

Program Development and Approval

Guidelines

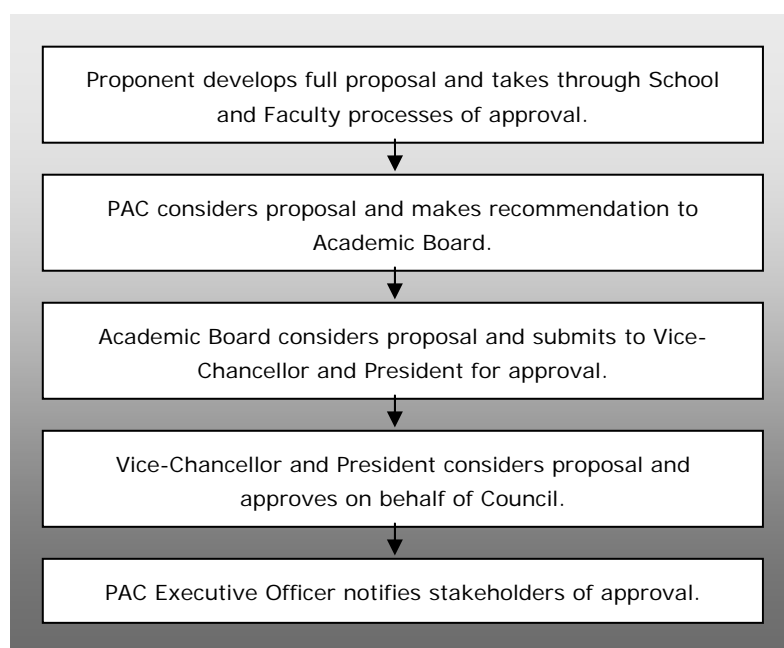
Deletion of an existing program

Introduction

These Guidelines provide further guidance and more comprehensive information for staff that are completing a proposal to delete an existing program. The information presented here supplements the information provided in the proposal form itself and in the in-context help in the form (accessed by pressing the F1 key at each question).

Please ensure that you also refer to the Program Approval Committee's [Program Development and Approval website](#) which provides important information, including planning timelines, submission deadlines and meeting dates.

Proposals to delete an existing program do not require a 'Concept Proposal'.



This is a simplified flow chart of the process of deleting an existing program.

When developing your proposal, please bear in mind the following:

- Every program proposal should align with the University's strategic direction as outlined in its Strategic Plan.
- The University is committed to academic excellence, and this should be reflected in the structure and content of its academic programs.
- The University is also committed to equity and diversity and aims to provide flexible entry pathways and modes of delivery, a range of teaching and assessment methods and an internationalised curriculum.
- Programs should be responsive to the needs of industry and community and, where relevant, meet professional accreditation bodies' requirements.
- Arrangements for monitoring and evaluating programs should be clear and systematic.

PROGRAM DETAILS

Question	Comments
<i>Full name of program</i>	Please type the full name of the program. If you are proposing to delete more than one program (e.g. a suite of postgraduate programs (Graduate Certificate, Graduate Diploma, Master) list all names in full.
<i>Responsible Faculty (and relevant School(s) and Discipline(s))</i>	The 'responsible Faculty' has administrative ownership of the program - including admissions issues (e.g. co-ordinating information provided to SATAC), provision of enrolment forecasts, performance reporting, etc.
<i>Principal contact person for liaison and correspondence with central administration</i>	This is the person who is co-ordinating the submission of the proposal and who should be contacted to answer any questions about it. In some Faculties this may be the Faculty Registrar/Business Manager; in others it may be the proposal proponent.
<i>Indicate the proposed timeline for the deletion of the program</i>	<p>When deciding on this date please ensure that students will have a reasonable time to complete their studies. Faculties are usually guided by the time it would take remaining students to complete the program in the mode of study which is typical for the program. Please also investigate whether there are any current offers for future commencement dates.</p> <p>In the case of international students, offers are made many months (sometimes 12 months or more) before the students are scheduled to commence the program. Remember that some international students may not have enrolled in the program itself yet, but may already be in Australia undertaking foundation studies (e.g. at Bradford College) or pre-enrolment English courses on the expectation of later enrolling in the program to be deleted. Double check offers to international students with your Faculty Registrar/ Business Manager.</p> <p>It is highly desirable that prospective students, when searching for programs, see only those programs in which they can enrol in the following enrolment cycle. This is particularly important in the case of online applications via SATAC and GradStart. To help you plan, please refer to the following:</p> <ul style="list-style-type: none"> • publication submission deadlines (to find out when proposals must be received in order to ensure that the information about the program can be deleted from the relevant publication) • submission deadlines for each PAC meeting. <p>If it is beyond these dates, publications may have already been printed/uploaded containing information about the program you wish to delete. If the program has already opened to online applications, please contact your School Manager and/or Faculty Registrar/ Business Manager immediately. The Admissions Officer may be able to help with enquiries about SATAC and GradStart.</p>

