

SUGGESTION FOR A NEW VOCATIONAL OR DEGREE COURSE PROCEDURE



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1 PURPOSE

- 1.1 'CQUniversity is an interactive and collaborative partner in the well-being of its communities; and is committed to supporting the development of sustainable communities that meet the needs of present and future generations.'
- 1.2 To assist in the identification and establishment of new courses in areas that will add to the strength of the community and its economic viability, CQUniversity (through its Region Engagement Committees) has introduced a template to enable community input into this process. As a result, the Suggestion for a New Vocational or Degree Course Template has been developed and made available to the broader community via the [Policy Portal](#).

2 SCOPE

- 2.1 Available to all members of the community, once complete, the template is submitted to the Executive Officer (Engagement and Campuses) for processing in line with the procedure set out below. The Executive Officer should contact the Proposer to confirm receipt of their Suggestion Template and advise that they will receive further feedback within an eight week period.

3 PROCEDURE

Processing a new vocational or degree course suggestion

Validation of the suggested course

- 3.1.1 The fully completed Suggestion Template is to be submitted to a Regional Engagement Committee to enable initial assessment of the validity and potential of the suggested course.
- 3.1.2 The assessing Region Engagement Committee is to be determined by the Engagement and Campuses Office and is to be representative of the area within which the suggestion was generated, or representative of the Campus which would be most impacted by the introduction of the suggested course (if approved).
- 3.1.3 If the Suggestion Template was generated outside of an existing Region Engagement Committee catchment area, and isn't relevant to any one Campus which has Region Engagement Committee

representation, the Deputy Vice-Chancellor (Engagement and Campuses) is to determine which Region Engagement Committee should assess the suggested course.

- 3.1.4 The Region Engagement Committee has a maximum of four weeks to complete assessment of the course and advise the Engagement and Campuses Office of the outcome.
- 3.1.5 If the suggested course is deemed unfeasible, the Engagement and Campuses Office is responsible for advising the Proposer of this outcome and reasons for same. Please note that this advice is to be provided to the Proposer within eight weeks from the original date of submission.

Obtaining school sponsorship for the suggested course

- 3.1.6 If the suggested course achieves validation by the respective Region Engagement Committee, it is then to be submitted to the relevant Dean of School by the Engagement and Campuses Office, for endorsement.
- 3.1.7 If endorsed, the Dean is to nominate a Sponsor within the School to further the course concept through NeXus.
- 3.1.8 The Dean of School has a maximum of two weeks to complete assessment of the suggested course, nominate a Sponsor (if applicable) and advise the Engagement and Campuses Office of the outcomes.
- 3.1.9 The Engagement and Campuses Office is responsible for advising the Proposer of the outcomes and reasons for same. This advice is to be provided to the Proposer within eight weeks of the original date of submission.
- 3.1.10 The Sponsor is responsible for providing ongoing updates to the Engagement and Campuses Office on the progress of course approval and implementation.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Engagement and Campuses Office is responsible for ensuring this procedure is monitored and reviewed and that communications with all stakeholders are received within a timely manner.

Reporting

- 4.2 The Engagement and Campuses Office is responsible for any reporting associated with this procedure.

Records management

- 4.3 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Proposer: the individual/group responsible for submitting the suggested course to CQUniversity via the Suggestion for a New Vocational or Degree Course Template.

Sponsor: School staff member nominated by the Dean of School to further the implementation of the suggested course.

6 RELATED LEGISLATION AND DOCUMENTS

[Suggestion for a New Vocational or Degree Course Template](#)

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority Administrator	Vice-Chancellor's Advisory Committee
Next Review Date	Deputy Vice-Chancellor (Engagement, Campuses & Mackay-Whitsunday Region) 16/03/2019

Approval and Amendment History	Details
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Amendment Authority and Date	Vice-Chancellor and President 16/03/2016; Amended and updated to current template – Deputy Vice-Chancellor (Engagement, Campuses & Mackay-Whitsunday Region) 15/03/2017.
Notes	