

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](#).

Specialisation Subcommittees refers to dedicated working groups appointed by the Academic Dean to review a qualification where a specialisation is identified in the title. More than one subcommittee may be required during a Major Course Review.

Procedure

1. Major Course Review

- 1.1. A major review of all AIB Courses is undertaken by a Major Course Review Committee every five years from the previous major review. These reviews are undertaken in alignment with the AIB Reviews Policy and Procedure. The Academic Board-approved Terms of Reference are to be devised from the Threshold Standards as identified in [Appendix A](#).
- 1.2. The Major Course Review Committee members are nominated by the Academic Dean and are appointed by Academic Board and will comprise:
 - (a) For the MBA suite of courses:
 - (i) a chairperson who is a senior academic external and independent¹ to AIB.
 - (ii) an academic with a PhD in a relevant discipline, with expertise in online delivery, and who is external and independent¹ to AIB.
 - (iii) a member who represents a relevant employer, employer group, or professional body, for example a member of an AIB Alumni Industry Panel.
 - (iv) At least one AIB Discipline Leader who is familiar with the Courses.
 - (v) one student member and/or one recent graduate of a relevant Course, and
 - (vi) other persons as appropriate.
 - (b) For the Research and Research Pathway courses:
 - (i) a chairperson who is a senior academic external with research leadership experience and independent¹ to AIB.
 - (ii) an academic with a PhD in a relevant discipline and supervisory experience who is external and independent¹ to AIB.

¹ AIB defines 'independent' members of committees as per the TEQSA guide "[Independent experts engaged by providers](https://www.teqsa.gov.au/guides-resources/resources/sector-updates-and-alerts/independent-experts-engaged-providers)", viewed 28 November 2023, <https://www.teqsa.gov.au/guides-resources/resources/sector-updates-and-alerts/independent-experts-engaged-providers>. Independent members will be required to complete AIB's No Conflict of Interest Declaration – see Appendix B of the AIB Conflict of Interest Procedure.

- (iii) one AIB Discipline Leader who is familiar with the Courses.
- (iv) a Candidate and/or one recent graduate of a relevant Course, and
- (v) other persons as appropriate.

- 1.3. In respect of each Course, the Major Course Review Committee will consider a portfolio of relevant evidence, including supporting information from authoritative documents, appropriate data and interview responses. The review will be conducted in line with the Terms of Reference set out in Appendix A, focusing on the Courses' overall quality, and ongoing relevance, value, viability and sustainability.
- 1.4. The review is designed to support consideration of matters as reported to Academic Board and/or the relevant standing committees, 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) any emerging developments or future opportunities in the relevant field of education such as
 - modes of delivery,
 - changing needs of students, and
 - any identified risks to the quality of the Course of study.
 - (d) the quality of Teaching and supervision of research candidates.
 - (e) feedback from students, candidates, graduates, academic staff, employers and professional associations.
 - (f) feedback from annual Peer-to-Peer Subject Reviews.
 - (g) time series data on enrolments, completions, progress rates and attrition rates including benchmarked data with external comparable Courses of study.
 - (h) adequacy of staffing, physical and electronic resources and infrastructure.
 - (i) evidence of relevant external referencing or benchmarking activities particularly with respect to Course design and delivery, assessment and student progression.
 - (j) compliance with AIB's academic policies and relevant regulations.
 - (k) evidence of addressing any concerns identified by the regulator during the most recent re-accreditation assessment.
 - (l) effectiveness of Minor Course Review recommendations and their implementation.
- 1.5. The relevant Associate Dean or nominee and the Quality and Accreditation Manager will gather relevant information as detailed in Section 1.3 about the Course(s) being reviewed. The Academic Dean will be required to endorse the collated information prior to provision to each committee.
- 1.6. The Major Course Review Committee will be supported by Specialisation Subcommittees where a course has Specialisations. Specialisation Subcommittees refers to dedicated working groups appointed by the Academic Dean to review a specialisation. The final report from each Specialisation Subcommittee will feed into the MBA Major Course Review. Terms of Reference are included in Appendix C.
 - (a) Each Specialisation Subcommittee contributes to the continual monitoring of the standard, quality and currency of curricula and assessment across a sample of Subjects from a single discipline.

- (b) Membership for each Specialisation Subcommittee will include the relevant Associate Dean as Chair, the relevant discipline leader, an AIB academic from that discipline, a member of the Online Learning Team, and an external academic from that discipline.
 - (c) Each Specialisation Subcommittee meeting should be held within 6 months prior to the Major Course Review.
 - (d) The Chair will present a report to the MBA Major Course Review Committee with the information identified in section 1.3 above.
- 1.7. Other dedicated working groups may be appointed by the Academic Dean to facilitate the Major Course Review process.
 - 1.8. On completion of the review, the Chair of each Major Course Review Committee will submit a report of findings against the terms of reference to the Academic Dean, outlining commendations, affirmations, and recommendations. In considering the report, the Academic Dean will ensure observance of 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 of each course.
 - 1.9. The Academic Dean will convene a working group to prepare an implementation plan and submit the Major Course Review Committee report and the Action Plan for implementation 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.
 - 1.10. Academic Board may choose to accept, amend or reject the report and recommendations in whole or in part, which will be recorded on the relevant AIB Action Plan.
 - 1.11. The Academic Dean will report on the implementation of recommendations accepted by Academic Board until such implementation is complete.

