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| **Higher Education Program Approval Template (HEPAT)****V4.4 – Jul 2023** |

**Which parts of the HEPAT form are required for various submissions**

It is essential to refer to the relevant instruction for the type of submission in the [Program and Course Approval Processes](https://policies.rmit.edu.au/document/view.php?id=40).

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| **Type of submission** | **Parts of the form to complete** |
| PLR registration initially | Part A |
| Configuration of new program offering following DVC approval of HEPAT Part A | Parts A, B, C and D\*\* Also attach higher education course forms for any new/amended courses. |
| Program title change requiring only University-level academic approval | Parts C and D\*\* Also attach higher education course forms for any new/amended courses. |
| Program/plan amendments  | Parts C and D\*\* Only the fields marked ‘Required for program amendment’. Also attach higher education course forms for any new/amended courses. |

**Form submission:** This form should be submitted via the relevant College Academic Development / Program Development / College Secretariat office. The authorised College office should submit the relevant parts of this form to cpa@rmit.edu.au in the original MS Word format. Please do not submit a scanned PDF version or a hard copy.

**How many forms are required?** Complete one of Parts C and D of the form for each plan. If a program consists of multiple plans. For double-degree programs, only one set of Parts C and D is required for *each pair of plans*.

**If this proposal involves discontinuation of a replaced program/plan:** please also complete the separate Discontinuation of a higher education program (or plan) form for all discontinued programs/plans. That form can be obtained from the Program and Course Life-Cycle Instructions and Forms web page.

**Multiple types of actions in one proposal:**

If the proposal involves more than one type of action, e.g. a program structure change (College-level approval only) that is caused by a program title change (University-level approval), then it must be processed using the higher level of approval.

**Key to acronyms used in this form**

ADC: Academic Development Committee

ERCA: Education Regulations, Compliance and Assurance

DVC: College Deputy Vice-Chancellor

ARG AG: ARG Academic Governance

CPA: ARG Course and Program Administration

HEPAT: Higher Education Program Approval Template (this form)

PLR: Program Life-cycle Register

SAMS: Student Administration Management System

Part A – Program Concept

*Part A is required to submit a proposal to the College Deputy Vice-Chancellor to be added to the Program Life-cycle Register.*

*Fields marked with asterisk \* are required.*

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| **Program Life-cycle Register information** |
| **Program title (100 char. max.): \*** | *This is the official title of the program. See attached examples.* |
| **Award title: (100 characters max): \*** | *If different from the program title.**This is what appears on the award testamur. For double degrees, state both RMIT degree testamur titles.* |
| **Proposal type: \*** | [ ]  New program \*\* #[ ]  New double degree program from existing single-degree(s) \*\* #[ ]  New offering of existing program through OUA / RMIT Online #[ ]  New offering of existing program at an RMIT campus outside Australia #[ ]  New offering of existing program at an approved RMIT global partner #[ ]  New offering of existing program created for other reason (e.g. curriculum) \*\* #[ ]  Change to existing program at an approved RMIT global partner [ ]  Change of duration of an existing program (requires new program creation) \*\* #[ ]  Change of AQF level of an existing program (new program creation) \*\* #[ ]  Change of program / plan / degree / transcript title (new plan creation)  \*\*[ ]  Changes to an existing program/plan not already classified above (College level approval only): eg, changes to program structure.\*\* If the program/plan involves students studying in Australia on international student visa; then this may have CRICOS implications. Please consult with Compliance, Regulation and Reporting.# These types of proposal must be registered on the Program Life-cycle Register before a Business Case is submitted to the DVC for approval. |
| **Brief rationale: \*** | *3 lines maximum describing the rationale for introducing the program/offering* |
| **College & School(s): \*** | *State both the College & School that will own the program/plan(s) eg “DSC Media & Comms”. For double degrees, state both Colleges & Schools combination*  |
| **Applies from this semester (for new program/plan: its first intake semester) \*** | \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ (semester – year).*Please note term type may differ per location; eg state ‘Melbourne Semester 1 2020’ or ‘Vietnam Trimester 1 2019’ or ‘RMIT Online teaching period 3 2019’.* |
| **Location (primary campus and/or global partners): \*****- Multiple locations and/or campuses may be specified and ticked.** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*e.g., Melbourne CBD, Brunswick, OUA, Singapore Institute of Management, etc. For a program / plan that contains courses at multiple campuses (e.g., theory part in Melbourne CBD, practical in Point Cook) state the primary teaching campus.***If this involves RMIT Vietnam or RMIT Online, also use the tickboxes below:**☐ Saigon (VNMRI) ☐ Hanoi (VNMRH) ☐ Danang (VNMRD)☐ RMIT Online in-house ☐ RMIT Online Keypath |
| **Credit points & program duration: \*** | *e.g. 192 credit points in 2-years full-time, 4-years part-time.* |
| **ASCED code: \*** | \_\_\_\_\_\_\_\_\_\_ *Refer to “List of ASCED codes” document found here, from the PDF page#79 onwards:* [*https://www.rmit.edu.au/staff/teaching/program-and-course-admin/program-and-course-forms*](https://www.rmit.edu.au/staff/teaching/program-and-course-admin/program-and-course-forms) *or the* [*ABS web site*](http://www.abs.gov.au/ausstats/abs%40.nsf/0/28B741555459cff7ca256aaf001fca58?opendocument) |

