

COURSE AND SUBJECT DEVELOPMENT, APPROVAL, REVIEW AND WITHDRAWAL PROCEDURE

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Responsible Officer	Head of School		
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* Unless otherwise indicated, this Procedure will still apply beyond the review date.

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1. PURPOSE

1.1 The Course and Subject Development, Approval, Review and Withdrawal Procedure gives effect to the Adelaide Institute of Higher Education (AIHE) Course and Subject Development, Approval, Review and Withdrawal Policy.

1.2 This Procedure sets out the actions, approval processes and documentation required for:

- new courses and subjects;
- changes to courses and subjects;
- withdrawal of courses and subjects; and
- transition of students where courses are withdrawn.

2. SCOPE

2.1 The Course and Subject Development, Approval, Review and Withdrawal Procedure applies to all AIHE courses and subjects, and all staff and governing bodies involved in the development and approval of new courses and subjects, and the review and withdrawal of existing courses and subjects.

3. DEVELOPING AND APPROVING NEW COURSES

3.1 Council will consider proposals from the Head of School for the development of new courses and on the basis of the business case presented will determine the strategic merit of the proposal.

3.2 Where Council supports the development of a new course the Head of School will notify Academic Board of an intention to develop a proposal for a new course and will provide the rationale for the proposal.

3.3 The Head of School will co-opt or otherwise engage appropriately qualified and experienced academic staff to develop the Course Approval Document using the AIHE Course Approval Document template.

3.4 The Head of School will ensure the Course Approval Document is considered formally by the Teaching and Learning Committee. The Teaching and Learning Committee will seek advice from the Course Advisory Committee, which comprises appropriately qualified external academic and industry experts as approved by Academic Board.

3.5 Following endorsement by the Teaching and Learning Committee, the Head of School will submit the Course Approval Document to Academic Board for approval.

3.6 Academic Board will consider the Course Approval Document according to its responsibilities as detailed in the Course and Subject Development, Approval, Review and Withdrawal Policy.

4. DEVELOPING AND APPROVING NEW SUBJECTS

4.1 The Head of School will notify Academic Board of an intention to develop a new subject.

4.2 The Head of School will co-opt or otherwise engage appropriately qualified and experienced academic staff to develop a Subject Outline, which will include details of:

- the proposed content, prerequisites, subject weighting, and core/elective assessment criteria, learning outcomes and recommended texts for the subject;

- alignment between the proposed subject and the AIHE Teaching and Learning Plan;
- alignment between the proposed subject and relevant course learning outcomes;
- alignment between the proposed subject and relevant regulatory requirements and standards specified by the Tertiary Education Quality and Standards Agency (TEQSA) and in the Australian Qualifications Framework (AQF);
- administrative, physical and technical resources needed to offer the subject; and
- alignment between the proposed subject and relevant AIHE policies and procedures.

4.3 The Head of School will ensure the Subject Outline is considered formally by the Teaching and Learning Committee. The Teaching and Learning Committee may seek advice from the Course Advisory Committee, which comprises appropriately qualified external academic and industry experts as approved by Academic Board.

4.4 Following endorsement by the Teaching and Learning Committee, the Head of School will submit the Subject Outline to Academic Board for approval.

4.5 Academic Board will consider the Subject Outline according to its responsibilities as detailed in the Course and Subject Development, Approval, Review and Withdrawal Policy.

5. REVIEW AND EVALUATION OF COURSES

5.1 On an annual basis, AIHE will review the performance of its courses and as part of a five-year cycle all courses offered by AIHE will be subject to formal review.

5.2 Annual review of courses

5.2.1 Each year, the Course Coordinator will complete the Annual Course Review Form and provide it to the Teaching and Learning Committee by March of the following year.

5.2.2 The annual review may identify amendments to ensure the ongoing success of the course. Major changes to a course will require the approval of Academic Board. Teaching and Learning Committee will approve Level 2 minor changes to a course and the Head of School will approve editorial / consequential changes to a course rule as set out in Table 1 of the Policy.

