



COURSE AND SUBJECT DEVELOPMENT, APPROVAL, REVIEW AND WITHDRAWAL POLICY

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Policy Category	Academic		
Governing Authority	Teaching and Learning Committee		
Responsible Officer	Head of School		
Related Documents	Course and Subject Development, Approval, Review and Withdrawal Procedure AIHE Quality Assurance Framework AIHE Teaching and Learning Framework Assessment Policy (and related Procedure) External Referencing Policy (and related Procedure) Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) Australian Qualifications Framework (AQF) Education Services for Overseas Students (ESOS) Act 2000		

* Unless otherwise indicated, this Policy will still apply beyond the review date.

Document Control

Version #	Date	Key changes
1.0	30/01/2018	Draft considered by Academic Board
1.1	20/02/2018	Approved by Academic Board
1.2	21/03/2019	Clause 5.4a added to clarify CAC and TLC prior to commencement of teaching
1.3	27/02/2020	Amended Roles and Responsibilities for AB, TLC and HOS to clarify delegations for course and subject amendments; added Table 1; deleted Clause 5.4a; amended Review Date per Council approved Policy Review Schedule

1. PURPOSE

1.1 The Course and Subject Development, Approval, Review and Withdrawal Policy specifies the principles and framework for Adelaide Institute of Higher Education (AIHE) to ensure the content and learning activities of its courses are of a sufficiently advanced level and otherwise appropriate to higher education, and to provide for continuous improvement in the quality of teaching and learning at AIHE.

2. SCOPE

2.1 The Course and Subject Development, Approval, Review and Withdrawal Policy applies to all AIHE courses and subjects.

3. POLICY STATEMENT

3.1 In designing a course of study that leads to a higher education qualification, and in all matters related to the development, review, approval and withdrawal of courses and subjects, AIHE will comply with all relevant regulatory requirements and standards specified by the Tertiary Education Quality and Standards Agency (TEQSA) and in the Australian Qualifications Framework (AQF) and its obligations under the Education Services for Overseas Students (ESOS) Act 2000.

3.2 AIHE will foster and maintain the quality and relevance of its courses and subjects by providing a single AIHE-wide policy for their development, approval, review and withdrawal. AIHE will use rigorous development and approval processes, and a regular cycle of review that will include external referencing against credible national or international comparators. The review process is an integral part of AIHE's quality assurance system.

4. PRINCIPLES

4.1 Course and subject development, approval and review processes ensure the quality, viability and relevance of AIHE's offerings, their alignment with AIHE strategy, and compliance with the Higher Education Standards Framework (Threshold Standards) 2015.

4.2 Courses and subjects are developed and reviewed in consultation with relevant stakeholders.

4.2.1 Courses are designed and developed in consultation with the relevant industry, profession and professional bodies.

4.2.2 Course design and review takes stakeholder feedback and data from external referencing and any other quality assurance systems into account.

4.3 Course design will be specified such that there is sufficient detail to enable a peer to form a view on the standing and quality of the course, and for prospective students to compare comparable offerings from different providers and make an informed choice about the course.

4.4 All courses offered by AIHE are subject to ongoing monitoring and evaluation of course content and delivery mechanisms.

4.4.1 Under the oversight of the Teaching and Learning Committee, courses are reviewed regularly, by way of a risk calibrated-approach against a set of indicators of performance, and at least every five years, by way of a formal review.

4.4.2 After the five-year review, courses may be amended, re-approved, suspended or withdrawn.

4.5 AIHE may discontinue or terminate a course where the course is:

- no longer viable and AIHE does not consider that the course is of strategic importance warranting its retention; or
- to be replaced by another course, and that replacement has been approved.

4.5.1 Staff and students will be consulted about any proposal to discontinue or terminate a course to ensure that all implications are considered.

4.6 Courses and subjects are discontinued in such a way as to maintain a positive student experience and manage risk to AIHE's reputation and achievement of its strategic objectives. Course and subject changes will not disadvantage current students.