DEEWR CONSULTATION

Item	Question	Comments
1.1	<i>In certain circumstances, the University must consult with the Department of Education, Employment and Workplace Relations (DEEWR) before closing a program.</i>	<p>In certain circumstances, the University must consult with the Department of Education, Employment and Workplace Relations (DEEWR) before closing a 'specialised' or 'nationally significant' program or major course of study within a program.</p> <p>This is a requirement under the Commonwealth Grant Scheme via which the University receives much of its funding.</p> <p>Collectively, the answers to these questions will indicate whether or not the PAC Executive Officer</p>

	<p>Please check the 'yes' or 'no' box in the table below in answer to the following questions about the program or major sequence of study which you propose to delete. If you check all of the 'yes' boxes, please immediately contact Allison Stokes at the address above before completing the rest of this form.</p>	<p>needs to contact DEEWR.</p>
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BACKGROUND

Item	Question	Comments
2.1	Rationale	
	<p>Provide the rationale for deletion of this program including any resource implications.</p>	<p>What has prompted this proposal? You may wish to include information about the context (e.g. demographic, economic), problems specific to the program, changes in demand or in the target market, recommendations of a 5 year Review, or any plans for improvement/rationalisation.</p>
2.2	Statistics for the last five years	
	<p>To support your proposal to delete this program please provide, at Attachment A, a list of the load/enrolment statistics for the last five years of the program. See Attachment A for more details.</p>	<p>When considering this proposal PAC will examine load figures for the past five years. Decreasing demand will support your proposal to delete this program. However, if the load statistics are satisfactory the other reasons for deleting the program, as per item 2.1, will need to be compelling.</p> <p>The 'University Annual Program Performance Report' report can be found on the Strategy and Planning website under 'University Performance Reports'.</p>

STAKEHOLDER IMPACT

Item	Question	Comments
3.1	The community	
	<p>Describe any impact on employers and the community.</p>	<p>What positive and/or negative effects will there be when this program is deleted? How will employer demand for graduates of this program and community needs be met - by other alternatives offered by this University, or by other tertiary institutions?</p>
3.2	The University	
	<p>Describe any impact on the University's Strategic Plan.</p>	<p>Your proposal should align with the University's strategic direction. The highest level plan, setting the University's overall direction and outlining its major strategies, is the Strategic Plan. The most recent Plan is entitled 'Building a Great Research University: The University of Adelaide Strategic Plan 2008-2012'. There are also operational/business and financial plans at University, Divisional and Faculty levels (including the Education Operational Plan 2008-2010), and performance reports which support and inform management decision-making, including program development.</p>

