

Quick Guide to Developing a New Full Program Proposal (FPP)

Navigation path

1. Log onto the Griffith Portal
2. Navigate to Learning & Teaching > Developing the curriculum > Program Management
3. Click on the Add Proposal link on the left hand menu path

Steps

1. Select a Proposal Type of **Full Program Proposal** from the drop down list
2. Select the Year and semester of introduction for the proposed program
3. Click on the Create button (this will open the proposal template)
4. Click on the [Summary](#) link to record specific information about the program to which the proposal applies
5. Click on the proposal category box that describes the purpose of the full program proposal.
6. Perform one of the following four options:
 1. Merge IPP data into the FPP (only applies for New program proposals):
If an IPP preceded the Full Program Proposal, click on the drop down list and select the applicable IPP. Click Merge to merge details from the IPP into the corresponding FPP questions.
 2. Copy information from another FPP:
If a similar FPP has been set up previously, click on the Copy button to copy information from another Full Program Proposal. The Copy function will overwrite information that has already been entered into this FPP.
 3. Select the program code if proposal relates to an existing program:
Selecting a program code will populate the proposal with information from the previously approved version. Proceed to make changes to the proposal as required.
 4. Commence editing the proposal from scratch
7. Perform one of the following two options:
 1. Download a blank Part 1 and 2 document:
Perform this option if the proposal relates to a new program.
 2. Download the previously approved part 1 and 2 document:
Perform this option if this proposal related to an existing program.

Work can commence on the Part 1 and 2 document and be uploaded into the proposal as and when required using the Browse button to locate the document and upload into the program management system.
8. Click on the [Program Catalogue: Program Overview](#) link and each subsequent [Program Catalogue](#) link to respond to questions in each page. Information from these pages will ultimately be loaded electronically into the corresponding Program Catalogue pages.

9. Click on the [Program Structure](#) link to establish the course lists for the program structure. The template allows for multiple program structures per program. The majority of programs will only have one structure. Multiple program structures may be necessary if:

- I. The structure is significantly different between campuses or
- II. A different structure exists for a mid year entry or
- III. A different structure is developed for each major such as in the Engineering programs.


Click on the [Add New Structure](#) link to open the program structure page.


Enter the Structure title and select the campuses which the structure applies. The campuses selected will appear in the course lists so a semester of offer can be selected against each course.

Commence preparing the course lists for that structure.

A program structure will consist of multiple course lists. Each Course list will consist of multiple courses.

Click on  to add a new course to a course list.


Click on  to delete a course from a course list.

Click on   to reorder courses in the course list.

Click on  to add another course list to the Program structure.

Click Save and return to proposal to continue completing the proposal. When returning to the proposal, the structure will display in read only mode.

If updating a proposal, the Program Structure Page will display any existing structure in read only mode. To edit the existing structure click on the edit

icon  next to the structure title to open a page in which the structure can be edited.

Further information to assist with completing this page is provided in Appendix A.

10. Click on the [Course Content](#) link to describe the courses used in the Program Structure. As each course is entered into the Program Structure, it will be appear in the Course Content page.
11. Click on the [Program Attributes](#) link to record identifying information for the program that will be used to set up the program in the PeopleSoft Student Administration system. Further information to assist with completing this page is provided in Appendix B.

The Approval link is used by those staff responsible for recording an approval decision. The page is not available until the proposal has been submitted.

12. Either click on the **Save** button to save the proposal and return to later to complete (See page 3 for information on how to update a proposal) or if the proposal is complete, click on **Submit for Approval** to submit the proposal to

the first approval body.

Note: Once a proposal has been submitted for approval it cannot be edited by the school.



Do not use the 'back' and 'forward' arrow buttons on your internet browser to move between pages in the Program Management system as you may experience data corruption and loss of data.

Proposal Template Features



The **Copy** button can be used to copy in information contained in another full program proposal. Click on the **Copy** button, search for and select the proposal to copy in. This feature is useful if a similar proposal has been developed in the past. The proposer can copy a proposal and make amendments where required. **Note:** The copy feature will overwrite any data previously entered into the proposal.



The **Help** button will provide information to assist you in completing the proposal template. When the Help button is clicked, the help information is displayed at the top of the page and pushes the proposal pages downwards. To remove the Help information, click on the Help button again.

The help button will only appear if help information has been configured for that proposal.

The Help information can provide:

- Information on how to use and complete the page
- An explanation of the type of information required to respond to a question
- Links to other useful sites

Version: 0.01 Status: Work in Progress

The **Version** number increases by .01 on every save. It increases to the next whole number when submitted for approval.

