PROPOSALS FOR NEW COURSES OR PROGRAMMES

New courses are new degree, diploma or certificate courses, including new honours degree courses. New programmes are new programmes within existing degrees, which are to be formally recognised through the use of a differentiated version of the existing course title e.g. BSc(Marine Science). For a new combined course leading to two degrees, use the form "Proposals for a new combined course leading to two degrees" at: [http://www.secretariat.uwa.edu.au/home/policies/course/unit/proposals](http://www.secretariat.uwa.edu.au/home/policies/course/unit/proposals).

For transnational programmes, it is essential that the Checklist for Approval of Transnational Programmes is also completed - see [http://www.secretariat.uwa.edu.au/home/policies/international](http://www.secretariat.uwa.edu.au/home/policies/international).

CORE QUESTIONS FOR CHECKLISTS USED BY FACULTIES

All faculties should use the questions below in their checklists for proposals for new courses and new programmes in existing courses. Faculties may add other questions as they see fit.

1. **Course Details**

   (1) Please provide the following information:

   (a) the proposed name of the course or programme:
      Master of Commerce (Advanced) 4165C

   (b) the proposed abbreviated form of the course or programme name (see [http://www.secretariat.uwa.edu.au/home/policies/degreeabbrev](http://www.secretariat.uwa.edu.au/home/policies/degreeabbrev) for policy on Degree Abbreviations);
      MCom(Adv)

   (c) the proposed annual intake to the course or programme (in student numbers);
      20-30 students

   (d) the proposed colour(s) of the silk linings and facings of the academic dress (for publishing in University General Rule 1.5.2.1);
      Tuscan Yellow

   (e) for Master's degrees and Doctorates only, state whether the course will be undertaken by way of:
      (i) Research (by thesis) where the research represents 100% of the course requirements NO
      (ii) Research (by thesis and creative work) where the assessment is based on a thesis and a creative and/or performance component NO
      (iii) Research by creative work where the assessment is based on the creative work and/or performance NO
      (iv) Thesis and Coursework where the research component represents 66.6% or more of the degree requirements NO
      (v) Coursework and Dissertation where the research component represents less than 66.6% of the degree requirements NO
      (vi) Coursework where coursework is 100% of the degree requirements. YES
      Note: To be classified as a research unit, the unit must represent a largely self-directed attempt to produce new knowledge.

   (f) entry requirements;
      A bachelor's degree of this University, or equivalent as recognised by the Faculty.

   (g) total number of points required for completion; 96

   (h) expected completion time for full-time student taking standard load; 2 years/4 Semesters

   (i) delivery mode (i.e. internal, external, multi-mode, online-only). Internal
      (ii) are any units taught by any kind of non face-to-face instruction? No
      (Note: Where a course is delivered less than 75% face-to-face (i.e. more than 25% by distance learning or similar), there may be implications for international student visas. Please consult the International Centre for more information.)

   (j) is any part of the course taught away from the Crawley campus? No

   (k) is any part of the course delivered by or taught in collaboration with another organisation? No
      If yes, please state the name and address of the other organisation.

   (l) is honours available in this course? If yes, please explain how students undertake honours study.
      is study towards honours open to international students? No
(2) Please give a succinct summary of the academic objectives of the proposed new course/programme. To develop breadth across selected areas including business information management, marketing, electronic business, electronic marketing, employment relations, human resource management, management and international business.

(3) Please summarise what teaching and learning practices will be used to realise the academic objectives. Lectures, seminars, case studies, research projects, team work.

(4) Please advise what technologies (if any) will be required to support the teaching and learning practices. WebCT, Electronic information retrieval systems, Endnote.

(5) Please outline what steps have been taken to ensure that any technologies to be used are readily available to staff and students. These are already readily available in the Business School.

(6) Please indicate whether the proposal is the outcome of a school, course or other review. Restructuring of PG Business program offerings.

(7) Does this course complement any major research activities and/or centres? □ Yes X No (if yes, please elaborate)

(8) (a) Please list the intended student learning outcomes.
   • Mastery of the particular disciplines
   • Capacity to integrate, synthesise and analyse concepts
   • Familiarity with current business/management trends
   • Ethical conduct
   • Employer/Peer networking
   • Ability to analyse data and to write clearly
   • Clear oral presentations

   (b) Is assessment explicitly tailored to such outcomes? □ Yes X No (Please elaborate) Individual and team assignments and presentations are set to ensure delivery of outcomes.