5.2.3 Where the process identifies serious or multiple concerns the Teaching and Learning Committee will recommend to Academic Board that:

- the formal Course Review be brought forward; or
- the Head of School be required to show cause as to why the course should not be withdrawn.

5.2.4 The Teaching and Learning Committee will report annually to Academic Board on the outcomes of annual monitoring of course performance and any actions taken in response to the annual monitoring.

5.3 Formal review of courses

5.3.1 A five-year Course Review Schedule will be developed by the Teaching and Learning Committee in consultation with the Head of School to ensure that all courses are formally reviewed at least every five years. The schedule is updated on an annual basis and the updated schedule for a given calendar year is reported to Academic Board at the end of the preceding calendar year.

5.3.2 The Terms of Reference for a Course Review should:

- address any issues specific to the course(s) concerned;
- address the quality of the course(s) offered; and
- consider priorities determined by AIHE's strategic direction.

5.3.3 The Head of School will submit the Terms of Reference to the Executive Officer, Academic Board. While the use of standard Terms of Reference is recommended, the Head of School can provide modified or alternative Terms of Reference. The Academic Board will approve the final Terms of Reference for the Course Review.

5.3.4 Course Reviews are conducted by the Teaching and Learning Committee. The Teaching and Learning Committee will seek advice from the Course Advisory Committee, which comprises appropriately qualified external academic and industry experts as approved by Academic Board.

5.3.5 The Teaching and Learning Committee will convene a special meeting for the purposes of the Course Review, with the expected duration of between one (1) and two (2) days. The Committee may invite submissions or representations from stakeholders, including current and former students, to present their views of the course.

5.3.6 The Course Coordinator will prepare a submission for the Course Review prior to the special meeting using the Academic Course Review: School Submission template. Note that Schools are permitted to provide additional information considered relevant to the review.

5.3.7 The Executive Officer, Teaching and Learning Committee, in consultation with the Chair, will commence drafting of the Review Report during the final session of the special meeting, with a focus on developing the recommendations. A draft set of recommendations will be finalised in the week following the special meeting. A first draft of the complete Report will be provided to the Chair no later than the end of the third week after the special meeting. Draft reports should be considered confidential. The main body of a Review Report will be not more than ten pages in length.

5.3.8 On acceptance of the Review Report, the Chair, Teaching and Learning Committee will present the Review Report to Academic Board.

5.3.9 Academic Board is responsible for approving the final recommendations.

5.3.10 The Head of School, in consultation with Academic Support Services staff, will develop an Implementation Plan addressing the approved recommendations of the Review Report. A finalised Implementation Plan is to be provided to the Teaching and Learning Committee within three months of Academic Board's consideration of the Review Report.

5.3.11 The Head of School is required to submit updates on the progress of the actions described in the Implementation Plan to the Teaching and Learning Committee. These updates are required after another six (6) months and then a further 12 months following the initial implementation plan.

5.3.12 The Chair, Teaching and Learning Committee is responsible for ensuring that an Implementation Plan is developed and the monitoring of progress of the actions described in the Plan.

5.4 External review – accreditation

5.4.1 All non-self-accrediting institutions wishing to offer higher education courses in Australia are subject to external assessment for registration of the organisation and accreditation of its higher education courses by the Tertiary Education and Quality Standards Agency (TEQSA).

5.4.2 The Head of School will initiate the formal review of AIHE's higher education courses in sufficient time for submission to TEQSA. Following the Course Review, the curriculum, once approved by Academic Board will be forwarded to TEQSA for assessment.

6. REVIEW AND EVALUATION OF SUBJECTS

6.1 AIHE will conduct regular internal reviews of subjects on an ongoing basis and a formal Subject Review no less than every five (5) years.

6.2 Internal review of subjects

6.2.1 Teacher and Subject Evaluation Surveys (TSES) will be administered each time a subject is offered, or if offered more than once in an academic year, at least annually.

6.2.2 Each Subject Coordinator will complete the Subject Review Form at the completion of each subject offering.

6.2.3 The Head of School will review the Subject Review Forms and TSES summary data and comments for each subject along with other evaluative mechanisms, such as learning analytics data and trends, internal peer review and benchmarking.

