

APEAC major revision categories

As part of the University's program development and approval process, the Academic Program Entry and Approval Committee (APEAC) must consider 'Major Revisions' to existing programs. Listed below are categories classified as major revisions which require a proposal to be presented to APEAC for recommendation to Academic Board or the DVC&VP(A). The examples below are representative only – other examples may exist.

The new program development and approval process also requires that a Business Case is provided for certain major revisions – this is reflected in the list. If you see "N", please contact the [APEAC Executive Officer](#) for further advice on what documentation is required.

If the revision you would like to make is not reflected in this list, please contact the APEAC Executive Officer for advice regarding whether a Business Case, or APEAC proposal is required.

Table of Revisions

MAJOR REVISIONS		
Revision category	Examples	Business Case required?
Change to a program that has legislative / reporting implications (e.g., HESA , ESOS , TEQSA , Department of Education)	• Program name	N
	• Program total units	Y
	• Program duration	Y
	• Qualification type (e.g. changing a Master by coursework to Master by research)	Y
	• Change to qualification level (e.g. Bachelor (Hons) to Graduate Diploma at AQF Level 8)	Y
	• Additionally offer program to international students requiring a visa to study in Australia	Y
	• Program no longer available to international students requiring a visa to study in Australia	Y
	• Additionally offering/no longer offering program to international students NOT requiring a student visa	Y
	• Change to program Field of Education (FOE)	N



	<ul style="list-style-type: none"> • Change to any entry/admission requirement including (but not limited to): <ul style="list-style-type: none"> ○ GPA ○ ATAR ○ Prerequisite(s) ○ Quota ○ Adding/removing entry pathway ○ English language requirements 	N
	• Adding/removing admission intakes	Y
	• Plans to deliver the program in another language	Y
	• Obtaining or losing professional accreditation	N
	• Entry into a different education sector (e.g. offering Year 12, offering VET sector programs, offering extension courses)	Y
Change to mode of teaching in the program's courses	• Intensive mode increased or decreased	N
	• External mode increased or decreased	N
	• Conversion to or from fully online mode	Y
	• An increase in online course delivery resulting in more than one third of a program being delivered fully online	Y
	• More than 50% of a postgraduate coursework (PGCW) program delivered online with no face-to-face alternative:	Y
Changes to the structure or content of an existing program	• Program duration	Y
	• Changes to and/or additional teaching periods, e.g. Semester to Trimester, the addition of Summer School etc.	Y
	• Increase or decrease by 25% or more to current unit value of core syllabus (incl. majors, research etc)	Y
	• Deleting core or closed elective courses(s) delivered by another Faculty	N
	• Adding or deleting a 'specialisation', 'major' or 'major sequence'	Y
	• Changes that markedly change the expected Program Learning Outcomes and/or Graduate Attributes	N
	• Unit value changes (e.g. changing all courses at all levels to 1.5 units)	Y
	• Qualification requirements (e.g. additional non-coursework requirements such as fieldwork, camps)	N
	• Change to location - availability at an offshore or interstate location either reduced, re-located or made newly available	Y

Representative examples of minor revisions are listed below.

The examples below are representative only – other examples may exist.

MINOR REVISIONS	
Revision category	Examples
Changes to courses	<ul style="list-style-type: none"> Adding, deleting or modifying elective course(s) to an extent which does <u>not</u> change the nature of the program. (Note: this requires that adequate consultation be undertaken, and reasonable prior notice given to any Faculties which include the course(s) in any of their programs) Increase or decrease by less than 25% to current unit value of core syllabus (incl. majors, research etc)
Adding or deleting a 'minor' or 'minor sequence'	

Further enquiries

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