		The most recent plans and reports, and a fuller description of their content and function can be found on the Strategy and Planning website .
3.3	<i>Other Faculties in the University</i>	
<i>i.</i>	<i>Is the program which is being proposed for deletion part of a double or combined degree taught with another Faculty?</i>	If you are not sure whether this program is a double or combined degree, you can find definitions in the 'Policy for the Establishment of Combined and Double Degree Programs' . The deletion of a double or combined degree may have implications for the other Faculty and its students. Further information is requested in 3.3 iii.
<i>ii.</i>	<i>Does the program which is being proposed for deletion contain courses taught as core courses to students of other Faculties' programs, and which will no longer be available?</i>	If you are not sure about the answer, please contact your School Manager in the first instance. The deletion of such courses will have implications for the other Faculty and its students. Further information is requested in 3.3 iii.
<i>iii.</i>	<i>If you have answered 'Yes' to either i or ii above, you must obtain the endorsement of the other relevant Executive Dean(s) at Attachment C before this proposal is submitted to PAC. Please attach to this proposal form evidence of the consultations with the other Faculty(s). Describe below the impact on the other Faculty and/or arrangements you have made to accommodate the deletion of the program/courses, including the following:</i> <ul style="list-style-type: none"> • <i>describe the impact on student options and outcomes</i> • <i>quantify the load loss to the other area(s).</i> 	Program and/or course deletion can have a significant financial impact on other Faculties (e.g. loss of load) and academic or other impacts on their students (e.g. if deleting a course on North Terrace Campus will students have to travel to Waite Campus to complete it?). For this reason it is imperative that consultation and communication between any affected Faculties takes place at the earliest opportunity. Emails or memo's should be included with the proposal form as evidence of consultations, but the signature of the other Faculty's Executive Dean must nevertheless be obtained at Attachment C. The other relevant Faculty should provide the load statistics to the proposing Faculty for inclusion with the proposal form. If they do not wish to provide these statistics, e.g. in a case where they believe that the load loss will be insignificant, then this should be clear in the evidence of consultations presented with the proposal form.

MANAGING THE DELETION

Item	Question	Comments
4.1	<i>Exit and transitional arrangements for students</i>	
	<i>Describe the exit and transitional arrangements for local and international students who are currently enrolled or who are about to</i>	In order to be approved as a higher education provider and therefore eligible to receive funding under the Higher Education Support Act 2003, we must meet the 'Fairness requirements', as set out in Subdivision 19-D. These requirements enshrine in legislation the University's moral obligation to treat fairly all of its students and all prospective students seeking to enrol at the University. In terms of program deletions, the obligation to treat students fairly must be considered

	<p><i>enrol in the program, including when and how they will be advised of the program withdrawal, what options they will be given for exit and transition and how long they will be given to complete the program in the mode of study which is typical for this program.</i></p>	<p>when making decisions about the timeline for the deletion (see 'Program Details' above), and the transition and exit options.</p> <p>Under normal circumstances, a program to be deleted must be 'taught out'. This means that existing students should be able to complete the program requirements in a timeframe and mode of study which is typical for the program, given satisfactory progress. Faculties often add a further one or two semesters to this timeframe to allow some leeway for contingencies.</p> <p>The Faculty <u>must</u> ensure that international students can complete the program within the timeframe of their current student visa, given satisfactory academic progress.</p> <p>Where a program is being replaced by another program, continuing students are generally offered the choice of graduating with the old (to be deleted) program or transitioning to the replacement program and graduating with that one.</p> <p>Speak to your School Manager about any domestic or international continuing students and how their enrolment and graduation will be managed.</p>
4.2	<i>Articulation and collaborative arrangements</i>	
	<p><i>Describe the exit and transitional arrangements for any articulation with other institutions, either onshore or offshore, and for any collaborative ventures (e.g. with industry, employers, professional bodies). In either of these cases above, it is advisable to seek guidance from the International Office and/or Prudential Services to ensure that all the University's obligations are met.</i></p>	<p>Where applicable:</p> <ul style="list-style-type: none"> -contact the International Office -contact Prudential Services' University Legal Counsel (International).
4.3	<i>System Set-up</i>	
	<p><i>Please complete the PeopleSoft proforma to 'Inactivate Program, Plan, Sub Plan' at Attachment B.</i></p>	<p>It is imperative that the program information in PeopleSoft, the University's Student Administration System, is accurate and complete as PeopleSoft is the source of all program information published to DEEWR, SATAC and Program Finder (the University's official program web site).</p> <p>All sections of the PeopleSoft proforma must be completed and due to the detailed nature of the information required and the need to understand system and statutory constraints in relation to this information, the proforma should be completed by the Faculty Registrar, Program Manager or Senior Administrator. Contact your Faculty Registrar/ Business Manager to be redirected to the person who can complete the PeopleSoft proforma.</p>