6.2.4 The internal review may identify amendments to ensure the ongoing success of a subject. Major changes to a subject will require the approval of Academic Board. Teaching and Learning Committee will approve Level 2 minor changes to a subject and the Head of School will approve Level 1 minor changes to a subject as set out in Table 1 of the Policy.

6.2.5 Where the process identifies concerns, such as a fail rate > 20%, the Teaching and Learning Committee will recommend to Academic Board that the formal Subject Review be brought forward.

6.2.6 The Teaching and Learning Committee will report annually to Academic Board on the outcomes of annual monitoring of subject performance and any actions taken in response to the annual monitoring.

6.3 Formal review of subjects

6.3.1 The formal process to regularly review and monitor the content and quality of subjects and subject delivery will have 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; and
 - the TSES.

6.3.2 The Head of School will develop a five-year Subject Review Schedule to ensure that all subjects are formally reviewed at least every five years. The schedule is updated on an annual basis and the updated schedule for a given calendar year is reported to the Teaching and Learning Committee at the end of the preceding calendar year.

6.3.3 Subject Reviews are conducted by the Teaching and Learning Committee. The Teaching and Learning Committee may seek advice from the Course Advisory Committee, which comprises appropriately qualified external academic and industry experts as approved by Academic Board.

6.3.4 A summary of subject monitoring processes and outcomes is submitted to related Course Reviews under Section 5.3.

7. COURSE WITHDRAWAL

7.1 Academic Board may recommend withdrawal of a course where the course is no longer viable, or the course is to be replaced by another course and that replacement has been approved.

7.1.1 Academic Board must consult with staff and students before recommending the withdrawal of a course.

7.2 Council will consider a recommendation from Academic Board to withdraw a course that is no longer viable taking into account the strategic importance warranting its retention.

7.3 When a course is to be withdrawn:

7.3.1 The School is responsible for supporting students and applicants for admission in their transition when a course is withdrawn. Student Support Services will provide advice and support to the School in this task, and carry out actions to vary students' enrolment and applicants' offers. For the process a School follows in withdrawal and transition, refer to the instructions in Attachment A.

7.3.2 The School provides the completed Withdrawal and Transition Plan to the Teaching and Learning Committee for approval.

7.3.3 Where a course is replaced by a new course version or another similar course, as far as possible students' enrolment is transferred immediately to the replacement version or other course.

7.3.4 Where a course is withdrawn without replacement:

- current students have a right to complete the course within a reasonable time-frame (full-time duration/part-time duration);
- applicants who have accepted an offer into the course will be offered counselling about their study options to achieve their career objectives; and
- outstanding offers that not been accepted will be withdrawn.

The School will approach other institutions with equivalent courses to arrange, if possible, preferential entry for current students.

8. SUBJECT WITHDRAWAL

8.1 Academic Board may approve withdrawal of a subject on the recommendation of the Head of School.

9. REPORTING

9.1 The Teaching and Learning Committee will report annually to Academic Board and Council on the development, approval, review and withdrawal of existing or new courses and subjects.

10. DEFINITIONS

10.1 See the AIHE Glossary of Terms for definitions.

Attachment A. Course Withdrawal and Transition Instruction

This instruction applies to the withdrawal of a higher education course at AIHE.

The process for these types of withdrawal has the following stages:

1. Registration of the decision to withdraw a course
2. Consultation with stakeholders
3. Planning of the withdrawal
4. Where the course has active students, preparation of a Transition Plan and letters to students
5. Approval of the withdrawal, and of the Transition Plan if any
6. Actioning of the withdrawal and Transition Plan.

Instruction steps and actions

A1. Registration of the decision to withdraw a course

A1.1 Decision to withdraw course emerges from review and planning processes as recommended by Academic Board and approved by Council.

A1.2 Register intentions to withdraw course on the Course Register to provide early warning of these intentions to senior management committees.

[Note: Under the ESOS legislation a course withdrawal is considered a provider default: the School may have to pay reasonable compensation to applicants who have accepted their future offer or current students if these must be transitioned into a replacement course.

