

## COURSE AND SUBJECT DEVELOPMENT AND APPROVAL POLICY

### Purpose

To provide information on guidelines for the development and approval of new Subjects and academic Courses.

### Scope

All academic Courses and Subjects of Australian Institute of Business (AIB).

### Definitions

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

**Material Change** – Under section 29(1) of the *Tertiary Education Quality and Standards Agency Act 2011*, a registered higher education provider is required to notify TEQSA if any of the following events occur or are likely to occur:

- An event that will significantly affect the provider's ability to meet the Threshold Standards.
- An event that will require the National Register to be updated in respect to the provider.

Material changes to an accredited course of study or to the operations of a higher education provider may lead TEQSA to take regulatory action. Any action we take will be mindful of not discouraging change, innovation and continuous improvement (Source: [TEQSA Glossary of Terms](#)).

### Principles

AIB is committed to providing engaging, industry-relevant, and contemporary Subjects and Courses at the appropriate Australian Qualification Framework (AQF) level.

### Policy

#### 1. Course Development and Approval

- 1.1. Proposals to develop a new Course may be developed as a result of market demand and/or AIB strategy and will consider that AIB has the resources and infrastructure such as faculty and staff, facilities and finances to support the proposed Course, amongst other considerations.
- 1.2. AIB will complete the 3 major stages in the development and approval of Courses:
  - (a) Planning approval process
  - (b) Course design
  - (c) Course approval process.
- 1.3. AIB will ensure that any Course and the resulting award complies with the applicable Standards of the Higher Education Standards Framework and the AQF.

## 2. Subject Development and Approval

- 2.1. From time to time, new Subjects are developed or significant changes are made to current Subjects, as a result of new developments in the discipline area or in response to feedback from students and/or academic staff.
  
- 2.2. If any changes to Course or Subject is deemed to be a Material Change as described by TEQSA, the Quality and Accreditation Manager will notify TEQSA of the Material Change. When a new course is approved, AIB will coordinate a submission to TEQSA of the relevant application form and supporting documentation for the accreditation of the new Course.

### Related Policies and Procedures:

[Course and Subject Development and Approval Procedure](#)

Course and Subject Changes and Cessation Policy

Course and Subject Changes and Cessation Procedure

### Related Legislation and Frameworks:

Australian Qualifications Framework

Higher Education Standards Framework (Threshold Standards) 2021

TEQSA Act 2011

### Responsibility:

Academic Dean

Quality and Accreditation Manager

<b>Current Status</b>	<b>Version 7</b>
<b>Approved By</b>	Academic Board
<b>Date of Approval</b>	1 November 2022
<b>Effective From</b>	<b>1 November 2022</b>
<b>Previous Version</b>	25 March 2020
	21 August 2019
	26 April 2017
	27 January 2016
	28 August 2015
	1 July 2011
	9 December 2008
<b>Date of Next Review</b>	1 November 2025