The **Status** will display one of the following values:

Work in Progress	When a proposal has commenced but has not been submitted to an approval body.
Submitted	When a proposal has been submitted to an approval body
Approved	When an approval body has recorded a decision of Approved
Recycled	When an approval body has recorded a decision of Recycled
Not Approved	When an approval body has recorded a decision of Not Approved
Final Approval	When the last approval body has recorded a decision of Approved.

The following template toolbar features only display once a proposal has been saved.



The **Preview in Word** button is used to generate a Word document version of the proposal. This

version can be sent to colleagues for review.



The **Add/View Comments** button enables a proposer or colleague to record comments about the proposal. The comments record the date/time the comment was entered and the person that entered the comment.



The **Notify** button provides the ability to send an email to a colleague which contains a link to the proposal. This feature may be used to request a colleague review and comment on the proposal. Only staff with access to the program management system can open the proposal from the email link. Only staff within the proposal's host element or partner element can access the proposal.

Submit for Approval

The **Submit for Approval** button submits the proposal to the next Approval Level for consideration and approval. Once the proposal has been submitted, it cannot be updated by the proposer.

Add Proposal page

The screenshot shows the 'Add a proposal' page. On the left is a red sidebar with the text 'Online program management system *AP88F7*' and a list of links: 'Find proposal to view / edit', 'Summary of proposals', 'Add proposal', 'Reports and queries', 'Program management resources', and 'Support'. An arrow labeled 'Step 1' points to the 'Add proposal' link. The main content area has a title 'Add a proposal' and a user status 'Logged in: Allison Vial | Logout'. Below the title is an information icon and the text 'Information about "Add a proposal"'. A section titled 'Choose a proposal type' contains two dropdown menus: 'Proposal type' (set to 'Full Program Proposal') and 'Year and semester of introduction / Last admit term' (set to 'Sem 1 2009'). An arrow labeled 'Step 2' points to the 'Proposal type' dropdown. To the right of these dropdowns is text: 'Select a proposal type of Full Program Proposal and the Year and Semester in which the proposal is to take effect'. At the bottom right of the form is a 'Create' button. An arrow labeled 'Step 3' points to the 'Create' button, with the text 'Click on Create' next to it. A 'Back to top' link is at the bottom right of the page.

Full Program Proposal template

New full program proposal Logged in: Allison Vial | [Logout](#)

Version: **0.01** Status: **Work in Progress** Download parts 1 and 2 from the Summary page. Complete parts 1 and 2 and then upload back through the Summary page

[Help](#) [Copy](#)

- [Summary](#)
- [Program catalogue: program overview](#)
- [Program catalogue: apply for entry](#)
- [Program catalogue: degree requirements](#)
- [Program structure](#)
- [Course content](#)
- [Program attributes](#)
- [Approval](#)

Click on each Page link to open the page and complete the questions in each page.

To save your proposal - but not *submit* the proposal for approval - click 'Save'. To save and submit your proposal for approval, click 'Submit for Approval'.

Update an Existing Proposal

Navigation Path

1. Log onto the Griffith Portal
2. Navigate to Learning & Teaching > Developing the curriculum > Program Management
3. Click on Find Proposal to View / Edit on the left hand menu path

Steps

1. Select or enter search parameters to locate the required proposal. Part words can be entered into the Program title field.
2. Click **Search** (Proposals matching the search parameters are displayed in the lower half of the page.)
3. Click on the proposal number link to open the proposal and update as required.

Note: Once a proposal has been submitted for approval it cannot be edited by the school.

Find Proposal to View/Edit page

Step 1 →

Online program management system *AP88F7*

- » Find proposal to view / edit
- » Summary of proposals
- » Add proposal
- » Reports and queries
- » Program management resources
- » Support

Search for proposals Logged in: Allison Vial | [Logout](#)

Proposal search parameters

Proposal type:

Proposal number:

Program code:

Program title:

Academic group:

Host element:

Year and semester of introduction / Last admit term:

Home campus:

Step 2 Select or fill out search parameters to locate the proposal

You must select or fill out at least one field above before selecting "Search".

Step 3 Click on Search

Step 4 Click on the Proposal number to open the proposal

Search results Full Program Proposal, Nathan Campus

Proposal number	Program code	Program title	Academic group	Host element	Year and semester of introduction / Last admit term
89		Master of Mental Health Practice	Griffith Health		Semester 1 - 2009

Further Details

If you require further assistance in using the Program Management system please contact your Group Academic Services Officer or click on the Support link on the left hand menu, within the Program Management system's menu path, and send an email detailing your request.

