

COURSE REVIEW AND RE-ACCREDITATION PROCEDURE

Governing Policy

[Course Review and Re-accreditation 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 Reviews

- 1.1. The Academic Dean, with the approval of Academic Board, will advise a Major Course Review Committee to undertake a major Review of an AIB course within seven years of the date of the Course's last accreditation decision, be that by TEQSA or AIB as a self-accrediting body.
- 1.2. For Courses without TEQSA-granted self-accrediting authority, the seven-year cycle commences upon the TEQSA Commission's decision date. Please see [Appendix D](#) which outlines the seven-year cycles for:
 - (a) AIB Courses without TEQSA-granted self-accrediting authority and
 - (b) AIB Courses that are within scope of any TEQSA-granted self-accrediting authority.
- 1.3. Courses that are within scope of any TEQSA-granted self-accrediting authority will be maintained on a publicly accessible register which includes the full title of the award, its AQF Level and the expiry date of the current seven-year Course Review cycle. The register should also indicate the dates of previous accreditation and the respective regulatory accrediting body. The register will be the responsibility of the Academic Dean and will be maintained by the AIB Academic Administration team.
- 1.4. 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](#).
- 1.5. 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.
 - (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.

1.6. 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.

1.7. 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.

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.

- (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.
- 1.8. 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.
 - 1.9. 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.
 - 1.10. Other dedicated working groups may be appointed by the Academic Dean to facilitate the Major Course Review process.
 - 1.11. 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 either by TEQSA or by AIB where TEQSA has granted self-accrediting authority and with reference to TEQSA published advice. This includes variances of 50% or more to the accredited version of each course.
 - 1.12. 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.
 - 1.13. 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.
 - 1.14. 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. Minor Course Reviews are conducted once in the seven-year Course Review cycle and following the Major Course Review for the purposes of monitoring the implementation of recommendations and, where practicable, to assess the effectiveness of the implemented changes. 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 either by TEQSA or by AIB where TEQSA has granted self-accrediting authority, and with reference to 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 and AIB policy regarding changes that constitute accreditation as a new Course either by TEQSA or by AIB where TEQSA has granted self-accrediting authority, and with reference to TEQSA published advice. This includes variances of 50% or more to the accredited version of each Course.

4. Re-Accreditation Process:

- 4.1. Following the Minor Course Reviews in Year 5 of the Course Review cycle, AIB will commence preparations for Course re-accreditation. The exceptions are if:
 - (a) a new Course is recommended to be developed in the place of an existing Course, in which case the AIB Course and Subject Development and Approval Procedure becomes the reference point for operational and governance processes, and/or
 - (b) a Course is identified for Course discontinuation, in which case the Course and Subject Changes and Cessation Procedure is to be the reference point for AIB operational and governance processes.
- 4.2. For re-accreditation, the relevant Associate Dean will prepare a Course proposal for presentation to the relevant Academic Board standing committee: Teaching & Learning Committee or Research & Higher Degrees Committee. The Course proposal will include:
 - (a) A rationale for the re-accreditation of the Course(s) that includes date indicating of anticipated market demand, confirmation that the Course(s) continue to meet industry relevance and regulatory compliance frameworks, and that AIB has the resources or capacity to resource ongoing offering of the Course(s)
 - (b) A Course Brief (s) including for any Nested or associated Awards
 - (c) A suite of Subject Briefs for each Subject to be offered as per the Course(s) structure outlined in the Course Brief
 - (d) Constructive Alignment mapping identifying alignment between
 - (i) Graduate Qualities and the Course Learning Outcomes,
 - (ii) the Course Learning Outcomes and Subject Learning Outcomes,
 - (iii) Subject assessments and the Subject Learning Outcomes
- 4.3. The Course proposal will be accompanied by a Self-Assurance Report which outlines:
 - (a) key changes since the last accreditation including changes AIB identified as necessary for currency, industry relevance, in response to student and staff