(Note: by resolution R23/08 the Academic Council endorsed the requirement that all new unit and course checklists should include the listing of intended student outcomes and affirmation that assessment is explicitly tailored to such outcomes).

2. Demand

Notes: (i) The Chair of the Admissions Committee and the Manager, Admissions Centre are available to offer advice on estimating student numbers. (Please note that decisions on any quotas applicable to this course will be made by the Working Party on the Admission and Quota Policy.)

(ii) For new undergraduate courses to be listed in the TISC Guide, they need to be approved by Academic Council by May at the latest. Please advise the Executive Officer, Admissions Committee, as early as possible, of proposed new undergraduate courses.

(1) Estimate the annual number of sufficiently qualified applications expected for this course. Please state the number of Australian and international student admissions separately.
   Australian 30 International 50

(2) What is the expected impact on applications for admission to other courses? Please provide separate figures for Australian and international students. None

3. Employment Outcomes

What do you believe will be the principal employment destinations for graduates and on what basis have you estimated this? Graduates can potentially take up management positions in any of the specialisation fields studied.
4. **Consultation**

(1) Please provide details of consultations you have had with various groups and individuals during the development of this proposal indicating whether or not any issues have been raised. Consultation includes the following:

(a) other schools of the University which may have an interest in the course, including relevant academic staff;
There has been external consultation within and between the discipline groups in the Business School.

(b) students and graduates;
The genesis of the MCom(Adv) arose from student interest, in particular international students. The GMA and current students were involved in meetings.

(c) employers and/or employer groups, and professional bodies;
Through UWA School Board which is supportive of changes.

(d) other universities in WA which offer courses in similar fields;
Curtin University, Murdoch University and Edith Cowan University.

(e) leading universities in Australia and overseas which offer courses in similar fields;
Surveyed G08. Discussions with UNSW and UniSA.

(2) If you are proposing a completely new course, have you given consideration to the alternative of introducing a new programme/major within an existing course? Please elaborate. NA

(3) If the proposal is similar to offerings in other institutions in WA, have you considered whether there is scope for a co-operative/collaborative approach? Please elaborate. NO

5. **Fees**

Note: Courses must not be offered or advertised in any way to international students until the courses have been registered through the International Centre with CRICOS. (This does not occur until the introduction of the course has been approved by Senate.) Please ensure that you consult with the Director, International Centre about the suitability of a course for international students, proposed fees and any conditions that may be required.

(1) (a) Is the course to be registered on CRICOS as available to international fee-paying students on Student Visas? YES / NO

Is the course to be offered to international fee-paying students on other visas?
YES / NO

(b) What fee per annum is proposed for international fee-paying students? approx. $2,560 (2009)

(2) For Postgraduate coursework degrees/diplomas/certificates only

(a) Is the course to be registered with DEEWR as available on a fee-paying basis to local students? YES / NO

(b) If so, what fee is proposed? Please state: fee per annum, the total number of points and the fee per point. $16,800 (8 units per annum) / 48 points per annum/ fee per point $350.00

(c) Please comment on consultations you have had with other institutions, both national and local, in determining that fee.
Not relevant

6. **Explanation of how the proposed course fits with the University’s and the Faculty’s Strategic and Operational Priorities Plans**

An explanation as to how the proposed course fits with the University’s and the Faculty’s Strategic and Operational Priorities Plans must be attached to this checklist. The maximum length of the explanation is one A4 page.
7. **Information Flow**

(1) Please confirm by ticking the boxes and entering the date of action, that you have forwarded a copy of this proposal, either in hard copy, or electronically, to:

**External to the Faculty**

- The Deans of all faculties which resource schools responsible for teaching units in the course/programme.

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- The Head and relevant academic staff of any school which will be teaching in the course/programme.

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- The Head and relevant academic staff of any school which is not involved in the course/programme, but which teaches in a cognate area.

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- The Librarian

  Date 28/5/08

- Where the course proposed involves indigenous issues, the Dean of the School of Indigenous Studies

  Date N/A

- Where the course proposed is postgraduate and includes 60.6% or more research, the Pro Vice-Chancellor (Research and Research Training)

  Date N/A

- Executive Officer, Admissions Committee
  (for new undergraduate courses only)

  Date N/A

- Where the course proposed is to be available to international students, the Director, International Centre

  Date 20/11/08

**Internal to the Faculty**

- The Head and relevant academic staff of any school which will be teaching in the course/programme:
  Discipline Groups – constant meetings June 2007 – May 2008

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- The Head and relevant academic staff of any school which is not involved in the course/programme, but which teaches in a cognate area.

