



COURSE REVIEW PROCEDURE

Governing Policy

[Course Review Policy](#)

Purpose

This procedure outlines the system for reviewing Courses.

Definitions

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

Procedure

1. Major reviews of Courses

- 1.1 A major review of all AIB Courses is undertaken by a Major Course Review Committee every four years from the previous major review.
- 1.2 The Academic Dean and at least one other academic staff member and the Quality and Accreditation Manager or nominee will gather relevant information as detailed in section 1.4 below and as per Academic Board approved Terms of Reference (see [Appendix A](#)) about the Course(s) being reviewed and nominate members of the Major Course Review Committee for approval by Academic Board. Dedicated Working Groups may be appointed to facilitate this process.
- 1.3 The Major Course Review Committee is appointed by Academic Board and will comprise:
 - (a) a chairperson, who is a senior academic external to AIB;
 - (b) at least one academic or professional from a relevant discipline external to AIB;
 - (c) at least one member who is external to AIB representing a relevant employer, employer group, or professional body;
 - (d) one or more AIB Discipline Leaders who are familiar with the Course;
 - (e) one student representative and/or one recent graduate of the Course; and
 - (f) other persons as appropriate.
- 1.4 In respect of each Course, the Major Course Review Committee will review and consider a variety of information about its overall quality, and ongoing relevance, value, viability and sustainability, including:
 - (a) the design, academic content, expected learning outcomes, the methods of assessment of those outcomes, the extent of students' achievements of learning outcomes, and the graduate outcomes;

- (b) cohesion and interconnectedness of subjects that form the Course(s);
 - (c) emerging developments in the relevant field of education, modes of delivery, the changing needs of students and identified risks to the quality of the Course of study;
 - (d) the quality of Teaching and supervision of research students;
 - (e) feedback from students, graduates, academic staff, employers and professional associations;
 - (f) time series data on enrolments, completions, progress rates and attrition rates including benchmarked data with external comparable Courses of study;
 - (g) adequacy of staff, physical and electronic resources and infrastructure;
 - (h) evidence of relevant external referencing or benchmarking activities particularly with respect to Course design and delivery, assessment and student progression; and
 - (i) Compliance with AIB's academic policies and relevant regulations.
- 1.5 On completion of the review, the Major Course Review Committee will submit a report to the Academic Dean. In considering the report, the Academic Dean will ensure observance with regulatory requirements regarding recommended changes that are likely to constitute accreditation as a new Course, as per TEQSA published advice. This includes variances of 50% or more to the accredited version.
- 1.6 The Academic Dean will convene a Working Group to prepare an implementation plan and submit the Major Course Review Committee report and the implementation plan to the Teaching & Learning Committee (for coursework Courses) and the Research & Higher Degrees Committee (for Research Courses) and subsequently to Academic Board for review and approval. Academic Board may choose to accept, amend or reject the report and recommendations in whole or in part.
- 1.7 The Academic Dean will report on the implementation of recommendations accepted by Academic Board until such implementation is complete.

2. Minor reviews of Courses

- 2.1. Midway between two major reviews of coursework and Research degree Courses a Minor Course Review is undertaken, initiated and overseen by the Academic Dean. The reviews are based on analysis of feedback from a variety of sources including students, academic staff, AIB's Industry Advisory Board as well as student performance and external referencing data. Academic Board approved Terms of Reference will be compiled as per [Appendix A](#) requirements.
- 2.2. The Academic Dean will present a report to the Teaching & Learning Committee and/or the Research & Higher Degrees Committee (as appropriate) for each Course or group of Courses with recommendations for improvement where required. These reports are forwarded to Academic Board for review and discussion and will ensure observance with regulatory requirements regarding changes that constitute accreditation as a new Course, as per TEQSA published advice. This includes variances of 50% or more to the accredited version.
- 2.3. Academic Board may choose to accept, amend or reject the report and recommendations in whole or in part.

- 2.4. The Academic Dean will report on the implementation of recommendations accepted by Academic Board until such implementation is complete.

3. Course improvement on an ongoing basis

- 3.1. The Academic Dean, Associate Deans, the Teaching & Learning Committee, the Research & Higher Degrees Committee and Academic Board monitor Course feedback and performance data.
- 3.2. The Academic Dean ensures that academic engagement with industry and/or relevant professions takes place at least once every two years and that a summary of Course Advisory Committee discussion is forwarded to Teaching & Learning Committee or Research & Higher Degrees Committee for consideration.
- 3.3. Teaching & Learning Committee and/or the Research & Higher Degrees Committee recommends Course improvements to Academic Board where required.
- 3.4. The Academic Dean will ensure observance with regulatory requirements regarding changes that constitute accreditation as a new Course, as per TEQSA published advice. This includes variances of 50% or more to the accredited version.

Related Forms:

[Appendix A- Terms of Reference for Course Review](#)

Course Brief Template

Subject Brief Template

TEQSA Material Change Notice Policy

Related Legislation:

Higher Education Standards Framework (Threshold Standards) 2015

Related Policies:

Academic Quality Assurance Framework

Course and Subject Changes and Cessation Procedure

Course and Subject Development and Approval Procedure

Responsibility:

Academic Dean

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Approved By:	Academic Board
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Previous versions:	21 August 2019 <i>21 June 2017 Course and Subject Review Policy and Procedure</i>
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Appendix A – Terms of Reference for Course Reviews

Terms of Reference for Course Reviews will draw upon the *Higher Education Standards Framework (Threshold Standards) 2015*, notably:

1. For all Courses:
 - a. Section 1.4 Learning Outcomes and Assessment, Standards 1.4.1 to 1.4.4 which outline requirements of design of learning outcomes, constructive alignment including with AQF levels and of assessments with learning outcomes, and demonstration of achievement of learning outcomes.
 - b. Section 3.1 Course Design, Standards 3.1.1 to 3.1.4, which outline requirements of Course specifications, engagement with advanced knowledge and inquiry, and relationship between Teaching and learning activities designed for the achievement of learning outcomes, regardless of place or study or mode of delivery.
 - c. Section 5.3 Monitoring, Review and Improvement, Standards 5.1 to 5.3 which advise the scope and types of evidence to be considered in Course reviews.
2. In addition to point 1 above, Research by Higher Degree Course reviews will also incorporate Section 1.4 Learning Outcomes and Assessment, Standards 1.4.5 to 1.4.7 which are specific to research training.
3. Section 3.1 Course Design, Standard 3.1.5 must be considered for any AIB Course that requires professional accreditation for 'graduates to be eligible to practice'.
4. Further, each Course review must consider the amount of change since the Course was last accredited; a Course that has had 50% or more change may need to be submitted to TEQSA for accreditation as a new Course.