



## SUBJECT PROPOSALS AND SUBJECT OUTLINES AUDIT PROCEDURES

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<b>Supporting documents, procedures &amp; forms:</b>	Subject Approval Forms Subject Proposal Checklist (attached) Subject Outline Checklist (attached)		
<b>Relevant Legislation &amp; External Documents:</b>	<a href="#">Code of Practice Teaching and Assessment</a>		
<b>Audience:</b>	Public – accessible to anyone		

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## 1 Introduction / Background

1. This procedure outlines the process for the periodical audit of new Subject Proposals and of Subject Outlines.
2. The purpose of these audits is to quality assure processes related to the creation of new subjects and the communication of subject information to students.
3. Typically, Subject Proposals should be audited in the period October to March, coinciding with government reporting date close off.
4. Typically, Subject Outlines should be audited in the period April – September, allowing audits to focus in a timely way on Subject Outlines produced for Autumn and Spring Session annually.

## 2 Scope / Purpose

1. The Audit of Subject Proposals and Subject Outlines is to:
  - a. Ensure that new subjects are developed and approved in conformity with the Subject Approval Guidelines and other relevant policy
  - b. Ensure that Subject Outlines are consistent with the requirements of the Code of Practice - Teaching and Assessment
  - c. Identify any systemic issues with the processes relating to Subject Proposals and Subject Outlines, and make recommendations on such matters in order to support enhancements to existing policy and practice.

## 3 Definitions

Word/Term	Definition (with examples if required)
Auditor	Member of staff in the Academic Quality and Standards Unit responsible for audit activities
Subject	A self-contained unit of study identified by a unique code
Subject Outline	The document in hard copy or electronic format governing content, delivery and assessment of material for a subject.
Subject Proposal	A proposal for the creation of a new subject as described using a New Subject Proposal Form.

## 4 Procedures for Audit of Subject Proposals

### Pre Audit

1. In October request from each Faculty a list of all new subjects approved by the Faculty Education Committee during the past twelve months for introduction the following year
2. Prepare a summary listing of new Subject Proposals.
3. Compile a Subject Proposal checklist updated to reflect any changes in the Subject Approval process or forms – consult with the Course Management Group in Academic Quality and Standards Unit for details.



4. Select a stratified random sample of Subject Proposals for audit.
5. As a guide, a sample of 10% of Subject Proposals from each faculty is suitable for audit:
  - Audit sample size should include Subjects across all levels (100, 200, 300, 400, 800, 900)
  - Audit sample should include Subjects from each school within the faculty.
6. Obtain for review approved New Subject Proposal Forms for each subject in the audit sample.
7. Request any further required information from Faculties on subjects to be audited.

### **Audit and Reporting Results**

8. Carry out audit of new Subject Proposals through analysis of New Subject Proposal Forms and using the New Subject Proposal Checklist.
9. Produce a draft report for comment by Associate Deans (Education).
10. Produce a report to the Deputy Vice-Chancellor (Education), via the Director Academic Quality and Standards. Include recommendations addressing any identified quality assurance concerns.
11. Prepare an agenda item for the Quality and Standards Subcommittee of University Education Committee, and for forwarding to UEC and Academic Senate
12. Include any approved recommendations on the Standards and Quality Improvement Plan maintained by AQS for follow up action.

## **5 Procedures for Audit of Subject Outlines**

### **Pre Audit**

1. Contact the Associate Dean (Education) in each faculty to determine an appropriate range of Subject Outlines for review. Seek advice from the ADEs on any areas of priority for audit.
2. Determine and disseminate to faculties a list of Subject Outlines required.
3. Prepare a summary listing of Subject Outlines received.
4. Compile a Subject Outline Checklist updated to reflect any changes in content based on changes to the Code of Practice – Teaching and Assessment. .
5. Select a stratified random sample of Subject Outlines for audit.
6. As a guide, a sample of 1%-2% of Subject Outlines is suitable for audit:
  - Audit sample size should include Subjects across all levels (100, 200, 300, 400, 800, 900)
  - Audit sample should include Subjects from each school within the faculty.
  - Audit sample should include subjects offered at each delivery location, including regional campuses and offshore locations
  - Audit sample should include follow up on any areas of concern identified previously
  - Audit sample should exclude subject reviewed in the previous 3 years unless the subject is being chosen for follow up
  - Audit sample should include some new subjects from each faculty.



## **Audit and Reporting Results**

7. Carry out audit of Subject Outlines to determine compliance with Subject Outline Checklist (Schedule 1 of the Code of Practice – Teaching and Assessment)
8. Produce a draft report for comment by Associate Deans (Education).
9. Produce a final report to the Deputy Vice-Chancellor (Education), via the Director Academic Quality and Standards. Include recommendations addressing any identified quality assurance concerns.
10. Prepare an agenda item for the Quality and Standards Subcommittee of University Education Committee, and for forwarding to UEC and Academic Senate
11. Include any approved recommendations on the Standards and Quality Improvement Plan maintained by AQS for follow up action.

## **6 Roles & Responsibilities**

### **Auditor Responsibilities**

1. Review completed New Subject Proposal forms or Subject Outlines that have been selected for audit.
2. Assess whether the originating school has complied with relevant University policy documents regulating the process.
3. Consider a course of action to rectify anomalies identified.
4. Determine if there is any further supporting documentation required and advise the Course Management Group of Academic Quality and Standards or the relevant Associate Dean (Education).
5. Provide any comments on the relevant approval process, the general standard of documentation, the conduct of the audit and any suggestions for improvement.
6. Provide a copy of the draft report to all Associate Deans (Education) for comment and take account of all material comments on the draft report.
7. Ensure recommendations for action are included on the Standards and Quality Improvement Plan for follow up action.

### **Committee Responsibilities – Quality and Standards Subcommittee and University Education Committee**

8. Review the report prepared by the Auditor.
9. Determine responsibilities for any necessary follow up action on report recommendations.

### **Faculty Responsibilities**

10. Prepare Subject Proposals and Subject Outlines in accordance with University policy requirements.
11. Cooperate with the conduct of any audit process.
12. Implement recommendations made in audit reports that are endorsed by the Quality and Standards Subcommittee of UEC.



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## 7 Record Keeping

1. All records relating to audits of Subject Proposals and Subject Outlines shall be retained and disposed of by the Academic Quality and Standards Unit in accordance with the Records Management Policy.



## 8 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	June 2007	Senior Manager, Policy & Governance Unit.	Procedure in new template
2	13 May 2009	Senior Manager, Policy & Governance Unit	Migrated to the UOW Procedure Template as part of the Policy Directory Refresh Project
3	9 March 2010	Senior Manager, Policy & Governance Unit	Future review date identified in accordance with Standard on UOW Policy
4	16 Jan 2013	Vice-Principal (Administration)	Updated to reflect title change from DVC(A) to DVC(E)
5	June 2014	Deputy Vice- Chancellor (Education)	Scheduled review of procedure. Expansion of scope to include Subject Outlines