

Course Changes and Cessation

Preamble:

Decisions are made from time to time regarding changes and cessation of academic courses, either as part of the quality improvement processes of Australian Institute of Business (AIB) or as a result of resourcing considerations and student demand. All changes to academic courses must be approved at the appropriate level and where required, must be notified to Tertiary Education Quality and Standards Agency (TEQSA).

Purpose:

This policy and the associated procedures define the relevant processes and guidelines for:

- Course change
- Course cessation.

Scope:

All existing academic courses of AIB.

Procedures:

1. Course change

From time to time, AIB may make changes to its courses such as:

- a) change to course duration or volume of learning resulting in a notable reduction or increase in student contact hours
- b) changes to learning outcomes
- c) change to curriculum content, curriculum design; content, such as substitution or deletion of existing subjects
- d) significant changes to TEQSA accredited courses
- e) change to course title or abbreviation
- f) the introduction of new elective subjects within an existing course
- g) the introduction of new streams within an existing course
- h) alteration to the name or code of a subject within an existing course.

1.2. Procedure for course changes

The Academic Director will advise the Teaching & Learning Committee (a sub-committee of the Academic Board) of any proposed major course change, in the form of a Change Proposal which will list the following information:

- what is being changed
- when it is being changed
- why it is being changed
- how the change will affect students.

After the Change Proposal has been reviewed by the Teaching & Learning Committee, the Academic Director will then submit the proposal with or without modifications, to the Academic Board for its consideration.

If the change is approved by Academic Board, the Academic Director is responsible for ensuring that the change is implemented, including notifying students affected by the changes.

All course changes, once approved, are checked (by the Quality Department) against current regulatory requirements for notifying the regulator. Any change requiring notification will be brought to the attention of the regulator promptly and appropriate permission sought.

Once approved by Academic Board and, if applicable, by the regulator the Academic Director is responsible for implementing the changes, including notifying students affected by the changes, updating the relevant management information system etc.

2. Course cessation

Course Cessation occurs as a result of relevant data being presented to the Academic Director and the Marketing Division. These include:

- reports on student statistics and demographical data and financial reports
- the regular Student Feedback forms
- information provided by the Quality Section
- input from other stakeholders.

Information from any of the above sources should alert the Academic Director to any course that may require consideration for rationalisation or cessation.

2.1 Preparation of proposal

The decision to discontinue an accredited course must be supported by relevant quantitative and/or qualitative data and must be made after consultation with appropriate AIB stakeholders.

Therefore, the Academic Director will prepare a proposal which will:

- a) outline the existing course
- b) describe the suggested rationalisation or cessation
- c) provide a justification for maintaining the status quo, including a rationale and a proposal for the amelioration of the difficulties which triggered the review **or** provide a justification for cessation and state the implications of the change and the course of action.

The proposal shall normally provide evidence that students affected have been consulted and that their views have been taken into account. Where phasing out of the course is proposed, there must be clarification of the process and a description of the options available to students. Evidence is also required that there will be arrangements to safeguard the interests of students currently in the course. The combining or phasing out plan shall be clearly articulated, timetabled and the specific arrangements for current students to complete their programmes must be described.

2.2 Approval process

The proposal and supporting documentation must be forwarded to the Teaching & Learning Committee for consideration and recommendation to the management and the Academic Board.

The Academic Board will consider the proposal of the Academic Director and the recommendation of the Teaching & Learning Committee, and will advise its decision.

2.3 Course cessation

Once the recommendation has been approved by the Academic Board, the Academic Director will ensure that:

- a) the arrangements are promulgated and implemented
- b) any registers, handbooks and other publicity materials are updated.

2.4 Advice to students

Students will be notified of the decision to discontinue a course and the process of implementation of this decision.

Related Forms:

Nil

Responsibility:

Marketing Division

Academic Director

Teaching & Learning Committee

Executive Director, Quality

Current Status

Approved By:

Date of Approval:

Previous version:

Version 3

Academic Board

28 August 2015

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