

UMOS Approvals

STMP Toolkit



THE UNIVERSITY OF
MELBOURNE

UMOS APPROVALS

Early planning is imperative, not only for determining content and logistical arrangements, but for meeting internal University deadlines. Faculty and University support for new University of Melbourne Overseas Subjects must be finalised by October of the preceding year in order to meet University Handbook timelines. This means that your subject proposal may need to be submitted to your department as early as March of the preceding year in order to meet set deadlines for faculty course standing committees (CSC) and the central Academic Programs Committee (APC).

There are two different approval processes for approving subjects:

Approval from Academic Board (Academic Programs Committee)

<http://about.unimelb.edu.au/academicboard/camp>

Approval under a delegated authority

http://about.unimelb.edu.au/academicboard/camp/changes_under_delegated_authority

Most UMOs will be able to be approved by a delegated authority, as overseas subjects are unlikely to be compulsory subjects in any degree program, however you should check this with the appropriate staff in your faculty or graduate school so that they can advise you of the correct process for submitting your proposal.



TIMELINES

Many Faculty Course Standing Committees (CSC) meet on a monthly basis. An example of the approval process for Faculty of Arts undergraduate subjects in 2015 is outlined below, however you should check your faculty's deadlines and approval process with the relevant person.

Example Timeline only

Proposed changes	Submission	Dates
Concept Proposals	Concept Proposal (new courses/majors/specialisations only)	Monday 3 rd February send proposals to: arts-subjectchange@unimelb.edu.au
Major changes	Major Change Proposals & associated subject change or new subject forms.	6 th March send proposals to: arts-subjectchange@unimelb.edu.au
Minor Changes	Editing in subjuicer (Non-editable fields)	Subjuicer will open at end of January and close on the 28 th April
Editing in handbook	Subjects – School staff will be required to edit subject information into handbook. (Editable fields only) Specialisations & course structures will be edited by Faculty Staff. Structures must comply with APC/AB approvals. These will be circulated to Schools for verification.	June – October School academic program staff to set all their <u>subjects</u> to “ready” further advice & deadlines will be circulated by Curriculum Management Student centre staff will set all programs/majors/specialisations to ready.
Late Changes	Late change forms.	Once handbook has been published (October) and or if/when APC has approved/endorsed changes.



CONTACT LIST

Questions regarding the UMOS approval process for your faculty or graduate school should be directed to the appropriate contact below.

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Please note that this list is correct at 11 September 2014 and will be reviewed and updated in December 2014.

