

COURSE AND SUBJECT CHANGES AND CESSATION POLICY

Purpose

This policy ensures a systematic approach to changes to and cessation of academic courses and subjects.

All changes to academic courses and subjects 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 and subjects of AIB.

Definitions

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

Policy

Principles

AIB is responsible for regular internal and external reviewing and quality assurance of its courses and subjects in line with its policies and procedures.

AIB is responsible for ensuring all changes to academic courses and subjects are approved at the appropriate level, and where required, are brought to the attention of (or be approved by) TEQSA.

AIB is responsible for ensuring transition processes are in place for a course and/or subject change/cessation taking consideration of impact on students

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 admission requirements
- (b) changes to course duration
- (c) changes to volume of learning resulting in a notable reduction or increase in student contact hours,
- (d) changes to learning outcomes and rationale,
- (e) change to more than 20% of 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 subjects within an existing course,
- (i) the introduction of new specialisations within an existing course,
- (j) alteration to the name or code of a subject within an existing course.

2. Course Cessation

- 2.1 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) Student Feedback and other relevant quality indicators
 - (c) Benchmarking and input from other stakeholders including the AIB Industry Advisory Board.
- 2.2 Information from any of the above sources should alert the Academic Dean to any course that may require consideration for rationalisation or cessation.
- 2.3 The Academic Board will make recommendations to the board of Directors for their approval of course changes or cessation as appropriate.

Related Policies:

[Course and Subject Changes and Cessation Procedure](#)

Course Review Policy and Procedure

Course and Subject Development Policy and Procedures

Academic Quality Assurance Framework

Responsibility:

Academic Dean

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