

## Program submission deadlines for RMIT accredited programs at AQF levels 5 and above – 2018

### Program amendments:

The responsible College should notify Course and Program Administration using the [CPA service account](#) of the amended program structure using the Higher Education program approval template (HEPAT) or new Academic Case form prior to the commencement of the College approval process. This will enable the amended program structure to be reflected in the Program Guide System which will form the document for the College approval process.

In all cases it is important that sufficient time is given for CPA to enter the data into SAMS **before** the approval process begins. Please contact CPA for advice if you intend to submit a large number of programs to a single committee meeting.

Submission of program proposals, discontinuations and substantial program amendments will require DVCE and/or Academic Board approval. This process is managed by Program Quality and Development (PQD). Please contact [PQD](#) for advice and assistance to submit documentation for approval.

| Submission deadline |   |  |   |
|---------------------|---|--|---|
| Date                | Purpose   | Description  | Submit to   |
| 29/01/2018          | <b>February</b> Academic Board submission deadline. | New programs for introduction in <u>second semester 2018</u> .   | <a href="#">Program Approvals</a>   |
| 28/02/2018          | College approved changes received by CPA            | New and amended <b>stand-alone</b> (not included in a program structure) courses (including course title changes, changes to credit points) and amendments to elective lists (using existing courses only) for introduction in <u>second semester 2018</u> .   | <a href="#">Course and Program Administration</a>                                   |
| 09/04/2018          | <b>April</b> Academic Board submission deadline.    | New programs, title changes and change in length of an existing program (with associated program amendments) for introduction in first semester 2019. This includes all VTAC programs for publication in the VTAC online course information.<br>Delivery of an existing program through Open Universities Australia (OUA) for Study Period 1, 2019.<br><b>Note:</b> Configuration by CPA required.   | <a href="#">Program Approvals</a><br>(for approval – following College endorsement) |
| 01/06/2018          | College approved changes received by PQD            | Substantial program amendments that require DVCE approval for introduction in first semester 2019. This includes creation of new program plans provided these are at the same location and the award title does not change.<br><b>Note:</b> Configuration by CPA required.<br><b>Note:</b> Where an amendment involves offerings at global partner campuses, Global Development & Performance must be engaged so that the change can be approved for implementation by | <a href="#">Program Approvals</a><br>(for approval – following College endorsement) |

**Submission deadline**

| Date       | Purpose  | Description   | Submit to   |
|------------|--|---|---|
|            |  | relevant in-country registration and accreditation bodies in time for relevant recruitment, admission and enrolment activities for the targeted commencement date.  |   |
| 02/07/2018 | College approved changes received by CPA.        | Minor program amendments for introduction in first semester 2019.<br>All program guides that have been updated (but have no change to the program structure) are required to be published by Open Day.<br><b>Note:</b> Where an amendment involves offerings at global partner campuses, Global Development & Performance must be engaged so that the change can be approved for implementation by relevant in-country registration and accreditation bodies in time for relevant recruitment, admission and enrolment activities for the targeted commencement date. | <a href="#">Course and Program Administration</a> |
| 02/07/2018 | Head of School approved changes received by CPA. | Transfer of courses and/or programs between schools for first semester 2019.  | <a href="#">Course and Program Administration</a> |
| 03/09/2018 | College approved changes received by CPA.        | New and amended <b>stand-alone</b> (not included in a program structure) courses (including course title changes) for introduction in first semester 2019.  | <a href="#">Course and Program Administration</a> |

**Note 1:** deadlines are for implementation in 2019 unless otherwise noted. **Note 2:** Academic Board submission deadlines are subject to change

The online Program Guides System is an essential factor in the processes for program approvals and amendments. Proposals presented to the Academic Development Committees/Groups and university committees are based on accurate program and course details which have already been configured in SAMS by Course and Program Administration. The key to the success of this process is the provision of timely advice to Course and Program Administration, in order for correct program structure details to be configured in SAMS before the College approval process starts.

Colleges should plan sufficient time for consultation and amendments where DVCE and/or Academic Board approval is required.

**Contact Emails:**

Course and Program Administration (CPA Service Account): [cpa@rmit.edu.au](mailto:cpa@rmit.edu.au)

Program Quality and Development (Program Approvals): [program.approvals@rmit.edu.au](mailto:program.approvals@rmit.edu.au)

Global Development and Performance: [int.partners@rmit.edu.au](mailto:int.partners@rmit.edu.au)