



# Higher Education Courses policy

## Section 1 - Preamble

- (1) This Policy is effective from 26 July 2016.
- (2) This Policy is pursuant to [Statute 5.2 — Academic Awards](#) and [Statute 5.3 — Assessment and Academic Progress](#), and includes the following schedules:
  - a. [Schedule A: Deakin Curriculum Framework](#)
  - b. Schedule B: Advisory Boards - Composition and Terms of Reference.

## Section 2 - Purpose

- (3) This Policy governs the design, development, approval and review of the University's higher education award and non-award courses.

## Section 3 - Scope

- (4) This Policy applies to higher education award and non-award courses offered by the University.

## Section 4 - Policy

- (5) The University offers courses leading to awards of the University listed in Schedule 1: Academic Awards to [Regulation 5.2\(2\) — Higher Education Award Courses - General](#).
- (6) The University also offers courses, units or modules that do not lead to an award of the University.
- (7) The University ensures that the courses it offers (including joint or dual courses offered with a partner institution):
  - a. maintain appropriate academic standards
  - b. are consistent with the objects in the [Deakin University Act 2009 \(Vic\)](#)
  - c. are consistent with external legislation, including the Higher Education Standards Framework, [Education Services for Overseas Students Act 2000 \(Cth\)](#) and the [Higher Education Support Act 2003 \(Cth\)](#)
  - d. advance the achievement of the University's mission and core commitments as set out in its Strategic Plan
  - e. in the case of coursework programs, are designed with reference to the [Deakin Curriculum Framework](#) that specifies Deakin Graduate Learning Outcomes and the principles that guide assessment, learning experiences and course enhancement (set out in [Schedule A:Deakin Curriculum Framework](#))
  - f. in the case of higher degrees by research, are consistent with the requirements of the [Higher Degrees by Research \(HDR\) policy](#) and associated procedures.
- (8) The University maintains procedures that govern:

- a. the design and delivery of courses
- b. the approval and review of courses
- c. assessment in courses
- d. the conferral of awards.

## Responsibilities

(9) The Academic Board is responsible to University Council for

- a. the approval of academic proposals for new higher education award courses or revisions to existing courses that affect academic standards
- b. quality assurance of courses and assessment and for ensuring compliance with relevant legislation, external standards and internal academic requirements.

(10) The Deputy Vice-Chancellor Education is responsible for managing course approval and review processes to assure compliance with legislation, external standards (including the Higher Education Standards Framework) and internal policy requirements.

(11) Faculties are responsible for:

- a. developing proposals for new higher education award courses or revisions to existing courses
- b. establishing an Advisory Board for each coursework program to provide advice on the development of that course and its continued appropriateness and relevance in accordance with Schedule B: Advisory Boards - Composition and Terms of Reference
- c. conducting course and unit reviews in accordance with the [Higher Education Courses Approval and Review procedure](#) (as part of the University's approach to continuous quality improvement) and at the request of the Academic Board or the Deputy Vice-Chancellor Education
- d. facilitating reviews by professional accreditation bodies as required
- e. appointing course directors and course and unit teams to develop and review coursework programs in accordance with the [Course Design and Delivery procedure](#)
- f. appointing assessment panels to ensure the quality of assessment in accordance with the [Assessment \(Higher Education Courses\) procedure](#).

(12) The responsibilities of Faculty Boards in assuring the quality of teaching, learning and research training in courses are specified in relevant procedures.

## Section 5 - Procedure

(13) The following procedures document how to comply to this Policy:

- a. [Academic Awards procedure](#)
- b. [Assessment \(Higher Education Courses\) procedure](#)
- c. [Course Design and Delivery procedure](#)
- d. [Evaluation of Teaching and Units procedure](#)
- e. [Higher Education Courses Approval and Review procedure](#).

## Section 6 - Definitions

(14) For the purpose of this Policy:

- a. Course: a set of units or a higher degree by research program approved by the Academic Board and which, when satisfactorily completed, qualifies a student for an award of the University.
- b. Coursework program: a course of study excluding higher degrees by research.
- c. Dual Course: an approved combination of courses developed collaboratively with a partner institution that leads to the conferral of two awards in accordance with [Regulation 5.2\(2\) - Higher Education Award Courses - General](#).
- d. Higher Education award course: a course that leads to a higher education award of Deakin University including an award offered jointly with a partner institution.
- e. Higher Education non-award course: a course, unit or module, offered by Deakin University that does not lead to an award of the University.
- f. Joint Course: a course offered by Deakin with one or more higher education providers in Australia or overseas, leading to the conferral of a single award in accordance with [Regulation 5.2\(2\) - Higher Education Award Courses - General](#).

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	26th July 2016
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<b>Expiry Date</b>	3rd December 2018
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