If you do not have access to the **Add Proposal** menu path or you encounter system errors please contact Information Services on 55555 advising a problem with the Program Management system.

Appendix A – Completing the Program Structure page

The Program Structure page is used to develop the program structure that will ultimately appear on the Program and Courses website.

Sample from Program Structure page on Program Catalogue

Program Structure Title → For students who commenced from 2006

■ [Year 1](#) | [Years 2 and 3](#)

Course List Title → Year 1

Course List Pre-Notes → Students must complete the following 50CP of courses:

Course list

Year	Sem		Catalog Nbr	Course	CP
	NA	GC			
1	I,II	I,II	1101AFE	Accounting Principles	10
1	I,II	I,II	1001MGT	Management Concepts	10
1	I,II	I,II	1303AFE	Economics for Managers	10
1	I,II	I,II	1304AFE	Business Statistics	10
1	I,II		1004MGT or 1004INT	Business Informatics or Information Systems *	10

Course List Pre-Notes for course list 2. A course list title would need to be provided for this course list.

Course list

Year	Sem		Catalog Nbr	Course	CP
	NA	GC			
1	I,II	I,II	1003MKT	Introduction to Marketing	10
1	I,II	I,II	1004PPP	Government-Business Relations	10
1	I,II	I	1011IRL	Employment Relations	10
1	I,II	I,II	1203AFE or 1302AFE	Money, Banking and Finance** (for Banking and Finance; Economics majors)	10
1	II	II	1202AFE	Introduction to Financial Planning**	10

Course List Post-Notes → [*] Gold Coast students must undertake [1004INT](#) to meet program requirements.
 [**] Students seeking PS146 accreditation in the Banking and Finance majors must complete these courses.

Understanding the Program Structure Page

Program Structure Title A program structure title provides the description of the structure. The title may just refer to the Program's Title or it may define the structure further by Program Title – Mid year Entry.

Campus Select the campuses from which the courses will be drawn to make up the program. For each campus selected, a column will appear under the semester heading in the Course List to enable you to indicate which semester that course will be offered for that campus.

Course List Title Enter a title to describe the list of courses that will appear in the Course List. The title may be 'Approved First Year Courses', 'Core Courses', 'Communication Major'

Course List Pre-notes This field is optional and may be used to advise how many courses a student must complete in the following list. Eg, 'Students must complete all of the following courses'. This information will precede the course list in the Program Catalogue.

Commence listing the courses that exist in the list

Year Enter the year in which the course is undertaken, Eg 1, 2, 3 or 4

Campus/Semester Click on the semester intake(s) for that course for each campus selected. Semester III = Summer.

New Click on 'New' if the course is a new course being prepared for this program. For any new course selected, the course's details will need to be established in the Course Content page. All new courses must be set up in the Course Catalogue prior to being able to select them in the Course List.

Course Enter the course code ie, 1101AFE.

Course Title The title will be populated once entering a code in the Course field. Update the title if the proposal is requesting a course name change.


Ref The Reference field enables a value to be entered against the course which can be used as a footnote to provide further information about the course in the Course List Post Notes section. Alternatively, it maybe be used to record a code against a course that is reference elsewhere.

Course type Defaults to Core. Indicate whether the course is a Core or Elective in that Course List. This value will be used when querying whether a change to a course is impacting core or elective courses in other programs.





Credit Points The credit points will be populated once a course code is entered above. Update the credit points if the proposal is requires a change to the credit point value of a course.


Course List post notes This section maybe used to further explain the course list or to provide a footnote about a course. If entering a footnote, don't forget to enter the Ref value. This information will appear under the course list in the Program Catalogue.


Click on  to add a new course to a course list.


Click on  to add a new course list and repeat the same steps above.


Program Structure page in Full Program Proposal



[Summary](#)


[Program catalogue: program overview](#)



[Program catalogue: apply for entry](#)



[Program catalogue: degree requirements](#)

Program structure


[Add new structure](#)


[Course content](#)


[Program attributes](#)


[Approval](#)

To save your proposal - but not submit the proposal for approval - click 'Save'. To save and submit your proposal for approval, click 'Submit for Approval'.