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https://www.example.edu/Minors CURriculum Rules 2009/Checklist New Course M/ent/Doc/r1f
(2) Please confirm, by ticking the box, that you have completed a Faculty Checklist for each new unit introduced as a result of this proposal.

(3) Please confirm, by ticking the box, that the proposed course rules are attached.

(4) Please confirm, by ticking the box, that you have sent a course overview to Publications.

(5) Please confirm, by ticking the box, that you have consulted with Student Administration about the degree abbreviation.

Signature of Dean

Faculty of

8. All courses – confirmation by Dean

I confirm that the process leading to the proposal for the introduction of the following course/programme

Name of course/programme Master of Commerce (Advanced)

has included appropriate consultation with all other faculties with a potential interest in the proposed course and that the course will not overlap significantly with any existing course.

Have any objections to this proposal been raised during the consultation process? Yes No
(if yes, please attach details of objection and response)

Signature of Dean

Faculty of

9. Confirmation by Dean of the School of Indigenous Studies

Where the course proposed involves indigenous issues, the Dean of the School of Indigenous Studies must confirm the school’s support.

I confirm that the indigenous issues involved in the proposal for the following course/programme:

Name of course/programme N/A

have been discussed with me and I confirm the support of the School of Indigenous Studies for the introduction of this course/programme.

Signature of Dean of the School of Indigenous Studies

10. Certification that the proposal is acceptable to the International Centre

Where it is proposed to offer the course to international or offshore students, the Director, International Centre (or delegate) must confirm the proposal is acceptable to the International Centre.

I confirm that the International Centre has been consulted on the introduction of this course/programme, and is satisfied that the fee proposed to be charged to international/offshore students is appropriate.

Name of course/programme Master of Commerce (Advanced)

Signature of Director, International Centre (or delegate)
4.6.33 Master of Commerce (Advanced) (by Coursework) (41650)

Applicability of the University General Rules for Academic Courses

4.6.33.1 The rules in 1.1 and 1.2 of the University General Rules for Academic Courses in this handbook apply to the course for the Master of Commerce Advanced (by Coursework) except as set out in the rules which follow.

Applicability of the Faculty General Rules

4.6.33.2 The Faculty General Rules in 4.1 apply to the course.

Applicability of the Faculty General Provisions for Master's Degrees

4.6.33.3 The Faculty General Provisions for Master's Degrees in 4.6.1 apply to the course.

Admission

4.6.33.4 Subject to University General Rule 1.1.1.2(5), the admission requirement is a bachelor's degree of this University, or equivalent as recognised by the Faculty.

Course Structure for Students who have not Completed a Bachelor of Commerce Major

4.6.33.5 The course for students who have not completed a Bachelor of Commerce major as recognised by the Faculty consists of units to a total value of 96 points comprising—

(a) all units in Table 4.6.23a [Master of Commerce (by Coursework) Core Units]—24 points

and

(b) units to the value of 30 points from one of the specialisations set out in Rules 4.6.23.8 to 4.6.23.15 inclusive;

and

(c) units to the value of 42 points from those listed for the specialisations in Rules 4.6.23.8 to 4.6.23.15 inclusive.

Course Structure for Students who have Completed a Bachelor of Commerce Major

4.6.33.6 The course for students who have completed a Bachelor of Commerce major as recognised by the Faculty consists of units to a total value of 96 points comprising—

(a) MGMT8506 Ethical Dimensions of Organisations, Management and Leadership—6 points

and

(b) units to the value of 30 points from one of the specialisations set out in Rules 4.6.23.8 to 4.6.23.15 inclusive;

and

(c) units to the value of 60 points from those listed for the specialisations in Rules 4.6.23.8 to 4.6.23.15 inclusive and which may include a second specialisation.

Award of Graduate Diploma in Commerce

4.6.33.7 A student who withdraws from the course before completing the requirements, but after completing units to the value of 36 points towards the course, may apply to the Faculty to be awarded the Graduate Diploma in Commerce.