**Part B – Business Case**

*The Part B – Business Case section is required for submission of proposed new offerings for feasibility approval by the College Deputy Vice-Chancellor. In some cases, the DVC may request that Part C Program Structure is completed in order to sign off on the Business Case. Parts A, B and C must be circulated to groups that are to be consulted on feasibility – see the consultation matrix.*

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| **Program Feasibility – required for submission to Deputy Vice-Chancellor** |
| **Program Life-cycle Register (PLR) ID number: \*** | *Proposals requiring Academic and Business Case approval must have been registered on the PLR before they can be submitted to the Deputy Vice-Chancellor for approval of the Business Case.* |
| **Contact person(s): \*** | *Person who is responsible for developing the proposal. For new offerings at RMIT Vietnam, please list the Head of School as primary contact and a Melbourne colleague as the Australian contact to support the process.* |
| **Brief description: \*** | *3 lines maximum, description of the program* |
| **Credit points: \*** | *Typically, 1 year full-time = 96 credit points* |
| **Duration: \*** | **F/T:** \_\_\_\_\_\_ **P/T:** \_\_\_\_\_*Indicate duration in full-time and/or part-time mode, stated in years/semesters. For an intensive program/plan (eg, a 2-year MBA delivered in 18 weeks), state ‘Intensive 18 weeks, normally 2 years full-time’.**Note: This should be the same as in the HEPAT Part A. This is asked again in Part B because staff given the Part B may not always see the Part A.* |
| **Career: \*** | *Indicate Preparatory, Undergraduate, Postgraduate, Research, or Non Award (OUA programs only)* |
| **AQF Level: \*** | *For higher education programs, from 5 to 10* |
| **Rationale: \*** | *Describe the outcome of discussions related to this proposal as part of the quality review/profile planning process and give additional information relevant to the type of proposal. Describe the industry, vocational, community or enterprise needs to be addressed and how these have been identified.**Describe the expected destination of graduates in terms of how they would fit into the employment profile of the industry or profession.* |
| **Risk and risk mitigation****(1-2 paragraphs): \*** | *What are the financial, operational or reputational risks associated with implementing the proposed program? How will these risks be mitigated?* |
| **Finance: \*** | *Initial assessment of financial viability of proposal, possible market price (tied to market assessment) and RMIT fee where relevant, potential student numbers and likely total revenue. A full detailed costing is not required at this stage. This section should provide a high level financial projection. FSG will assist in estimating relevant KPIs in order to add financial/risk context.  For example: will there be 100 EFTSL vs 10 EFTSL?  Is it expected that the program will run at a 60% gross margin vs 10%? etc.  This will assist the go/no-go decision at the feasibility stage.* |
| **Demand and competitor analysis: \*** | *What is the market demand for this program? Who are the likely competitors? How is this proposed program different from its competitors? Who is the target market?**How does the RMIT program differ from comparable and potentially competing programs?* |
| **Marketing assessment: \*** | *Assessment of how the program will need to be marketed to achieve initial targets.* |
| **Learning and teaching needs: \*** | *An estimate of the program’s initial and ongoing requirement and costs for learning resource development, approximate number of new and existing courses to be used.* |
| **Information technology needs: \*** | *An estimate of the program’s initial and ongoing requirements – Please contact your ITS Business Technology Partner to fill out this section.  Any specific hardware, software or connectivity requirements should be included. A minimum of three weeks lead time is crucial for input from ITS, particularly when dealing with international programs.* |