2. Minor Course Review

- 2.1. Midway between major reviews of coursework and Research degree Courses, relevant Minor Course Reviews will be initiated and overseen by the Academic Dean and chaired by an internal senior academic leader. The Academic Board approved Terms of Reference will be based on the Threshold Standards identified in Appendix B.
- 2.2. Each Minor Course Review committee is appointed by the Academic Dean and shall comprise:
 - (a) an internal senior academic leader as Chair;
 - (b) at least one academic from a relevant discipline;
 - (c) AIB's Industry Engagement Manager;
 - (d) a representative from the Online Learning Team;
 - (e) a representative from Student Central (for coursework Courses only);
 - (f) other persons as appropriate, such as the AIB Retention and Progression Manager.
- 2.3. The Minor Course Review is a checkpoint to ascertain the effectiveness of the implementation of outcomes from the previous Major Course Review, including analysis of feedback, in line with the Terms of Reference, from:

- (a) the implementation plan from the Major Course Review working groups as approved by Academic Board;
 - (b) any regulatory or other reaccreditation decisions;
 - (c) formal and informal student feedback;
 - (d) AIB Academic Staff;
 - (e) AIB's Industry Alumni Panel (for coursework Courses only);
 - (f) student performance and external referencing data.
- 2.4. The Chair and at least one other academic staff member and the Quality and Accreditation Manager will gather relevant information for the review as detailed in Section 2.3. The Academic Dean will review for endorsement of the collated documentation prior to provision to each committee.
- 2.5. The Chair of each committee is responsible for writing a report of findings with commendations, recommendations, and affirmations against the Terms of Reference. The Academic Dean will present each report to the Teaching & Learning Committee and/or the Research & Higher Degrees Committee (as appropriate). These reports are forwarded to Academic Board with an Action Plan addressing the recommendations for approval and discussion. 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 of each course.
- 2.6. Academic Board may choose to accept, amend, or reject the report and recommendations in whole or in part, which will be recorded on the relevant AIB Action Plan.
- 2.7. 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 will monitor Course feedback and performance data, including annual Peer-to-Peer reviews.
- 3.2. The Associate Deans will ensure that relevant academic engagement with industry and/or relevant professions takes place regularly, with reviews at least once every two years. Further, the Industry Engagement Manager shall ensure reports from each Alumni Industry Panel are forwarded to Teaching & Learning Committee and/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 of each course.

Related Forms and Documents:

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

[Appendix B- Terms of Reference for Minor Course Reviews](#)

[Appendix C – Specialisations Subcommittees](#)

AIB Action Plan template – Appendix 1 of the AIB Course Review Procedure

AIB Course and Subject Benchmarks (Internal)

Course Brief Template

No Conflict of Interest Declaration by Independent Review form (Appendix B of Conflict of Interest Procedure)

Subject Brief Template

Responsibility:

Academic Dean

Current Status:	Version 3
Approved By:	Academic Board
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Date of Approval:	6 November 2024
Previous versions:	7 December 2023 22 February 2023 14 September 2022 17 May 2022 14 July 2020 21 August 2019 <i>21 June 2017 Course and Subject Review Policy and Procedure</i>
Date of Next Review:	6 November 2027

Appendix A – Terms of Reference for Major Course Reviews

Terms of Reference for Course Reviews will draw upon the *Higher Education Standards Framework (Threshold Standards) 2021*, notably:

1. For all Courses, focusing on the design and delivery of fully online 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. Section 3.3 Educational Support and Learning Resources (with the perspective of fully online courses).
5. Further, each Course Reviews 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.

Appendix B – Terms of Reference for Minor Course Reviews

Terms of Reference for Minor Course Reviews will draw upon the *Higher Education Standards Framework (Threshold Standards) 2021* to guide the members of the Review in ascertaining the effectiveness of the implementation of outcomes from the previous Major Course Review.

1. For all Courses, focusing on the design and delivery of fully online 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.
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. Further, each Course Reviews must consider:
 - (a) any AIB Course that requires professional accreditation for 'graduates to be eligible to practice' as per Standard 3.1.5.
 - (b) 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.

Appendix C – Terms of Reference for Specialisations Subcommittees:

Terms of Reference for Specialisations Subcommittees will draw upon the *Higher Education Standards Framework (Threshold Standards) 2021*, notably:

1. For all specialisations relevant to each award:
 - 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 award 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.
2. Further, each Specialisation Subcommittee must consider:
 - a. any AIB award that requires professional accreditation for 'graduates to be eligible to practice' as per Standard 3.1.5,
 - b. the amount of change since the award was last accredited; an award that has had 50% or more change may need to be submitted to TEQSA for accreditation as a new Course.