SCOPING DOCUMENTATION GUIDELINES - UCPC

This guide has been produced to assist staff in submitting scoping proposals to the UCPC.

Scoping Documents

For all formal course proposals from Faculties the UCPC uses what is called a scoping document. This can be in any format, but a memorandum is most common. In essence UCPC is looking for a ‘case’ to be made for the proposal, taking into account the factors listed below. The scoping document is submitted under the authority of the Dean.

Where it agrees with the proposal but feels its impact will be significant, UCPC will normally then require a full business case to be developed. Any ‘commercial activities’ documentation that is already required as part of CSU compliance policy can serve as this business case.

When a Scoping Document is Required

1. Introduction of a new course, including the introduction of a new course as part of an articulated set but not where the course is an exit point only.

2. Introduction of a new specialisation.

3. Requests for an increase of the SAL limit for a given Faculty (i.e. overall number of subjects offered by a Faculty). This is approved by the DVC (Academic) and noted by UCPC, or debated where required. Changes to courses or new courses are expected to be SAL-neutral, unless there is a clear demonstration of additional resources coming to the Faculty as a result of the proposal.

4. Request for new load.

5. Phasing out of a course, specialisation, major or offering in a given mode or location.

6. Major changes to the overall course profile of a Faculty.

7. Introduction of a new mode or location of offering to an existing course, or of a different funding source, including transfer of load from other programs.

8. Introduction of a new partner in course delivery or a significant change to existing partnership arrangements. This includes both onshore and offshore partnerships.

9. Suspension of intakes to a course. These can also be approved via email or other correspondence to the Deputy Vice-Chancellor (Academic), in which case the suspension is noted at UCPC.

What a Scoping Document Should Address

1. The UCPC will particularly examine: the link to University Strategy and Plans; the likely impact on the discipline and subject profile; quality; sustainability, and critical mass of resources.

2. Any resource implications for Divisions (based on dialogue with them), the University as a whole or other Faculties, particularly where these needs can not be met using existing Faculty resources.

3. Course Proposers should consult with the OAG regarding courses with TAFE articulation.

Importantly where a course modification or course review impacts upon any of the above, these impacts also require UCPC approval. Historically this was done by submitting the relevant course documentation. Now the Dean of the Faculty concerned needs to bring any such changes to the UCPC via a scoping document.