Add new structure opens the program structure page[Return to proposal](#)**Untitled Structure**Structure title *(required)*

Untitled Structure

This program structure draws from the following campuses *

* Changes will not be reflected in the course lists until 'Save'

- ☐ Gold Coast Campus (GC)
- ☐ Logan Campus (LG)
- ☐ Mt Gravatt Campus (MG)
- ☒ Nathan Campus (NA)
- ☐ Off Shore (OS)
- ☐ Other Campus (OT)
- ☐ South Bank Campus (SB)

Untitled Course List #1




Course list title *(required)*

Untitled Course List #1

Course list pre-notes

These notes will appear in the Program Catalogue above this course list.

Courses for "Untitled Course List #1"

Year	Semester	New	Catalogue no.	Course	Ref.	CP	Type	
	NA							
<input type="checkbox"/>	<input type="checkbox"/> I	<input type="checkbox"/>	*				Core	   
	<input type="checkbox"/> II		Select...					
	<input type="checkbox"/> III							
	<input type="checkbox"/> W							

Course list post-notes

These notes will appear in the Program Catalogue below the course list.

 Add New Course List

Save

An existing structure will appear in read only mode.

Summary

Program catalogue: program overview

Program catalogue: apply for entry

Program catalogue: degree requirements

Program structure

Add new structure

Global outsourcing structure (LG, NA)

Core Courses

Course list pre-notes

Students must complete all core courses.

Courses for "Core Courses"


Year	Semester		Catalogue no.	Course	Ref.	CP	Type
	LG	NA					
1	I	II	1001ACF	Accounting Principles		10	Core
1	I	I	1001BBS	Human Biology: Human Organism or 1103BBS Human Services	#	10	Core
1	I	I	1001MGT	Management test		10	Core
1	I	I		Select a Major from the Majors list in the program catalogue list		0	Core
1	I	I		or Select a minor from the minors list		0	Core

Course list post-notes

Course content

Program attributes

Approval

Click on  to open the structure in edit mode.

[Return to proposal](#)

Global outsourcing structure

Structure title *(required)*

Global outsourcing structure

This program structure draws from the following campuses *

* Changes will not be reflected in the course lists until 'Save'

- ☐ Gold Coast Campus (GC)
☒ Logan Campus (LG)
☐ Mt Gravatt Campus (MG)
☒ Nathan Campus (NA)
☐ Off Shore (OS)
☐ Other Campus (OT)
☐ South Bank Campus (SB)

Core Courses

Course list title *(required)*

Delete Core Courses









































Core Courses

Course list pre-notes

These notes will appear in the Program Catalogue above this course list.

Students must complete all core courses

Courses for "Core Courses"

Year	Semester		New	Catalogue no.	Course	Ref.	CP	Type		
	LG	NA								
1	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input type="checkbox"/>	* 1001ACF	Accounting Principles		10	Core		
	<input checked="" type="checkbox"/> II	<input checked="" type="checkbox"/> II								
	<input type="checkbox"/> III	<input type="checkbox"/> III								
	<input type="checkbox"/> W	<input checked="" type="checkbox"/> W								
1	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input type="checkbox"/>	* 1001BBS	Human Biology: Human Organism c	#	10	Core		
	<input type="checkbox"/> II	<input type="checkbox"/> II								
	<input type="checkbox"/> III	<input type="checkbox"/> III								
	<input type="checkbox"/> W	<input type="checkbox"/> W								
1	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/>	* 1001MGT	Management test		10	Core		
	<input type="checkbox"/> II	<input type="checkbox"/> II								
	<input type="checkbox"/> III	<input type="checkbox"/> III								
	<input type="checkbox"/> W	<input type="checkbox"/> W								
1	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input type="checkbox"/>	* Select...	Select a Major from the Majors list in		0	Core		
	<input type="checkbox"/> II	<input type="checkbox"/> II								
	<input type="checkbox"/> III	<input type="checkbox"/> III								
	<input type="checkbox"/> W	<input type="checkbox"/> W								
1	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input type="checkbox"/>	* Select...	or Select a minor from the minors lis		0	Core		
	<input type="checkbox"/> II	<input type="checkbox"/> II								
	<input type="checkbox"/> III	<input type="checkbox"/> III								
	<input type="checkbox"/> W	<input type="checkbox"/> W								

Course list post-notes

These notes will appear in the Program Catalogue below the course list.

1001BBS can be offered in intensive format in Winter

 Add New Course List

Delete structure

Save

Appendix B – Program Attributes page

Sections of the Program Attributes page will be pre-populated based on information entered onto the Summary Page.