| **Staffing: \*** | *Availability of staff with the relevant qualifications and experience available within RMIT (or the campus or partner institution or the client). Recruitment/PD strategies to meet staff competency requirements.* |
| **Facilities: \*** | *Describe any special facilities and/or resources that be provided in the location where this program will be offered – e.g. studios, labs, physical space and special equipment/furnishings, technical equipment.* |
| **Library: \*** | *Resources required and how it is proposed they will be provided.* |
| **Research: \*** | *How this proposal contributes to RMIT’s research strategy and may feed research students into HDR programs.* |
| **Entrance requirements: \*** | *The minimum academic standards that applicants must meet in order to be eligible to apply for a program. State the entrance requirements for local applicants in Australia and international applicants including English entry requirements and any subject prerequisites.* |
| **Credit agreement and pathways: \*** | *State any formal credit agreements and admission pathway agreements that will apply to this program; and state future study options that will be available to students who complete this program.* |
| **Graduate employment: \*** | *State briefly the career/employment outcomes graduates of the program can expect.*  |
| **Accreditation** | *State any external accreditation that will apply to the program.**For new offerings at an approved partner outside Australia: What local accreditation or recognition is in place or expected for this program?* |
| **Estimated commencing load (EFTSL) by fund source: \*** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year / fund source** | **AFP** | **CSP** | **Commercial** | **State Gov’t** | **Int onshore** | **Int Offshore** |
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| **EFTSL shifting****(for new programs) : \*** | **If this is a new program – is this new program likely to take EFTSL from existing RMIT programs?**[ ]  No [ ]  YesIf Yes, state each affected program code and also the percentage of EFTSL likely to shift from the existing programs (eg BP900 – 30%, 40 EFTSL). Please supply this information based on enrolment data as of the last finished semester.Add more rows as necessary.

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| **Basis year/semester** | **Year:** \_\_\_\_\_ | **Semester:** \_\_\_\_\_\_\_\_ |
| **Existing program code(s):** | **Percentage of EFTSL likely to shift from existing programs to this new program** | **Actual EFTSL numbers likely to shift from existing programs to this new program** |
|  |  % |   |
|  |  % |   |
|  |  % |   |
|  |  % |   |
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| **Feasibility Comments**Refer to the Program Feasibility – Consultation Matrix at the end of this form for information on the relevant central groups to which the specific type of proposal should be referred for comment and include their comments below. |
| **Operations Portfolio (at RMIT Vietnam: Operations and Engagement)** |
| **Comments** *(list comments from relevant groups: Human Resources, Information Technology Services, Property Services Group, Global Marketing and Student Recruitment)* *eg resources required, availability, timing**(If there are no significant issues from your area please ignore this request. If we do not hear from you within two weeks, we will proceed on this assumption.)***Contact names in relevant areas:** |
| [ ]  Proceed – no further analysis or costings needed[ ]  Proceed – subject to addressing comments above[ ]  Proceed – detailed business case analysis and costings[ ]  Not supported  |
| **Office of the DVC of College of Vocational Education**  |
| **Comments** *(If there are no significant issues from your area please ignore this request. If we do not hear from you within two weeks, we will proceed on this assumption.)***Contact names in relevant areas:** |
| [ ]  Proceed – no further analysis or costings needed[ ]  Proceed – subject to addressing comments above[ ]  Proceed – detailed business case analysis and costings[ ]  Not supported  |

