

COURSE AND SUBJECT CHANGES AND CESSATION PROCEDURE

Purpose

This procedure provides guidance on changes to and cessation of academic courses and subjects.

Definitions

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

Procedure

1. Procedures for the preparation of course change proposal

- 1.1. The Academic Dean, 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:
 - (a) what is being changed
 - (b) why it is being changed
 - (c) when it is being changed
 - (d) how the change will affect students and how the transition of students will be managed
 - (e) endorsement of the Executive Team.
- 1.2. The proposed course change will also be updated in the relevant Course Brief.
- 1.3. After the change proposal has been reviewed by the appropriate committee (Teaching and Learning Committee or Research and Higher Degrees Committee) the Academic Dean will submit the proposal and the relevant Course Brief to the Academic Board for its consideration.
- 1.4. 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.
- 1.5. Once approved by Academic Board and, if applicable, by the regulator the Academic Dean is responsible for overseeing the implementation of the changes, including notifying students affected by the changes, updating the relevant management information system etc.

2. Procedures for the preparation of course cessation proposal

- 2.1. 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 including the Board of Directors and with the approval of the Executive Team.

- 2.2. The Academic Dean 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.
- 2.3. Where teaching 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 enrolled in the course. The combining or teaching phasing out plan shall be clearly articulated, timetabled and the specific arrangements for current students to complete their programmes must be described.

3. Approval process

- 3.1. 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 Academic Board.
- 3.2. The Academic Board will consider the proposal of the Academic Dean and the recommendation of the Teaching and Learning Committee or Research and Higher Degrees Committee, as appropriate, and will advise its decision.
- 3.3. The Academic Board will make recommendations to the board of Directors for their approval.
- 3.4. All course cessations, once approved, will be brought to the attention of the regulator promptly.

4. Implementation

- 4.1 Once the recommendation has been approved by the Academic Board, the Academic Dean will ensure that:
 - (a) the arrangements are communicated and implemented
 - (b) any registers, handbooks and other publicity materials are updated.

5. Advice to students

- 5.1. Students will be notified of the decision to discontinue a course and/or subject and the process of implementation of this decision.

Related Forms:

Subject Brief Template
Course Brief Template

Responsibility:

Academic Dean

Current Status	Version 1
Approved By	Academic Board
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