fund source** | **Intake** |
|  | Action >> | Location >> | Mode >> | Funding >> | Intake >> |

## 5.2 Student Implications and Communications (suspension and phase outs)

|  |  |
| --- | --- |
| Student implications, communication plan. |  |

# 6. Consultation and Endorsements

|  |  |
| --- | --- |
| Consultation timelines | **Minimum consultation timelines** for a new course proposal are two weeks prior to agenda closure except for the following:* Four weeks prior to agenda closure
	+ Facilities Management, Finance, Marketing and Communication
 |
| **Endorsement**Endorsement requires written approval from the Head of the organisational area that the area has been involved with the proposal and has no issue with it proceeding in this form | [ ]  Facilities Management[ ]  Finance[ ]  Information Technology[ ]  International Education and Partnerships[ ]  Learning and Teaching[ ]  Library [ ]  Marketing and Communication[ ]  Students[ ]  Strategy and Planning Information | [ ]  Student Administration [ ]  Arts and Education[ ]  Business, Justice and Behavioural Sciences[ ]  Science |
| [ ]  other |  |

**FOLLOWING IS FOR NEW COURSE TEMPLATE ONLY**

## Process notes:

Following completion and endorsement of the NOI from VCLT the New Course Stage 2 (7 to 22) is completed and submitted via Executive Dean to Provost for inclusion on VCLT agenda. When endorsed the Faculty completes the CASIMS documentation and submits to Faculty Committee for recommendation to the University Courses Committee.

# 7. NEW course outline (New Course Stage 2)

|  |  |
| --- | --- |
| Nature of ProposalProvide a summary of the overall proposal |  |
| **Course description** Outline the key aims, content and approaches to teaching for this course – Max 400 words |  |
| **Alignment with existing** **courses**Briefly describe how the proposed course links to any existing CSU courses – Max 100 words |  |

#

# 8. Teaching Modes and Locations

This should align with Section 5. Course Availability Listing Information

|  |
| --- |
| **Teaching Schools** |
|  |

#

# 9. Opportunities and Risks

|  |
| --- |
| **Please liaise with the Division of Marketing and Communication when completing this section.** |
| **Briefly state why this course is being proposed. Approx. 200 words** |
| What this course offers that is different to competitor courses? |  |
| Why the identified market would want to do this course with CSU?) |  |
| How this impacts on CSU’s online market position |  |
| [**Strategic Alignment**](http://www.csu.edu.au/unistats/university-strategy)  **- Approx. 150 words** |
|  |
| **Course Need - Approx. 100 words** |
|  |
| **Course Demand - Include the impact of eligibility requirements** - **Approx. 200 words** |
|  |

#

# 10. Competition analysis

[CourSight](https://www.csu.edu.au/division/strategic-planning/products/coursight) is a central repository of market and competitor intelligence providing information about every course offered by every Australian Higher Education Provider at every location since 2012.

|  |
| --- |
| **Competitor analysis**Provide a brief overview of the market and issues related to competition for the proposed course. - max 200 words |
|  |
| **Name of Institution**(list all offerings of similar courses – add rows as necessary) | **Course Title** | **Comments / URL**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#

# 11. Special eligibility requirements for admission

|  |  |  |  |
| --- | --- | --- | --- |
| **Entry requirement:**[Admission policy](https://policy.csu.edu.au/view.current.php?id=00251#s1):[Standard minimum CSU entry requirements](http://www.csu.edu.au/apply/minimum-entry-requirements) | **Will use standard minimum CSU entry requirements** | **Minimum ATAR (or equivalent) if different to CSU minimum requirement** | **Completed bachelor’s degree** |
|  |[ ]   |[ ]
| **Compliance with the** [**CSU Credit policy**](https://policy.csu.edu.au/document/view-current.php?id=120) |[ ]   |
|  | If **N** provide details 🡺 |  |
| **List other prerequisite units and/or additional requirements** e.g. Interview, industry experience, supplementary form |  |
| [**English language proficiency (ELP) requirements**](http://futurestudents.csu.edu.au/apply/english-language) | **Minimum CSU ELP requirements** |[ ]  **If N provide minimum requirement 🡺** |  |
| **Applicant checks**  | **Police check** |[ ]  **Prohibited employment declaration** |[ ]  **Health records and privacy** |[ ]
|  | **Information sharing declaration** |[ ]  **Working with children check** |[ ]  **Other (add below)** |
|  |  |

#

# 12. Student Experience Impacts

|  |  |
| --- | --- |
| International on shore students |[ ]  **Please complete** [Recruiting and Hosting International On Shore [International Education & Partnerships]](https://cdn.csu.edu.au/__data/assets/word_doc/0007/3076351/UCPC-Recruiting_and_Hosting_International_On-Shore_250618-.docx) *students course offering considerations & requirements* |
|  | **Provide reasons as required** |  |
|  |  |  |
| Workplace learning / field trips(Provide outline, rationale and cost implications for students) |  |
| **If this is an online course, briefly outline how the course design will enhance student connectedness (peers; academic staff and services)**(Please answer from a course design level rather than list services that will be accessed) |  |
| **Residential School required?**(Provide outline, rationale and cost implications for students) |  |
| **Other**(Provide outline, rationale and cost implications for students) |  |

