

Program Planning and Approval Timelines

Approving authority	Academic Registrar
Approval date	17 December 2018
Advisor	Senior Manager, Academic Services Academic Services academicservices-policy-group@griffith.edu.au (07) 373 55372
Next scheduled review	2019
Document URL	http://policies.griffith.edu.au/pdf/Program Planning Timelines.pdf
TRIM document	2019/1002000
Description	The critical dates for program planning and approval for the next two years to ensure accurate program information is available to students in recruitment publications and via the Degree and Career Finder website.

Related documents

[Program Approval and Review](#)

[Programs Committee Meeting Dates](#)

[Group Program Profile Plan](#)

[New Program Strategic Brief](#)

[New Program Proposal](#)

[Major Change to a Program Proposal](#)

[\[Critical Dates: Program Planning \(Implementation 2021\)\]](#) [\[Critical Dates: Program Approval \(Introduction in 2020\)\]](#) [\[Critical Dates: Program Approval \(Introduction in 2021\)\]](#) [\[Withdrawal of Programs\]](#) [\[Preparation for Advertising\]](#)

1. CRITICAL DATES: PROGRAM PLANNING (IMPLEMENTATION IN 2021)

<p>Operational plans and budgets</p> <p>Group operational plans and draft budgets are prepared in accordance with the annual planning and budgeting cycle.</p>	November 2018
<p>Strategic Program Profile Planning Document (SPPPD)</p> <p>The Deputy Vice Chancellor (Academic), Deputy Vice Chancellor (Engagement) and Vice President (Global) collaboratively develop the SPPPD informed by program performance data including intake performance, market insights and program trends.</p>	November/ December 2018
<p>Program Profile Plan (PPP):</p> <p>Group PVC confirms programs listed in the <i>Group Program Profile Plan</i> through liaison with the Deans and Heads of School via the Group Academic Services Consultant (ASC). The Program Profile may be accompanied by <i>New Program Strategic Briefs</i> and <i>Program Withdrawal Submissions</i>.</p>	January - February 2019
<p>Executive Group Retreat Discussion</p> <p>Griffith's Executive Group considers Group Program Profile Plans and endorses programs to progress to planning development.</p> <p>Executive Group may grant conditional approval subject to prioritised market research being undertaken.</p>	TBC

<p>Group Meetings</p> <p>The Deputy Vice Chancellor (Academic) convenes a meeting with each Group Pro Vice Chancellor and their learning and teaching representatives, the Senior Deputy Vice Chancellor, Deputy Vice Chancellor (Engagement), the Vice President (Global), Chief Marketing Officer, Office of Marketing and Communications, Chief Financial Officer, the Academic Registrar and Group Academic Services Consultant to discuss the programs for which market research was requested.</p> <p>At this stage, programs may be approved for further development. Programs may also be conditionally approved subject to development of a business case.</p>	Late April 2019
<p>Executive Group Discussion</p> <p>Programs for which a business case was requested will be discussed at the mid-year Executive Group retreat. Those endorsed can progress to program development.</p>	Mid June 2019
<p>Deputy Vice Chancellor (Academic) consideration</p> <p>The Deputy Vice Chancellor (Academic) is able to approve the introduction of programs after the formal process outlined above.</p>	on going

2. CRITICAL DATES: PROGRAM APPROVAL

The workflow as a result of decisions to introduce new and change existing programs is significant. All changes are published on *Degree Finder* and the *Programs and Courses Website* and placed on the PeopleSoft Student System to inform student enrolment. **Please be aware these deadlines cannot be met if program proposals are late.**

Critical dates for program approval for implementation in non-standard trimesters must also take account of the significant workflow required in order to meet recruitment and enrolment deadlines.

Program Proposals to be considered by Programs Committee and/or the Board of Graduate Research are to be submitted to the committee secretary **two weeks prior to the [advertised meeting date](#)** for the relevant month/year. Program Proposals for Masters and Doctoral degrees containing coursework and a 66% research component are required to be considered by the Board of Graduate Research prior to consideration by Programs Committee.

Program initiatives for introduction in Trimester 1, 2020:

New programs and existing programs requiring CRICOS re-registration *:

Group Board - Work backwards from the below dates to determine dates for consideration by Group Board:	
Programs Committee Board of Graduate Research – <i>preferred meeting</i>	August 2018
Programs Committee Board of Graduate Research – <i>latest meeting</i>	October 2018

Changes to existing programs not requiring CRICOS re-registration *:

Major program changes which require the approval of Programs Committee and/or the Board of Graduate Research. Work backwards from these dates to determine dates for consideration by Group Board:	
Programs Committee Board of Graduate Research – <i>preferred meeting</i>	February 2019
Programs Committee Board of Graduate Research – <i>latest meeting</i>	July 2019

Minor program changes not requiring approval by Programs Committee or the Board of Graduate Research:	
Lodge with Group ASC– <i>target date</i>	end May 2019
Lodge with Group ASC – <i>final date</i>	end August 2019

Program initiatives for introduction in Trimester 1, 2021:

New programs and existing programs requiring CRICOS re-registration *:

Programs Committee Board of Graduate Research – <i>preferred meeting</i>	August 2019
Programs Committee Board of Graduate Research – <i>latest meeting</i>	October 2019

Changes to existing programs not requiring CRICOS re-registration *:

Program changes which require the approval of Programs Committee and/or the Board of Graduate Research. Work backwards from these dates to determine dates for consideration by Group Board:	
Programs Committee Board of Graduate Research – <i>preferred meeting</i>	February 2020
Programs Committee Board of Graduate Research – <i>latest meeting</i>	July 2020
Minor program changes not requiring approval by Programs Committee or the Board of Graduate Research:	
Lodge with Group ASC– <i>target date</i>	end May 2020
Lodge with Group ASC – <i>final date</i>	end August 2020

* Consult the Group Academic Services Consultant for advice about CRICOS re-registration requirements.

CRICOS registration is required before:

- A program can be advertised as available to international students, both on websites and in publications.
- International students can apply for their student visa.
- Offers can be made to international students.

Therefore initiatives which involve CRICOS registration or re-registration must be prepared well in advance.

3. WITHDRAWAL OF PROGRAMS

The Deputy Vice Chancellor (Academic) approves proposals to cease student intakes into programs, and teach-out arrangements to enable continuing students to complete their studies. This includes the withdrawal of Trimester 2 and Trimester 3 intakes of continuing programs.

Requests to cease student intakes into programs may be made at any time, but adequate notice should be given so that prospective students are not misled. Recruitment publications are prepared over a year in advance of the admission period.

If in exceptional circumstances a program is withdrawn from offer after having been advertised as available for admission, specific action needs to be taken in order to advise prospective students.

4. PREPARATION FOR ADVERTISING

There are important milestones which impact both domestic and international students.

Brochures:	Area Responsible for publication
Domestic Undergraduate All Programs Guide	Office of Marketing and Communications
Domestic Undergraduate and Postgraduate Area of Study Guides	
International Undergraduate and Postgraduate Guides	Griffith International
QTAC and UAC (NSW) Guides	Student Administration, Admissions Office
HDR Program Guide (Domestic and International)	Griffith Graduate Research School

First steps to review and update content in program brochures starts mid-year, normally August.

New programs approved by the Deputy Vice Chancellor (Academic) during Program Profile Planning process are incorporated into the publications.

Business areas responsible for publications aim to have them finalised in December, to provide to prospective students, agents, schools and at relevant marketing events for admission the next year.