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| **Global Development Portfolio (at RMIT Vietnam: Operations and Engagement)** |
| **Comments** *(list comments – only for proposals for offerings at RMIT global partner locations outside of Australia)**(If there are no significant issues from your area please ignore this request. If we do not hear from you within two weeks, we will proceed on this assumption.)***Contact names in relevant areas:** |
| [ ]  Proceed – no further analysis or costings needed[ ]  Proceed – subject to addressing comments above[ ]  Proceed – detailed business case analysis and costings[ ]  Not supported  |
| **Education Portfolio (at RMIT Vietnam: Office of Executive Dean, Academic & Students)** |
| **Comments** *(list comments from relevant groups separately: Library\*, and Student Wellbeing and Commercial Services Group)**(If there are no significant issues from your area please ignore this request. If we do not hear from you within two weeks, we will proceed on this assumption.)**\*contact your Librarian Liaison Manager***Contact names in relevant areas:** |
| [ ]  Proceed – no further analysis or costings needed[ ]  Proceed – subject to addressing comments above[ ]  Proceed – detailed business case analysis and costings[ ]  Not supported  |
| **Finance (in Melbourne: Financial Services; at RMIT Vietnam: RMIT Vietnam Finance Department)** |
| **Comments** *(list comments from relevant groups separately)**(If there are no significant issues from your area please ignore this request. If we do not hear from you within two weeks, we will proceed on this assumption.)***Contact name:** |
| [ ]  Proceed – no further analysis or costings needed[ ]  Proceed – subject to addressing comments above[ ]  Proceed – detailed business case analysis and costings[ ]  Not supported  |
| **RMIT Online** |
| **Comments** *(list comments)**(If there are no significant issues from your area please ignore this request. If we do not hear from you within two weeks, we will proceed on this assumption.)***Contact name:** |
| [ ]  Proceed – no further analysis or costings needed[ ]  Proceed – subject to addressing comments above[ ]  Proceed – detailed business case analysis and costings[ ]  Not supported  |

**Also attach Part C Program Structure to provide the information needed for accurate feasibility advice.**

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| **Feasibility – DVC’s decision** |
| **Proceed to complete development of Program and Course Guides and obtain academic approval? \*** | [ ]  Further analysis/costing required for decision:[ ]  Detailed business case and/or[ ]  Detailed costing[ ]  Approved – proceed to complete development[ ]  Not approved – no further action |

# Proposal Feasibility – Consultation Matrix

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| --- | --- |
| Type of Proposal | Groups to be consulted |
|  | Operations(via unit Director) | Global | Education | VE | Finance & Governance | RMIT Online |
|  | HR | ITS | PSG (on campus) | Global Marketing and Student Recruitment | GDP | Library | ARG Governance | ARG CPA | Student Wellbeing & Commercial | DVC VE College | FSG | RMIT Online |
| New higher education program | Y | Y | Y | Y |  | Y | Y | Y | Y | Y1 | Y |  |
| New double degree from existing awards |  |  |  | Y |  |  | Y | Y | Y |  | Y |  |
| Offer an existing program at an approved global partner  | Y | Y |  |  | Y | Y | Y | Y | Y | Y1 | Y |  |
| Offer an existing program at an RMIT campus outside Australia2 |  | Y |  | Y |  | Y | Y | Y | Y | Y1 | Y |  |
| Any program development with online delivery as a modality |  |  |  |  | Y3 | Y | Y | Y | Y |  |  | Y |
| New Online delivery (full award or skill set) |  | Y |  |  |  |  | Y | Y | Y | Y1 | Y | Y |
| Change of duration |  |  | Y | Y | Y3 |  | Y | Y | Y |  | Y |  |
| Amendment for AQF compliance |  |  |  | Y | Y3 |  | Y | Y | Y |  | Y |  |
| Amendment to existing program resulting in a major resource shift across Colleges (>50 EFTSL) |  | Y | Y |  |  |  | Y | Y | Y |  | Y |  |
| Change to program offered via global partner requiring changes in the agreement4 |  | Y |  |  | Y |  | Y | Y | Y | Y1 | Y |  |
| Addition of nationally accredited award in new discipline to Scope of Registration |  | Y | Y | Y |  | Y | Y | Y | Y | Y | Y |  |