Understanding the Program Structure Page

Program Code	Select the Program Code set up for this program. A program code may not exist for this program if this is the first proposal for a new program.
Program Title	The program title entered in Title Case.
Academic Career	Select an academic career for this course.
Home Campus	Select the home campus for the program.
Other Campus	Select the other campuses on which this program will be offered.
Academic Group	Select the Group that will own this program.
Host Element	Select the primary school or element that will host the program.
Partner Element	Indicate all internal schools or elements involved in offering this program
External Agent	Enter any external agents to Griffith University involved in offering this program.
Has a business plan been prepared?	Tick if a business plan has been prepared
Has a memorandum of understanding been prepared?	Tick if a memorandum of understanding has been prepared
Responsible Faculty Board	The Faculty Board which is responsible for recommending the program and for its ongoing management and review.
Year and Semester of Introduction	Will default to the year and semester entered on entry into the template. This is the intended year and semester of first intake of students or date for implementation of change to a program.
Total Credit Points	Enter the total credit points required for completion of the program
Mode of delivery	Select all applicable modes of delivery
Length full-time	The length of the full-time program in standard, two semester years. If the program is not offered in standard full-time semesters, indicate its length in equivalent full-time standard semesters
Is admission made through QTAC or UAC (NSW Admissions Centre)	Select Yes or No, If Yes, enter the QTAC and/or UAC codes if known. This information is provided by the Admissions Manager.
Semester Intakes	Select the semesters in which intakes will be offered.
Domestic Intake	Tick if this program will be offered to domestic students

International intake	Tick if this program will be offered to international students
Program Convenor	Select the Program Convenor from the list. This list pulls from the Faculty Centre, therefore if the appropriate program convenor does not display, the convenor will need to be added to this program in the Faculty Centre. Contact your Group ASO to add the convenor to the program in the advisor table.
First Year Adviser	Select the First Year Adviser from the list. This list pulls from the Faculty Centre, therefore if the appropriate advisor does not display, the advisor will need to be added to this program in the Faculty Centre. Contact your Group ASO to add the advisor to the program in the advisor table.
Does the program have Commonwealth Supported Places (CSP)	Select Yes or No
Fee Category	<p>Enter FPUG or FPPG and FPOS fee category, if appropriate.</p> <ul style="list-style-type: none">• Assign the UG program to an existing FPUG fee band; proposed by School; approved by the Vice Chancellor• Assign PG program to an existing FPPG fee band; proposed by School; approved by the Vice Chancellor• Assign program to an existing FPOS fee band in the appropriate academic career; proposed by School, approved by the Vice Chancellor <p>If an element wishes to propose a new fee category, a case to have a different fee is to be made.</p>
Fee per CP	The fee/s per CP applicable to each category in the current year (or year in which the program is to be introduced where the fee for that year is known).
Fee per academic year	The fee/s multiplied by the annual credit points for each fee category.

Academic Plan and Award Information

Each academic plan can be linked to an award. If all plans are linked to the one award, just enter the award information against the first plan. Award Information in this section will need to be verified by the Program Accreditation Officer.

Academic Plan	List title of academic plan. Include all award majors, majors, strands, specialisations, etc; a transnational offering of a program may be included as an academic plan.
Academic Plan Type	Select an academic plan type from the drop down list
Academic Plan code	This value is to be selected by the Program Manager in BSS within INS
Field of Education classification	Select an FoE for the plan. This value is to be confirmed by the program accreditation officer.
Leads to an existing degree	Select Yes if the plan leads to an existing degree. Select No if the plan leads to a new degree as a result of this proposal.
Testamur Title (only shown if previous question	If a degree already exists for this plan, select the correct Testamur Title from the drop down list (displayed in alphabetical order).

is Yes)

Award Title	The official award title, in accordance with University policy, assigned by Program Accreditation Officer, Secretariat
Award Abbreviation	The official award abbreviation, in accordance with University policy, assigned by Program Accreditation Officer, Secretariat
Testamur Title	The official wording on testamur, in accordance with University policy, assigned by Program Accreditation Officer, Secretariat Include any award majors for which testamur titles are to be provided.
Short Program Title:	Maximum 30 characters, assigned by Program Accreditation Officer, Secretariat

Government Information

Government Information is to be provided and/or verified by the Program Accreditation Officer.

<u>CRICOS</u> Code	Where program is to be available to international students, the PVC International, assigns the CRICOS code
<u>Program Field of Education Classification</u> for the Program	The Field of Education Code for the program is assigned by the Program Accreditation Officer, Secretariat
Program Type	Assigned by Program Manager, on advice from Quality, Planning & Statistics.
Special Program Type	Assigned by Quality, Planning & Statistics
Combined Program Indicator	Assigned by Program Manager, on advice from Quality, Planning & Statistics.