**SUBMISSIONS TO ACADEMIC BOARD AND DVCE FOR PROGRAM APPROVALS**

**Papers must be submitted to Academic Board and its committees using the below template which provides for:**

1. **An Executive Summary**

The Executive Summary is a stand-alone piece which must relay the action sought and key issues without reference to the remainder of the paper, or to attachments.

It details:

* Key issues
* Recommendation(s)
* Timing of Decisions
* Further significant information
* Communication and confidentiality considerations.

1. **Remainder of paper**

The remainder of the paper should be kept to a ***maximum of five pages***. Pages and paragraphs should be numbered throughout the paper. The style required is floating headings and continuously numbered paragraphs.

The main body of the paper should be drafted under the following headings:

* Background and previous consideration by the Board / Committee
* Discussion/rational for recommendations
* Financial implications
* Institutional risks

Papers must be submitted to the Secretary of Academic Board or the relevant Standing Committee as per the submission deadlines (2 weeks prior to the meeting date).

1. **Advice to contributors**

Papers for the Academic Board and its Standing Committees *must be submitted by a current Academic Board or Standing Committee member*.

In preparing submissions, contributors should be mindful that the Academic Board membership encompasses a diverse group of stakeholder groups including students, academic staff, teaching staff, professional staff and executives. Contributors should take care not to overestimate or underestimate the Board members’ knowledge of specific issues and should seek to ensure that their submission is clear, concise and provides sufficient material for Board members to make an informed decision on the recommendations.

All submissions should have:

* A clear statement of purpose;
  + *Example 1 – This paper provides an overview of Academic Board induction activities undertaken in 2016.*
  + *Example 2 – This paper proposes changes to the Terms of Reference and membership of Education Committee.*
* Specific recommendations;
  + *Example 1 – That Academic Board note the report on Academic Board induction activities undertaken in 2016.*
  + *Example 2 – That Academic Board approve the Terms of Reference for the Education Innovation and Quality Committee.*
* A concise summary of the issues, actions and outcomes.

All submissions **must** have been reviewed/approved by the current Academic Board or Standing Committee member who is submitting the paper.

For further advice and assistance with preparation and submission of papers contact the Secretary.

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**New Program Submission to Academic Board and DVCE**

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| **TITLE** | * **State the type of submission/s included (new award, change of title, discontinuation, etc)** * **State the award title/s** * **State the PLR ID/s** * **State the offering location/s** |
| **EXECUTIVE SUMMARY** | |
| ***Key Issues*** | |
| *Provide a brief summary of the new award approval being sort and whether the submission includes new courses, discontinuation, nested awards etc.* | |
| *Provide a brief background and rationale, what was the research/consultation/market appraisal underpinning this proposal?* | |
| *Summarise what distinguishes this new award from existing offerings?* | |
| *How does the new award title being proposed meet one or more of following criteria:*   * *Globally recognised in specific relevant markets* * *Clearly distinguished from titles of other RMIT qualifications at the same level in the same market* * *Makes clear the relationship with other RMIT qualifications to which this qualification is linked to in a pathway*   *At the level of a discipline rather than a sub-discipline specialisation, and thus remains meaningful over the long term.* | |
| *Summarise any notable features such as policy exemption being sought, alignment with program design principles, use of authentic assessment, stacking of credentials* | |
| *Provide a summary of the implementation timeline (eg. Is approval being sought by AB in May so that the new award is included in VTAC and open day communications?)* | |
| ***Recommendations*** | |
| *The recommendations should make it clear about what you are asking Academic Board to do and not reference the paper or appendices. It should be immediately clear to a Board member on reading what they are being asked to do.*  *List each type of approval (including nested awards) separately*  *List the name of the RMIT partner where appropriate to the offering*  *List any exemptions to policy or processes that have been approved*  *Note that the program cannot be activated for an earlier date than the implementation date specified on the cover sheet*  ***Example****: Academic Board is asked to approve:*   1. *The introduction of new award GCxxx Graduate Certificate in Academic Governance from semester 1, 2020* 2. *The introduction of new award MCxxx Masters in Academic Governance from semester 1, 2020*   *Academic Board is asked to note:*   1. *The addition of new award title ‘governance’ to the additional of the RMIT schedule of award title abbreviations* 2. *The DPVC L&T has provided an exemption to the Assessment policy requirement to allow an assessment item weighting of 60%* | |
| ***Timing of Decisions*** | |
| *State the AB meeting the submission is intended for and any timeline imperatives*  *Eg. Approval is sought at the May 2019 Academic Board to align with timelines for VTAC and Open Day* | |
| ***Further Information*** | |
| *Include a summary of staffing information, their qualification and responsibilities*  *Eg.The Head of School Professor Dumbledore and Program Manager Assoc Prof Plod will be responsible for program development and implementation of the new awards.*  *Provide details of any agreements signed with external parties. For instance if a MoU was signed, the date and the signatories.* | |
| ***Communication and Confidentiality*** | |
| *This section should indicate whether or not the paper is confidential to Academic Board members and whether it is intended that it should remain confidential after the meeting. This section should also indicate if the outcome is to be communicated to specific individuals, groups or committees following the Board discussion, how it is to be communicated and by whom.*  *Program submissions should not include confidential information so that documentation can be published to the board site with meeting papers.* | |

***REMAINDER OF PAPER***

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| **BACKGROUND AND PREVIOUS CONSIDERATION** |
| *This section should refer to college consultation and governance processes to indicate the review and endorsement of the proposal*  *Eg. The academic case was reviewed by members of the academic development committee at its 06-19 meeting with all issues addressed in the updated documentation.*  *The academic case was endorsed by the college PVC on xxx and the business case approved xxx*  *[ARG will update with DVCE endorsement date]*  *If the business case was waived by the PVC the rationale will need to be included.*  *If the program is to be offered at an offshore partner location, include the date the proposal was endorsed by the DVC GD* |
| **DISCUSSION/RATIONALE FOR RECOMMENDATIONS** |
| *Have any policy exemptions been sought? If so list the policy reference and provide a rationale* |
| *Will the new program be jointly delivered by a partner? If so explain how the delivery arrangement will work.* |
| *What are the important structural elements and design principles that support the program learning outcomes and provide a coherent learning experience for students? This may include:*  *• The educational philosophy and body of scholarship underpinning the program*  *• The student experience and focus on enabling progression*  *• The approach to teaching and learning - the types of learning experiences that students might have*  *• How intellectual excellence is fostered for students - the attainment of fundamental intellectual skills as understood in the discipline.* |
| *How does this program design align with the following Objects (in Section 5 of the RMIT University Act):*  *5 (a) to provide and maintain a teaching and learning environment of excellent quality offering higher education at an international standard;*  *5 (d) to equip graduates of the University to excel in their chosen careers and to contribute to the life of the community.* |
| **FINANCIAL IMPLICATIONS** |
| *Provide an extract from the business case/viability analysis:*   * *What is the expected growth of this offering over the next 3-5 years?* * *Describe the viability analysis and marketing appraisal that was undertaken for this program* * *Is this capturing a new market or will demand overlap with existing programs?* |
| **INSTITUTIONAL RISKS** |
| *Include a summary of the risk appraisal conducted as part of the business case*  *For a new partner offering this section must explain how the quality assurance processes will be conducted* |
| **ATTACHMENTS** |
| *Must include:*   * *Program guide/s* * *Course guide/s part A’s for any new courseware*   *[The business case must be submitted for DVCE noting]* |
| **Submitted by:**  Must be submitted for DVCE endorsement/approval by a member of the college executive staff  Name:  Title:  Date: |