1 The DVC of VE College is consulted for VE and RMIT accredited awards up to and including associate degrees.

2 For new offerings at RUVN, consult only the Vietnam equivalents of the Melbourne units listed: Operations & Engagement (Communications, Finance, HR, ITS, Property Services, Student Recruitment & Marketing), Student Services, the Office of the Exec, Dean Acad & Students (LTU, Library), and the Office of the President. If a vocational education or associate degree program is to be offered, also consult the DVC of College of Vocational Education in Melbourne.

3 If currently offered outside Australia.

4 See the ‘Changes to programs offered via global partners’ chapter in the Program and Course Handbook for the approval process to be followed.

Program Configuration

Part C – Plan Structure

*This part is required for:*

* *(with parts A and B) system configuration of a new offering, or*
* *(with Part D) system configuration of program amendments so that they can undergo academic approval.*

*If the new offering or program changes also require new courses/course changes, higher education course forms for these need to be submitted to Course and Program Administration in the Academic Registrar’s Group (CPA) along with Parts C and D.*

For plan structure changes, please answer these following questions:

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| **Is this program currently accredited with a professional body or other external quality assurance body?** | [ ]  Yes[ ]  No |
| **Could this structure change affect the program/plan's professional accreditation status?** | [ ]  Yes[ ]  No |
| **If this plan code has majors/minors - and you are changing this plan's majors/minors - list the other plans that will be affected.****Add more entries as necessary.****If yes: Have you communicated with the other plans that share the same majors/minors - about the changes to the majors/minors from this plan?** | \_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_\_, [ ]  Yes[ ]  No |

Plan structure \*\*

The plan structure shows the sequence of courses required for students to complete the plan, broken down by year. It lists all core courses, option course lists, and the rules around these. As such, the rules should be stated to specify the requirements clearly. It is recommended that the structure is written and structured simply so that new students without prior knowledge of RMIT curriculum are able to understand the structure.

Where the rules are complex, a detailed description should be provided. The template is designed as a guide only. Due to the varied nature of plans, it may be necessary to modify the template to state the rules clearly. Designers are encouraged to contact staff from ARG AG & ARG CPA for assistance, clarification, and advice when creating the program structure. This will assist in streamlining the process of entering the program structures in SAMS.

**Example plan structure:**

Please note the new column ‘New, amended course, or substitution’, and examples of entries in that new column.

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| **Year one**  |
| Complete the following six courses: |
| **Subject area** | **Catalogue number** | **Course title** | **Credit points** | **New, amended or substitution?** |
| ISYS | 1039 | Systems Analysis and Design 1 | 12 | N/A |
| MKTG | 1025 | Marketing Principles | 12 | This existing course replaces ACCT 1014 in this structure |
| JUST | 1016 | Commercial Law | 12 | Amended title |
| BUSM | 1094 | Introduction to Organisational Behaviour | 12 | N/A |
| ~~ISYS~~ | ~~1030~~ | ~~Systems Process~~ | ~~12~~ | ~~Remove course from structure~~ |
| [leave blank] | [leave blank] | System Integration | 12 | New course |

AND

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| Complete one of the following courses: |
| **Subject area** | **Catalogue number** | **Course title** | **Credit points** | **New, amended or substitution?** |
| ISYS | 2052 | Systems Analysis and Design 1 | 12 | N/A |
| MKTG | 1045 | Marketing Principles | 12 | Amended title |
| [leave blank] | [leave blank] | Business Solutions | 12 | New course offering |
| INTE | 2045 | PC’s and Local Area Networks | 12 | N/A |

AND

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| --- |
| Select and complete one course from: |
| **Subject area** | **Catalogue number** | **Course title** | **Credit points** | **New, amended or substitution?** |
| [leave blank] | [leave blank] | Any Student Elective course | 12 | N/A |

***\*\* Notes on plan structure structure***

***New and amended courses***

If there are changes to an existing course in this plan, or new courses are added to the plan; a separate Higher Education Course form must be submitted for each new course and each new changed course.

