

# University Masters Program Approval Policy

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## 1. Purpose

The purpose of this policy is to describe the requirements for universities to have a Masters program approved by the Royal Australasian College of Medical Administrators (**RACMA, College**) for Candidates undertaking the RACMA Fellowship Training Program.

## 2. Scope

This policy applies to Australian and Aotearoa New Zealand universities seeking to have a Masters program/s approved as meeting the requirements of Candidates undertaking the RACMA Fellowship Training Program.

## 3. Policy Statement

Candidates in the RACMA Fellowship Training Program are required to complete approved Masters level study. To be approved by RACMA, a Masters program must meet defined criteria to ensure quality and relevance to the outcomes of the RACMA Fellowship Training Program. RACMA uses a structured four-yearly review and approval cycle.

This policy includes the following components:

- 3.1 Masters Level Study Requirements
- 3.2 Approval of Masters Programs
- 3.3 RACMA Masters Program Standards
- 3.4 Masters Program Approval Application
- 3.5 Provider Responsibilities
- 3.6 Advertising Approved Masters Programs
- 3.7 Four Yearly Review and Approval Cycle
- 3.8 Revocation of Approval.

### 3.1 Masters Level Study Requirements

3.1.1 Candidates in the RACMA Fellowship Training Program must demonstrate satisfactory completion of the following five RACMA core subjects from an approved Masters program:

- a) Evidence Informed Decision Making
- b) Financial Management in Health
- c) Health Care Systems
- d) Health Law and Ethics
- e) Leadership

- 3.1.2 Candidates may choose to complete a full Masters degree however this is not a requirement of the RACMA Fellowship Training Program.

## **3.2 Approval of Masters Programs**

- 3.2.1 RACMA may approve a Masters program if that program meets the RACMA Masters Program Standards (the standards).
- 3.2.2 The onus is on the university to satisfy RACMA that it meets the standards.
- 3.2.3 Approval will be for a period of up to four years to align with the four-yearly review and approval cycle.
- 3.2.4 RACMA publishes a list of approved Masters programs on its website.

## **3.3 RACMA Masters Program Standards**

For a Masters program to be approved it must evidence meeting the following standards:

### **3.3.1 Standard 1. Governance**

The Masters program:

- a) is offered by an Australian or Aotearoa New Zealand university and in the Australian or New Zealand healthcare context
- b) includes subjects that correspond to all five RACMA core subjects
- c) leads to the award of a Masters degree
- d) is approved by the university's Academic Board.

### **3.3.2 Standard 2. Curriculum**

- a) The learning outcomes for all five RACMA core subjects can be achieved through completion of corresponding subject/s included in the Masters program.
- b) The learning outcomes for each single RACMA core subject can be achieved through completion of no more than two corresponding subjects.

### **3.3.3 Standard 3. Teaching, Learning and Assessment**

For each of the subjects that correspond to a RACMA core subject:

- a) teaching and learning activities are mapped to the subject's learning outcomes
- b) assessment activities are mapped to the subject's learning outcomes.

### **3.3.4 Standard 4. Quality Assurance**

- a) The Masters program has mechanisms to monitor, review and improve the quality of teaching, learning and assessment.
- b) The university will provide reports on the monitoring, review and improvement for each of the subjects that correspond with the five RACMA core subjects.

### **3.4 Masters Program Approval Application**

- 3.4.1 For an application for the approval of a Masters program to be considered by RACMA:
- a) the application must be submitted on the prescribed form
  - b) the application must include all prescribed supporting information
  - c) the prescribed application fee must have been received
- 3.4.2 RACMA undertakes assessment of applications for approval of Masters programs on an annual basis.
- 3.4.3 Applications must be received by the prescribed date to be included in that year's annual assessment process.
- 3.4.4 Applicants will receive written notification of the outcome of the assessment.
- 3.4.5 The Masters program may not be approved where the university has not satisfied RACMA that the program meets the RACMA Masters Program Standards.

### **3.5 Provider Responsibilities**

A university with an approved Masters program:

- a) is wholly responsible for the engagement and support of individuals applying for and undertaking the approved program
- b) is wholly responsible for managing complaints made by individuals regarding the university or the program they are undertaking
- c) must submit an annual monitoring report by the prescribed date for each remaining year of the current four-year review and approval cycle
- d) must pay the approved Masters program annual fee by the prescribed date
- e) must notify RACMA in writing of planned changes involving significant change to learning outcomes, teaching, learning and/or assessment activities for subject/s that correspond to any of the five RACMA core subjects.

### **3.6 Advertising Approved Masters Programs**

- 3.6.1 Following approval, a university may advertise an approved Masters program using the RACMA logo and prescribed wording.
- 3.6.2 A university is granted permission to advertise the approved Masters program in accordance with the following:
- a) A university must not use the RACMA logo and/or strapline without having a currently approved Masters program.
  - b) A university must not use the RACMA logo and/or strapline to advertise any activity other than the approved Masters program.
  - c) When used, the logo and/or strapline must be reproduced in full, without any changes to text or design and without any distortion to shape.

### 3.7 Four-Yearly Review and Approval Cycle

- 3.7.1 RACMA will review the Standards for Approval of Masters Programs every four years or earlier as required. The purpose of the review is to ensure the standards remain relevant to the outcomes of the RACMA Fellowship Training Program and ensure high-quality education for RACMA Candidates.
- 3.7.2 Universities with an approved Masters program will be informed in writing of any changes to the requirements or Standards for Approval of Masters Programs.
- 3.7.3 If a university wishes to remain on the list of approved Masters Programs for the subsequent four-year period, they must submit a Masters Program Approval Application according to section 3.4.

### 3.8 Revocation of Approval

- 3.8.1 Approval of a Masters program may be revoked:
  - a) where a university has not satisfied RACMA that the Masters program continues to meet the Standards for Approval of Masters Programs
  - b) where a university fails to submit required annual monitoring reports
  - c) where a university fails to pay required application or annual fees
  - d) where a university fails to submit a Masters Program Approval Application for the subsequent four-year period.
- 3.8.2 RACMA will consider the impact on current Candidates before making any decision to revoke approval of a Masters program.
- 3.8.3 Universities will be informed in writing of the decision to revoke approval of a Masters program.
- 3.8.4 A university that has approval of a Masters program revoked may re-apply for approval by submitting a Masters Program Approval Application according to section 3.4.

## 4. Related documents

- RACMA Fellowship Training Program Curriculum Learning Outcomes
- Reconsideration, Review and Appeal of Decisions Policy
- University Masters Program Approval – Procedure

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