

COURSE CHANGES AND CESSATION POLICY AND PROCEDURE

Purpose

This policy ensures a systematic approach to changes and cessation of academic courses. All changes to academic courses must be approved at the appropriate level and, where required, must be brought to the attention of (or be approved by) the regulator, TEQSA.

Scope

This policy and procedure applies to all existing academic courses of AIB.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Details

1. Course Changes

1.1 Types of course change

From time to time, AIB may make changes to its courses as a result of ongoing improvement processes or formal course review recommendations. Course changes may include:

- (a) change to course duration
- (b) changes to volume of learning resulting in a notable reduction or increase in student contact hours,
- (c) change to delivery mode,
- (d) changes to learning outcomes,
- (e) change to curriculum content,
- (f) curriculum design, such as changing the composition of the core or substituting or deleting existing subjects,
- (g) change to course title or abbreviation,
- (h) the introduction of new elective subjects within an existing course,
- (i) the introduction of new streams within an existing course,
- (j) alteration to the name or code of a subject within an existing course.

1.2 Procedure for course changes

- (a) The Academic Director, after ascertaining that the proposed changes meet Higher Education/AQF requirements, will advise the Teaching and Learning Committee or the Research and Higher Degrees Committee (sub-committees of the Academic Board), as appropriate, of any proposed course change, in the form of a change proposal which will list the following information:

- (i) what is being changed
- (ii) when it is being changed

- (iii) why it is being changed
- (iv) how the change will affect students.

The proposed course change will also be articulated in the relevant Course Brief.

- (b) After the change proposal has been reviewed by the appropriate committee (Teaching and Learning Committee or Research and Higher Degrees Committee) the Academic Director will then submit the proposal with or without modifications and the relevant Course Brief to the Academic Board for its consideration.
- (c) 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 approvals sought.
- (d) 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

2.1 Information enabling decision about Course Cessation

Course Cessation can occur as a result of resourcing constraints, changes in student demand or change in strategic direction. Course Cessation decisions will be informed by relevant data, including:

- (a) reports on student statistics and demographical data and financial reports
- (b) the regular Student Feedback forms
- (c) information provided by the Quality Section
- (d) 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.

2.2 Preparation of course cessation proposal

- (a) 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.
- (b) The Academic Director will prepare a proposal which will:
 - (i) outline the existing course
 - (ii) describe the suggested rationalisation or cessation
 - (iii) 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.
- (c) 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.

2.3 Approval process

- (a) The proposal and supporting documentation must be forwarded to the Teaching and Learning Committee or Research and Higher Degrees Committee, as appropriate, for consideration and recommendation to the management and the Academic Board.
- (b) The Academic Board will consider the proposal of the Academic Director and the recommendation of the Teaching and Learning Committee or Research and Higher Degrees Committee, as appropriate, and will advise its decision.
- (c) All course cessations, once approved, will be brought to the attention of the regulator promptly.

2.4 Implementation

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.

2.5 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

Related Policies:

Course and Subject Review Policy and Procedure

Responsibility:

Academic Director

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