4.6.1 Where courses are revised or replaced, revisions will be managed to minimise the impact on students. Revisions will not apply to students undertaking a course who have passed one or more subjects, unless the student agrees to the revision or Academic Board determines otherwise.

4.6.2 Where a course is withdrawn, effective teach-out or transition plans will be implemented to ensure enrolled students are not disadvantaged.

4.7 In relation to subject development, all subjects:

- specify the educational aims and learning outcomes for the subject;
- consider the constructive alignment with the course or courses in which they will be offered and the educational aims and learning outcomes of that course or courses; and
- draw on best academic practice.

4.8 The content and quality of subjects and subject delivery will be reviewed at least annually, having regard to:

- the aims and learning outcomes of the course/s in which they are offered; and
- risk indicators arising from consideration of student results, attrition and completion rates, and the evaluation of teaching.

5. ROLES AND RESPONSIBILITIES

5.1 Council is responsible for strategic oversight of course development, approval, review and withdrawal, and approval of the business case for the development of a new course or withdrawal of an existing course on the recommendation of Academic Board.

5.2 Academic Board is responsible for all academic matters related to the development, approval, review and withdrawal of courses and subjects. Academic Board will:

- ensure rigorous scrutiny of all course and subject development, approval, review and withdrawal proposals and reports;
- approve or endorse such proposals and reports only when satisfied they:
 - comply with all relevant regulatory requirements and standards;
 - have been developed by appropriately qualified personnel;
 - have been formally considered by a relevant Course Advisory Committee comprising appropriately qualified external academic and industry experts;
 - are supported by adequate administrative, physical and technical resources;
 - are consistent with AIHE Graduate Attributes; and
 - are consistent with other relevant AIHE policies and procedures
- approve major changes to courses and subjects as detailed in Table 1.

5.3 The Teaching and Learning Committee is responsible for providing oversight of the educational quality, delivery and management of courses and will:

- provide advice to the Academic Board in relation to new course proposals;
- review course data and contribute to annual course reports on the alignment of course(s) to the relevant discipline, profession and industries;
- provide input into the review of relevant course(s);
- refer matters to the Course Advisory Committee for advice;
- approve Level 2 minor changes to courses and subjects as detailed Table 1 .

5.4 The Course Advisory Committee will provide advice to the Teaching and Learning Committee in respect to matters related to the development, approval, review and withdrawal of courses and subjects as requested by the Teaching and Learning Committee.

5.5 The Head of School will:

- initiate proposals and lead the development of new courses and subjects.
- approve Level 1 minor changes to courses and subjects as detailed in Table 1.

5.6 The General Manager will coordinate the submission of the business case for relevant course development, approval, review and withdrawal proposals and reports to Council.

6. DEFINITIONS

6.1 See the AIHE Glossary of Terms for definitions.

Table 1. Definitions and Approval Authorities for Changes to Subjects and Courses

Change Category & Approval Authority	Subjects	Courses
Minor change – Level 1 Head of School	Editorial /consequential changes to subject outlines Updates to a more current edition of a textbook Changes to prescribed readings Change to Subject Coordinator	Editorial /consequential changes to a course rule
Minor change – Level 2 Teaching and Learning Committee	Changes to topics included in the subject outline Changes to assessment tasks Changes to assessment weightings Change to subject duration Change to subject AQF level Change to student workload Addition or removal of work-integrated learning activity Change to prerequisites and corequisites	Changes to course rules that: – Do not alter course learning outcomes – Do not alter mode of delivery – Do not change the name or content of majors/minors /specialisations Change to status of a subject i.e. core or elective subject
Major change Academic Board	Major subject changes: – Change to subject delivery mode – Change to resource requirements (e.g. special computer access, physical education equipment)	Major course changes: – Change to name of course / specialisation – Change to course duration – Change to mode of delivery – Change to course structure, e.g. addition or deletion of subjects – Changes to course rules where change alters CLOs – Change to majors/minors – Change to admission requirements