

Course Changes and Cessation

Preamble:

Decisions are made from time to time regarding changes, rationalisation 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 notified to the relevant authority, depending on their nature.

Purpose:

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

- Course change
- Course rationalisation
- Course cessation

Scope:

All existing academic courses

Procedures:

1. Course change

There are two types of change, namely, those within the customisation guidelines of AIB courses and those not covered by the customisation guidelines.

1.1. Course change within the customisation guidelines

These changes include (but are not limited to) the following:

- a) change to course title or abbreviation
- b) the introduction of new elective subjects within an existing course;
- c) the introduction of new streams within an existing course;
- d) alteration to the name or code of a subject within an existing course;

1.2. Procedure for course change within the customisation guidelines

a) Application for approval of changes

The Director of Studies 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.

b). Approval of changes

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

Where the proposal is not approved by the Academic Board, the Registrar is responsible for notifying all relevant parties including the Director of Studies.

c). Action following approval by Academic Board

The Registrar will notify the Division of Further Education, Employment, Science and Technology (DFEEST) of the major change by sending to DFEEST a letter from the Chair of the Academic Board which will include a copy of the minutes and an extract of the curriculum setting out the relevant changes.

Once approved, the Director of Studies is responsible for implementing the changes, including notifying students affected by the changes, updating the relevant management information system etc.

1.3. Course change outside the customisation guidelines

Any course change other than those set out in section 1.1 above are considered major changes which require DFEEST to convene a Course Advisory Panel to review the proposed changes. These include:

- a) alteration to the AQF category of a course
- b) alteration to the overall structure of a course
- c) alteration of the duration, outcomes or number of core and elective subjects.

1.4. Procedure for course change outside the customisation guidelines

a). Application for Approval of Changes

The Director of Studies will advise the Teaching & Learning Committee (a sub-committee of the Academic Board) of any proposed major course change and include the following information:

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

b). Approval of changes

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

Where the proposal is not approved by the Academic Board, the Registrar is responsible for notifying all relevant parties including the Director of Studies.

c). Action following approval by Academic Board

The Registrar will notify the Division of Further Education, Employment, Science and Technology (DFEEST) of the major change by sending to DFEEST a letter from the Chair of the Academic Board which will include a copy of the minutes and an extract of the curriculum setting out the relevant changes and submit the necessary application forms for the amendments to the relevant curriculum.

DFEEST will convene a Course Advisory Panel to review the proposed changes. The Course Advisory Panel's findings will be advised by DFEEST to the Registrar.

The Registrar is responsible for notifying all relevant parties including the Director of Studies of the decision of the Course Advisory Panel.

Where the proposal has been approved by the Course Advisory Panel, the Director of Studies is responsible for implementing the changes, including notifying students affected by the changes, updating the relevant management information system etc.

2. Course rationalisation and cessation

Course Rationalisation and Cessation occurs as a result of relevant data being presented to the Director of Studies 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 Director of Studies to any course that may require consideration for rationalisation or cessation.

2.1 Preparation of proposal

The decision to rationalise or 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 Director of Studies 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 Curriculum Committee for consideration and recommendation to the management and the Academic Board.

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

2.3 Course rationalisation

In the event that this option requires approval of programme changes, the process set out in sections 1.2 and 1.4 above will be followed.

2.4 Course cessation

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

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

2.5 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 and Director of Studies
Curriculum Committee
Course Advisory Panel
Registrar

Related Policies:

Academic Quality Assurance
Organisational Quality Management

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Approved By:	Academic Board
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