#

# **13. Contracting with external institutions**

Faculty/Schools may not enter agreements independently or in advance of approval of the new Course

|  |  |
| --- | --- |
| **Will this course involve collaboration with external education providers and/or agents?**Include proposed offshore providers, partners in any articulation agreement and providers of off-campus resources or staff |[ ]   |
| **Are they an existing partner**? If ‘Y’, do the proposed arrangements fall within the scope of existing agreements or are revised/new agreements needed? |[ ]   |
| **Name of Partner(s)** |  |
| **Summary of nature of proposed arrangements related to delivery of the course**Relationship and proposed role  |  |
| **Are there any issues unique to the proposed partnership arrangements?**If ‘Y’, provide details |[ ]   |
| Completed offshore and/or on shore checklist? |[ ]   |

#

# 14. External course accreditation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional accreditation required or desired, registration or international recognition**  | **Entity** | **Accreditation, registration or recognition** | **Mandatory** | **Date of 1st submission** |
|  |  |  |[ ]  Click here to enter a date. |
| **Accreditation cycle** Provide an outline of the accreditation schedule and associated costs |  | **Are annual reports provided to accreditor?** |
|  |  |[ ]
| **Additional accreditation or audit requirements (e.g., pharmacy grant) required or desired** | **Entity** | **Item** | **Mandatory** |  |
|  |  |  |[ ]   |
| **Outline CSU’s track record with relevant accrediting bodies.** |  |  |
| **Detail Accreditation issues (if any) and solutions associated with this course proposal** e.g., the first time this course has been offered in Online mode |  |  |

#

# 15. Costing Estimate

**Note:** Finance provides a costing estimate for proposals, contact FinanceMS@csu.edu.au. **Attach** reports if provided to this proposal.

|  |
| --- |
| **Costing Estimate** |
| **Student numbers**included in costing estimate details to identify impact and focus required to ensure financial viability of proposed course | ***Type*** | ***Number*** |
|  | **Commonwealth Supported** |  |
|  | **Australian fee paying** |  |
|  | **International fee paying** |  |
|  | ***Total*** |  |
| **External funding available?** |[ ]   |
| **Subject Listing (if available)** |  |

#

# 16. Curriculum Design

|  |  |  |  |
| --- | --- | --- | --- |
| Course alignment |  | **Staff contact** | **Date** |
| [Australian Quality Framework (AQF)](https://www.aqf.edu.au/sites/aqf/files/aqf-2nd-edition-january-2013.pdf) |[ ]   | **Click here to enter a date.** |
| [Graduate Learning Outcomes (GLOs)](http://www.csu.edu.au/division/learning-and-teaching/home/csu-curriculum/graduate-learning-outcomes) |[ ]   | **Click here to enter a date.** |
| [Indigenous Australia Content in Courses](https://policy.csu.edu.au/view.current.php?id=00385) |[ ]   | **Click here to enter a date.** |
| Existing Subject pool Number | New subject developmentNumber | Service teaching:Identify Field of Education, Faculties |
|  |  |  |

# 17. Staffing

|  |  |  |
| --- | --- | --- |
| **Will new staff (academic or professional) be required?** | **Academic** | **Professional** |
| **Level (A-E)** | **FTE** | **HEW level** | **FTE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **State which campuses new staff may be located** |  |  |

#

# 18. Infrastructure and Associated Estimated Costs

|  |
| --- |
| Is this course able to be launched with existing infrastructure?Including staff accommodation, teaching, and associated research |[ ]
| Outline existing teaching spaces that will be usedE.g., auditorium; medium space – up to 50; tutorial room; laboratory; clinic etc include existing specialist teaching spaces – add rows as needed | **Outline space required for this course** | ***DSA (timetable team) consulted?***  |
|  |  |[ ]
|  |  |  |
|  |  |  |
| Additional infrastructure needs |  | **Estimated cost*****DFM consulted?*** |
| If staff are not able to be housed in existing accommodation Detail number of offices and location required |  |[ ]
| Outline new specialist teaching spaces requiredName spaces other than lecture theatres, tutorial rooms |  |[ ]
| **Outline new equipment (major asset purchases) required** |  |[ ]
| **Outline new library resources and or services required** |  |[ ]
| **Outline teaching technology that will be required** |  |[ ]
| **List access to specialised software or IT equipment required for students (on campus or DE) or staff** |  |[ ]
| **List computer laboratory facilities required for the course, and at which locations** |  |

#

# 19. Collaborative Funding Arrangements

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal/external or international** | **Teaching unit / Partner organisation** | **% split** | **Financial implications** |
|  |  | % |  |

# 20. Marketing and Accreditation Costs

|  |  |
| --- | --- |
| **Please liaise with the Division of Marketing and Communication when completing this section.** | **Estimated total costs** |
| Marketing |  | $ |
| AccreditationProvide attainment of Accreditation costs and recurrent costs | **Attainment cost** | $ | $ |
| **Recurrent annual costs** | $ |

# 21. Additional Costs

|  |  |  |
| --- | --- | --- |
| Additional costs not previously stated | **Item** | **Estimated total costs** |
|  | $ |

# 22. Marketing Plan

***Note:*** *Please liaise with the Division of Marketing and Communication when completing this section.*

|  |  |
| --- | --- |
| Outline of marketing planAPPROX: 200 WORDS |  |

#

# 23. Appendices

*[Please attach further information if required, i.e. Finance costings]*