*The HE Course Form can be downloaded from the* [*Program and Course Forms page*](https://www.rmit.edu.au/staff/teaching/program-and-course-admin/program-and-course-forms)*.*

***The purpose of the ‘New or amended’ column:***

* *New courses should be flagged as ‘new course’ in the structure.*
* *New course offerings (of an existing course) should be flagged as ‘new course offering’ in the structure.*
* *Amended courses (particularly where the title has been changed) should be flagged in the structure. For example, if the title of a course is to be changed, then the amended title should be included in the program structure.*
* *If a course/course offering is substituted for a previous one, state what it replaces, e.g., ‘Replaces ACCT 1014’.*

***Student electives (relates to courses in undergraduate programs only)***

*Please refer to the coursework program design elements in the Program and Course Handbook*

**Program Configuration**

**Part D – Program Data**

*For new program offerings, Parts A, B and C must be attached to Part D, as the earlier parts contain essential information.*

*Part D is required for all types of proposal so that:*

* *for new programs (all fields must be completed), ARG Course and Program Administration (CPA) can create the program/plan shell in the student management system and Program Guides System, and the entry in the Program Proposal Tracking List to enable tracking of approval of the proposal;*
* *for programs requiring only College level approval (complete at least the fields flagged ‘Required for program amendment’), ARG AG can identify which program plan is to be amended.*

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| **Required information for program configuration** |
| **Contact person(s) : \*** | *Person who is responsible for the academic development of the program. For new offerings at RMIT Vietnam, please list the Head of School as primary contact and a Melbourne colleague as the Australian contact to support the process.* |
| **Proposal type: \****Required for program amendment* | *Complete this section only for proposals that do not require Academic and Business Case approval: i.e., the three types of proposal listed below.*[ ]  Change to existing program at an RMIT approved global partner *See the instruction for this type of change in the Program and Course Handbook*[ ]  Change of program / plan / degree / transcript title (requires new plan creation)  \*\**See Section 1 (Program Approval – Higher Education) of the Program and Course Handbook.*[ ]  Changes to an existing program/plan not already classified above (College level approval only): eg, changes to program structure.\*\* If the program/plan involves students studying in Australia on an international student visa; then this may have CRICOS implications. Please consult with IACRR before seeking approval. |
| **Applies from this semester: \*** | \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ (semester – year).*Please note term type may differ per location; eg state ‘Melbourne Semester 1 2020’ or ‘Vietnam Trimester 1 2019’ or ‘RMIT Online teaching period 3 2019’.**This needs to be consistent with the answer to the HEPAT A, if this is a new prog/plan that required a HEPAT A to also be filled out.* |
| **Abbreviations for any new words in title** | *For new award titles, refer to the Schedule of award title abbreviations in the Program and Course Handbook. If words in the title are not listed in the guideline, please propose an abbreviation here – otherwise leave blank.* |
| **Program code (if existing): \****Required for program amendment* |  |
| **Plan title (100 char. max)***Required for program amendment* | *The title of the program offering that will appear on the official transcript. See attached examples.* |
| **Plan code (If existing)***Required for program amendment* |  |
| **Credit points of program: \*** | *Typically, 1 year full-time = 96 credit points* |
| **Duration: \*** | **F/T:** \_\_\_\_\_\_ **P/T:** \_\_\_\_\_*Indicate duration in full-time and/or part-time mode, stated in years/semesters. For an intensive program/plan (eg, a 2-year MBA delivered in 18 weeks), state ‘Intensive 18 weeks, normally 2 years full-time’.* |
| **ASCED code: \*** | \_\_\_\_\_\_\_\_\_\_*Refer to “List of ASCED codes” document found here, from the PDF page# 79 onwards:* [*https://www.rmit.edu.au/staff/teaching/program-and-course-admin/program-and-course-forms*](https://www.rmit.edu.au/staff/teaching/program-and-course-admin/program-and-course-forms) *or the* [*ABS web site*](http://www.abs.gov.au/ausstats/abs%40.nsf/0/28B741555459cff7ca256aaf001fca58?opendocument) |
| **Language of instruction** | *List the language(s) in which courses in this program plan will be taught.* |
| **Is this program / plan part of an intermediate award scheme? \****Required for program amendment* | *e.g. any program in a Masters / Grad Dip / Grad Cert nested sequence:*[ ]  No [ ]  Yes – this program is the highest award in a nested sequence[ ]  Yes – this program is nested below a higher award, and is an exit-only program[ ]  Yes – this program is nested below a higher award, and this program allows entry*Please note that any change to programs in a nested intermediate award set will require alignment of all awards, and the changes filed in separate forms.*If this program is an exit-only program, list all the higher award program codes that are allowed to exit to this program:

