



COURSE AND SUBJECT DEVELOPMENT AND APPROVAL POLICY

Purpose

To provide information on guidelines for the development and approval of new subjects and academic courses and for significant amendments to existing subjects and courses.

Scope

All academic courses and subjects of Australian Institute of Business (AIB).

Definitions

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

Material Change – Under section 29(1) of the *Tertiary Education Quality and Standards Agency Act 2011*, a registered higher education provider is required to notify TEQSA if any of the following events occur or are likely to occur:

- an event that will significantly affect the provider's ability to meet the Threshold Standards
- an event that will require the National Register to be updated in respect to the provider.

Material changes to an accredited course of study or to the operations of a higher education provider may lead TEQSA to take regulatory action. Any action we take will be mindful of not discouraging change, innovation and continuous improvement (Source: [TEQSA Glossary of Terms](#)).

Principles

AIB is committed to providing engaging, relevant and contemporary subjects and courses at the appropriate Australian Qualification Framework (AQF) level.

Policy

1. Course development and approval

- 1.1 Proposals to develop a new course may be developed as a result of market demand and will consider that AIB has the resources and infrastructure such as faculty and staff, facilities and finances to support the proposed course, amongst other considerations.
- 1.2 AIB will complete the 3 major stages in the development and approval of courses:
 - (a) Planning approval process
 - (b) Course design
 - (c) Course approval process.
- 1.3 AIB will ensure that any course and the resulting award complies with the applicable Standards of the Higher Education Standards Framework and the AQF.

2. Subject development and approval

- 2.1 From time to time, new subjects are developed or significant changes are made to current subjects, as a result of new developments in the discipline area or in response to feedback from students and/or academic staff.
- 2.2 If any changes to course or subject is deemed to be a Material Change as described by TEQSA, the Quality and Accreditation Manager will notify TEQSA of the Material Change. When a new course is approved, AIB will coordinate a submission to TEQSA of the relevant application form and supporting documentation for the accreditation of the new course.

Related policies and procedures:

[Course and Subject Development and Approval Procedure](#)

Course and Subject Changes and Cessation Policy and Procedure

Responsibility:

Academic Dean

Quality and Accreditation Manager

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