# Higher Education Course Form: 2018+ version RMIT logo 35mm col

This form is to be completed for all courses in the UGRD, PGRD, RSCH, PREP or NONA careers for the categories of course development listed:

### Type of change

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| **1. Creation of new course/new course offering:** | New Course  New Course Offering (New Campus or Global Partner) |
| **2. Changes to existing courses/course offerings:** | Change of Course Title  Course Amendment (Change to ASCED Code)  Course Re-activation |

### Contact information

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| This form was completed by (name): |  |
| Contact Number: |  |
| Date: |  |

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| 1.1 Creation of new course / new course offering | | |
| Please complete sections under **1.1 and 1.2** *only* for **new course** or **new course offer creation** | | |
| a Semester of introduction:  E.g. Melbourne Sem 1 2018, Vietnam Trimester 1 2019, Offshore Partners Term 2 2019 |  | |
| b Short Course Title:  Max. 30 characters including spaces |  | |
| c Long Course Title:  Max. 100 characters including spaces |  | |
| d Credit Points: |  | |
| e Career (Choose one only):  Creating both PGRD / UGRD version of the same new course requires 2 forms requesting 2 new courses. | UGRD  PGRD  RSCH  NONA  PREP | |
| f Academic Group (College): |  | |
| g Owning Academic Org (School title): |  | |
| h Academic Organisation Code: |  | |
| i Teacher Guided Contact hours per semester: |  | |
| j ASCED code *for course*:  ASCED code for the course may differ from program ASCED code. Refer to “List of National discipline codes and names for classification of programs and courses (extract: pages 82 onwards of the Australian Standard Classification of Education (ASCED) Codes)” on the CPA Unit website: [www1.rmit.edu.au/staff/studentadmin/programadmin](http://www1.rmit.edu.au/staff/studentadmin/programadmin) |  | |
| k Work Integrated Learning:  Work Integrated Learning: Do students undertake work-integrated learning in this course (be it placement, simulation or a combination)? | WIL | |
| l Study Tours (Global):  Study Tours (Global): Will this course involve travel outside the country? Refer to processes for Study Tours (Global) in the Program and Course Handbook for more detail. | Study Tour  Note: If ticked, please also submit proposal through Student Mobility Management System: [outbound.rmit.edu.au/index.cfm?FuseAction=Programs.ListAll&type=6](http://outbound.rmit.edu.au/index.cfm?FuseAction=Programs.ListAll&type=6) | |
| m For a new course in a Bachelor Honours program only: Is this new course to be counted as part of a program’s Weighted Average Mark?  Bachelor’s Honours: You may only designate WAM at the point of new course creation only. | Bachelor Honours – count as WAM  The WAM designation for a course cannot be changed once the course is created in SAMS. | |
| n Split-ownership: If this course is shared by more than one School, please list all the Academic Organisation Codes and Ownership percentages: | Acad Org Code: | % |
| Acad Org Code: | % |

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| 1.2 Course Offerings | |
| **Please copy this table and paste it below for every one course offering to be created.**  You need multiple tables if a course is to be offered in multiple campuses/global partners. | |
| a Campus or global partner:  E.g. Melbourne City; RMIT Online – Keypath; RMIT Vietnam Hanoi; VTC SHAPE; SUIBE; etc.) |  |
| b Instruction Mode(s)  You may choose more than one for this course offer | Face-to-face  Internet  Workplace  Distance/Correspondence |
| c Offering co-ordinator name: |  |
| d Offering co-coordinator employee number: |  |

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| 2 Changes to existing courses / course offerings: Please complete the sections below to change an *existing* course | |
| a Subject / Catalog Number of existing course:  E.g. ISYS 1059, OENG 1432 |  |
| b Semester of change to take effect:  E.g. Melbourne Sem 1 2018, Vietnam Trimester 1 2019, Offshore Partners Term 2 2019 |  |
| c Change Short Course Title to:  For title changes only, max. 30 characters including spaces |  |
| d Change Long Course Title to:  For title changes only, max. 100 characters including spaces |  |
| e ASCED code change to:  Changing ASCED codes may require a change to its Subject code and may also cause a change in the HECS Band ID, which has financial implications to students. |  |
| f Change or addition of Instruction Mode(s)  Please tick **all the instruction modes** offering should have.  For example: If it is currently has Face-to-Face and you wish to add Internet mode, tick *both Face-to-Face and Internet* modes.If it is currently has Face-to-Face and Workplace, but you wish to remove the Workplace mode, tick *only the Face-to-Face* mode. | Face-to-face  Internet  Workplace  Distance/Correspondence |