It is essential that withdrawals are planned and registered at least 18 months in advance, so that marketing materials can be updated, international applicants can be issued with alternative offers, and there is adequate time for consultation with students affected by the withdrawal.]

A2. Consultation with stakeholders

A2.1 Consultation occurs with the following groups to explain the rationale for the change and to gauge support:

- relevant industry groups including the Course Advisory Committee, and
- students with current enrolments including those on leave of absence.

[Note: details of student consultation need to be included in the Transition Plan.]

[Note: if the course has international students and is to be replaced with a new course, international students can be told that the new course is the reason for the withdrawal, but the new course cannot be marketed or officially promoted until it has received CRICOS registration.]

A3. Planning of the withdrawal

A3.1 Identify and document all impacts of the withdrawal.

A4. Where the course has active students

A4.1 Identify and document any applicants to the course and/or active students in the course.

4.2 Draft letters to students advising them of the proposal to withdraw the course.

A5. Approval of the withdrawal, and of the Transition Plan if any

A5.1 Complete and submit the proposal to withdraw the course, including the impacts of the withdrawal, and Transition Plan and letters to the Executive Officer, Academic Board.

[*Note: it is desirable to submit Semester 1 withdrawals by December (15 months before) so that these courses do not appear in marketing publications.]

A5.2 Academic Board reviews the documentation and either recommends it to Council for approval or refers it back to the School for adjustments or further information.

A5.3 If referred to Council, Council approves the withdrawal, or requires adjustments to the Transition Plan, or declines to approve the withdrawal.

5.4 If approved by Council, advise Academic Board for noting, and refer the Transition Plan and student letters (if any) to Academic Board for approval.

A5.5 Academic Board notes the withdrawal and approves the Transition Plan and letters to students, or requests improvements to these before approval.

A5.6 Record the dates of noting of the withdrawal on the Course Proposal Register. Include a recommendation that Academic Board note the withdrawn award.

A5.7 Communicate the withdrawal with Academic and Student Support staff to ensure that they are aware of impending course withdrawals, including staff responsible for admissions, enrolments, record management, marketing and ICT services.

A5.8 On approval of the withdrawal by Council and (if required) approval of the Transition Plan by Academic Board, forward the approved Withdrawal of higher education course form to Student and Academic Services Manager.

A6. Actioning of the withdrawal and Transition Plan

A6.1 On approval of the Transition Plan by Academic Board the following actions occur.

A6.1.1 Withdraw the course for admissions and remove the course summary from the web.

A6.1.2 If the course has a CRICOS code and if the Transition Plan involves teaching out currently enrolled students, the CRICOS code is suspended. If students are being transitioned to replacement courses, the CRICOS code is cancelled.

A6.1.3 Make the required changes to the course guide for the withdrawn course and (if there is one) the replacement course.

A6.1.4 Where the course is to be withdrawn without replacement, send the Academic Board-approved letters to students stating the end-date of the course.

A6.1.5 Where students are to be transitioned to a replacement course:

- send the Academic Board-approved letters to students and hold information sessions as per the Transition Plan;
- ensure students complete a Change of Course form (at information session or via email).

A6.1.6 Immediately following completion of Change of Course forms by students:

- amend student records;
- issue current international students a new offer and automatic acceptance into the replacement course; issue them a new CoE; and
- transfer enrolment of domestic students to the replacement course.

[Note: all current offers to international applicants for the withdrawn course, will be honoured as offers of the replacement course irrespective of differences in entry requirements.]

A6.1.7 Once there are no more active students in the course, inactivate it.

Document Control

Version #	Date	Key changes
1.0	20/02/2018	Procedure approved by General Manager
1.1	4/04/2019	Minor edits
1.2	24/06/2019	Note added to front page re CAC and TLC per Policy change 21/03/2019
1.3	21/11/2019	Corrected names of approving and actioning authorities in clause 5.8 Attach A
1.4	6/04/2020	5.2.1 and 6.2.4 revised to reflect delegations for approval of amendments to courses and subjects as approved by Council on 27/02/2020