- (b) quality assurance processes and activities that have allowed for continuous improvement to the Course(s), such as Course Reviews, Benchmarking and other activities designed to ensure compliance with AIB policies and procedures and with regulatory frameworks and obligations
 - (c) how AIB has mitigated the Courses against emerging threats.
- 4.4. The relevant Standing Committee is responsible for ensuring the Course proposal and Self Assurance Report are appropriate. Any further work required may be undertaken under the leadership of the Academic Dean in preparation for Academic Board presentation, but in the case of any significant work required, the proposal will be brought back to the relevant Standing Committee.
- 4.5. Endorsed proposals will be presented to Academic Board for approval. Any further work required may be undertaken under the leadership of the Academic Dean in preparation for presentation to the Board of Directors, but in the case of any significant work required, the proposal will be brought back to Academic Board.
- 4.6. Academic Board-approved proposals will be presented to the Board of Directors. In the case of Courses within any TEQSA-granted scope of Self-Accrediting Authority, the Course(s) will be deemed internally accredited upon Board of Directors' approval, and the Course(s) will be listed on the AIB Register of Self-Accredited Courses with an expiry date that is 7 years from the date of Board approval. All other Courses approved by the Board will be prepared for submission to TEQSA for re-accreditation as per TEQSA published application processes.

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](#)

[Appendix D – Review and Re-accreditation Cycles of AIB Courses](#)

AIB Action Plan template – Appendix 1 of the AIB Review [Procedure](#)

AIB Course and Subject Benchmarks (Internal)

Course Brief Template (Internal)

Subject Brief Template (Internal)

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

Responsibility:

Academic Dean

Current Status:	Version 4
Approved By:	Academic Board
Effective Date:	12 March 2026
Date of Approval:	12 March 2026
Previous versions:	6 November 2024 (<i>Course Review Procedure v3</i>) 7 December 2023 22 February 2023 14 September 2022 17 May 2022 14 July 2020 21 August 2019 21 June 2017 (<i>Course and Subject Review Policy and Procedure v7</i>)
Date of Next Review:	12 March 2029

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 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 or AIB Academic Board as per any granted self-accrediting authority, 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 or the AIB Academic Board where TEQSA has granted self-accrediting authority 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 or the AIB Academic Board where TEQSA has granted self-accrediting authority for accreditation as a new Course.

Appendix D: Review and Re-Accreditation Cycles for AIB Courses

Courses outside AIB's scope of Self-Accrediting Authority		Courses within AIB's scope of Self-Accrediting Authority	
<u>Year 1</u>	Commences as per the date of TEQSA Commission decision to (re)accredit the course.	<u>Year 1</u>	Commences as per the date of TEQSA Commission decision to grant self-accrediting authority for the course
<u>Year 2</u>	Specialisation Subcommittees (where required) meet no later than end of Year 2	<u>Year 2</u>	Specialisation Subcommittees (where required) meet no later than end of Year 2
<u>Year 3</u>	Major Course Review (comprehensive review) – to commence beginning of Year 3	<u>Year 3</u>	Major Course Review (comprehensive review) – to commence no later than the end of Year 3
<u>Year 4</u>		<u>Year 4</u>	
<u>Year 5</u>	Minor Course Review – to commence beginning of Year 5	<u>Year 5</u>	Minor Course Review – to commence no later than the end of Year 5
<u>Year 6</u>	Preparations for re-accreditation as per TEQSA's published process - course proposal to Academic Board no later than 30 June - Academic Board-approved proposals presented to Board of Directors for approval (no later than 31 December) -	<u>Year 6</u>	Preparations for accreditation proposal no later than end of Year 6
<u>Year 7</u>	Submission to TEQSA for re-accreditation (no later than 180 days prior to expiry)	<u>Year 7</u>	Submission to Academic Board proposing internal accreditation (no later than 30 March); Academic Board-approved proposals proceed to AIB Board of Directors for re-accreditation (no later than 30 September). Date of BOD re-accreditation will be commencement date for the next cycle.