Course Profiles -
How to Submit your Course Profile
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Module 4 - Submitting a Course Profile

Course convenor – Steps to Submit a Profile

- Navigate to Status and Settings, review warnings.
- Indicate what sections have changed and the type of changes that have been made to the course since the last offering.
- Indicate if you propose to use staff authored resources.
- Indicate if the changes made to the profile are in response to any University review.
- Elaborate on the changes.
- Select the Head of School in the email template.
- Select the Set button.

4.1 Approval Process Steps

1. The Course Convenor indicates changes made, i.e., the sections that have changed and the type of change, provides details of the changes and submits the profile. An email is forwarded to notify the Head of School and School Administrative Officer whether a new course has been submitted or whether the changes made are major / minor or there have been no changes made to the profile with the exception of the updated Previous Student Feedback section.

2. If a minor change or no change, the Head of School adds a review (via the Development Board page) to approve, approve with minor change or requests changes required; - an email is automatically forwarded to notify the Course Convenor and School Administrative Officer of the review recommendation. *(Note every time the Previous Student Feedback section is up-dated, Head of School approval is required).*

3. If major change or a new course - therefore requiring the Dean (Learning and Teaching), approval - the Head of School either:
   a. Selects ‘Dean Approval required’ and an email is automatically forwarded to the Convenor, the School Administrative Officer and Academic Services staff – the School Administrative Officer is responsible for advising the Dean that a profile is awaiting review.
   b. Profile is not approved – adds a review (via Development Board) selects the ‘Changes required’ recommendation. An email is automatically forwarded to notify Course Convenor and School Administrative Officer of the decision. The profile status is changed back to ‘draft’.

4. Decision by Dean (Learning and Teaching)
   a. ‘Approves’ or ‘approves with minor changes’ - adds a review (via Development Board page) to notify Course Convenor and the School Administrative Officer of decision.
   b. Profile is not approved ‘Changes required’ - adds a review (via Development Board) to notify the Course Convenor and the School Administrative Officer of decision.
4.2 Changing the Status of a Profile to Submitted

Once you have completed editing the course profile details they will be required to address any warnings identified for the profile. Make any required changes. Indicate the sections of the profile that have changed and the type of change that has been made. Provide further details about the change/s, select email recipients and Set the status to Submitted – these steps are all undertaken at the Status and Settings page of the profile.

Submit a Profile for Review
(Completed by Course Convenor)
Choose Status and Settings from the left navigation.
Consider the warnings identified for the profile. Make any required changes.
Select the sections of the profile where changes have been made
Select the type of change – NB: major change will be automatically selected for you if one of Aims and Outcomes| Assessment | Content | Lecture Capture | Examination Duration Exemption has been chosen
Provide further details about the changes in the text box provided
Select intended email recipients
Choose Set (Set).
Figure 1 Status and settings
Minor Changes to a Profile
Where revisions to the Course Profile are minor - updating dates for assignments, updating texts and reference materials, and adjusting the sequence of the course content - the Course Convener (Designer) submits the Course Profile via the Course Profile System to the Head of School (Approver) as a minor change for approval and publication.

Any changes to requirements for laboratory/studio activities and/or technical staff support require agreement from the Technical Services staff where relevant.

Changes to the Previous Student Feedback section require Head of School (Approver) approval.

The decision on whether the course change is sufficiently major (other than those referred to below) to warrant approval by the Dean is at the discretion of the Head of School, or the Head of School in conjunction with the Program Director in the case where the course is a core component of programs.

Major Changes to a Profile
Where revisions to the Course Profile are major – a change in the course content, teaching methods, assessment strategy and/or resource requirements, lecture capture changes - the revised Course Profile and Statement of Resources must proceed through Steps 2 to 5 of the approval process for a new course.

Sample Emails – these emails are system generated

![Sample Submission email](image)
Review of a Profile - Minor changes to Profile
(Completed by Head of School – Approver)
Choose Status and Settings from the left navigation.
Consider the warnings identified for the profile.
Review content entered within Course Profile.
Choose the Development Board from the left navigation.
Review any notices added by the Convenor.
Choose  [Add review] (Add review) This records the decision and forwards an email to the Course Convenor and School Administrative Officer.
Choose the required recommendation from the drop down list: Approve or Approve with minor change, Dean Approval Required or Changes Required (return to draft)
Enter explanation in Body text box.
Choose  [Save] (Save) to save your changes or
Choose  [Cancel] (Cancel) to close the screen without saving the changes.
The Review will be added to the Development board.

![Development Board with Add Review option](image)

**Figure 5 Add review**

**Review of a Profile - Major changes to a Profile**
**Completed by Head of School (Approver) and referred to Dean (L&T) (Approver)**

Choose Status and Settings from the left navigation.
Consider the warnings identified for the profile.
Review content entered within Course Profiles.
Choose the Development Board from the left navigation.
Review any notices added by the Convenor.
Add a new notice.
Enter explanation in the Body text box.
Choose  [Save] (Save) to save your changes or
Choose  [Cancel] (Cancel) to close the screen without saving the changes.
The notice will be added to the Development board.

**Completed by Dean (L&T) (Approver)**
Choose Status and Settings from the left navigation.
Consider the warnings identified for the profile.
Review content entered within Course Profiles.
Choose the Development Board from the left navigation.
Review any notices added by the Convenor and Head of School.
Choose  [Add review] (Add review) This records the decision.
Choose the required recommendation from the drop down list:
Approve or Approve with minor change or changes required.
Enter explanation in Body text box.
Choose Save (Save) to save your changes or
Choose Cancel (Cancel) to close the screen without saving the changes.
The Review will be added to the Development board.

Remember

Changes to Previous Student Feedback and Course Staff can be made to a profile up to Week 4 of trimester.

Variations to the Course Profile during the trimester are not permitted, except in exceptional circumstances, where the Dean, after advice from both the Course and Program Director, may approve a variation that will be notified to students in writing.

Note

School Administrative Officers are automatically selected to receive email notifications of submitted profiles.

Where a major change is being made, requiring approval by the Dean (Learning and Teaching), the Convenor will initially select the Head of School as Approver.