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| **List the program codes. If the program code is not yet created, name it instead:** |
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| **Does this program have / will have RMIT global offerings? \****Required for new program / program amendment.The Program and Course policy requires consultation with Global Development before proceeding with any changes that involve programs that also have global offerings.* | [ ]  None [ ]  RMIT Vietnam [ ]  Global partners [ ]  Other RMIT global presence (e.g. RMIT Barcelona)*Tick the boxes that apply. A change applied to one plan will not automatically be applied to other related plans. If this program has any global offering, please consult with Global Development via* *global.partners@rmit.edu.au* *and also complete the next question.* |
| **If this program has any global offering(s), please note the summary of advice received from Global Development.***Required if the program has any global offerings* | *This summary should contain when the Global Development team was consulted; the timing of all the various implementation across all offerings of this program; and reference to any approval process that involve the global partner country’s educational approval authorities.**If this change is to be staggered at different times in different global implementation, each program offering implementation needs to be stated in their own set of HEPAT form. Please note that a course title change must be implemented for all offerings at the same time.* |
| **CRICOS implications \****Required for new program / program amendment* | Is this program/plan intended to enrol applicants to study at an RMIT Australian campus on an international student visa?[ ]  Yes [ ]  NoDoes this program/plan already have students currently studying at an RMIT Australian campus on an international student visa?[ ]  Yes [ ]  No |
| **Is this a VTAC or non-VTAC program? \*** | [ ]  VTAC program [ ]  non-VTAC program |
| **Will this new program/plan replace an existing program/plan? \*** | [ ]  Yes [ ]  NoIf yes, list program and all plan codes being replaced by the new program/plans. Add more rows as necessary.Note: For all replaced programs / plans, separate Discontinuation forms and Discontinuation checklists and transition plan templates must be submitted at the same time for each program / plan.This new program replaces these old programs. Add more rows as necessary:

|  |  |
| --- | --- |
| **Old program code(s)** | **Old program code(s)** |
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|  |  |

List the plans in the old program(s) that will need equivalents in this new program. Add more rows as necessary.

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| --- | --- | --- |
| **For old program code:** | **For old program code:** | **For old program code:** |
|  |  |  |
| **Old plan codes:** | **Old plan codes:** | **Old plan codes:** |
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**Additional required program data**

*(Entry is required only if this is a new program, or if School/College Marketing wishes to update the current areas of study or program search keywords entries. These fields should be entered only in consultation with your School/College marketing areas.)*

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| **Areas of study: \*****(5000 characters maximum)** | \_\_\_\_\_\_\_\_\_\_\_\_\_*Indicate all major or minor areas of study of program* *(This is a government reporting requirement; each area of study must be separated by a comma: e.g. management, accounting, business. Maximum length: 5000 characters). This is required to be entered for new programs.* |
| **Program search keywords: \*****(2500 characters maximum)** | \_\_\_\_\_\_\_\_\_\_\_\_\_*List of program keywords to enable internet search on government and RMIT websites.**(This is a government reporting requirement; each keyword must be separated by a comma: e.g. management, accounting, business. Maximum length: 2500 characters). This required to be entered for new programs.* |