

POLICY ON PROCESSING MINOR UNIT AMENDMENTS

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Introduction

This policy establishes those features of UNE-offered units that are defined as minor changes, not requiring approval by Academic Board and Council. A change to some of these features does, however, require an administrative sign-off because of the resource and/or quality assurance issues implicated by the change. All minor changes must be reported to the Academic Board Teaching & Learning Committee for noting.

Policy

- Changes to the following features of a unit are minor changes which are to be reported by the Faculty in accordance with paragraph 3:
 - change to a unit's title or identifying code¹;
 - change to semester(s)/trimester(s) of offer;
 - change to prerequisites, co-requisites or restrictions;
 - change in graduate attributes addressed by the unit;
 - changes to teaching methods and strategies;
 - changes to assessment
 - mode of offer (INT/EXT).
- The following changes to the teaching mode of a unit are minor changes which require an administrative sign-off and then reporting by the Faculty in accordance with paragraph 3:
 - deletion of the mode of offering of a unit; or deletion or variation of residential school arrangements requires sign-off by the Director of the Teaching & Learning Centre or nominee;
 - change in the level of online offer requires sign-off by the Director of the Teaching & Learning Centre or nominee;
 - change to the offering of a domestically-taught unit overseas or to the teaching of a unit by staff of an overseas UNE partner institution requires sign-off by the Deputy Vice-Chancellor (Development & International) or nominee;
 - change to the teaching and/or location of a domestically-taught unit by staff of a domestic UNE partner institution requires sign-off by the Deputy Vice-Chancellor (Academic) or nominee.
- All minor changes to units must be reported to the Academic Board Teaching & Learning Committee by a memorandum from the relevant Faculty. The memorandum shall take the form of a summary table as shown in the attached template. This memorandum should clearly provide the following information:
 - the current unit code and title for the unit being changed;
 - the change to be made to each feature, with the appropriate additional signatures, if required;
 - the date that the change is to take effect.Where there is the same change to a large number of units, this can be processed on a single memo, so that a form does not need to be completed for each unit.
Very minor changes, eg editorial or other insubstantial changes, can be approved by the Head of School and Chair of the Faculty Teaching & Learning Committee (with subsequent reporting to the PVC and Dean).
- It is the responsibility of the Faculty making a minor change to consult with the other Faculties before sending the relevant memorandum to the Academic Board Teaching & Learning Committee. Any of the changes identified in paragraphs 1 and 2 above may potentially disrupt another Faculty's program if the unit in question is part of that program. The Academic Board Teaching & Learning Committee will not act on the memorandum if other Faculties have concerns about the change that have not yet been addressed.
- Once the memorandum has been formally noted by the Academic Board Teaching & Learning Committee, it will be forwarded to the personnel responsible for officially updating the UNE Unit Database. The change may not be implemented until the Academic Board Teaching & Learning Committee has formally noted it.

¹ Changes to levels – e.g. from 200 to 200/300, or from 300/400 to 200/300 – are considered to be major amendments and the form for new and amended units must be completed. This form can be downloaded from the Office of the Secretariat website at: <http://www.une.edu.au/offsect/policies.htm>.

MEMORANDUM FOR ADVISING MINOR UNIT AMENDMENTS

(this page is available as an MS Word document at: <http://www.une.edu.au/rmo/policies/acad/minorunitamendment.doc>
its use is strongly advised in the interests of creating legible records)

(If any cells are not relevant to a particular unit, please enter N/A)

From the Faculty of: _____ **Date:** _____

UNIT FEATURE TO BE CHANGED	FROM	TO
Unit Code &/or Title		
Semester/trimester offered		
Prerequisites		
Corequisites		
Restrictions		
Graduate attributes addressed		
Teaching methods and strategies		
Changes to assessment		
Internal/External mode/Residential School/Deletion/Modification		
Signed, Director, TLC or nominee	_____	
Level of online offer		
Signed, Director, TLC or nominee	_____	
Overseas offering or overseas teaching staff		
Signed, DVC(D&I) or nominee	_____	
Teaching and/or change of location at domestic partner organisation		
Signed, DVC(A) or nominee	_____	

Date on which changes become effective _____