

COURSE AND SUBJECT CHANGES AND CESSATION POLICY

Purpose

This policy provides a systematic approach to changes to and cessation of academic courses and subjects.

All changes to academic courses and subjects must be made at the appropriate AQF level and, where required, must be brought to the attention of (or be approved by) the regulator, TEQSA.

Scope

This policy and procedure applies to all existing academic courses and subjects of AIB.

Definitions

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

Policy

AIB is responsible for:

- regular internal and external reviewing and quality assurance of its Courses and Subjects in line with its policies and procedures
- ensuring all changes to academic courses and subjects are approved at the appropriate AQF level, and where required, are brought to the attention of (or be approved by) TEQSA
- ensuring transition processes are in place for a Course and/or Subject change/cessation, taking consideration of impact on students.

1. Course Changes

- 1.1. From time to time, AIB may make changes to its Courses as a result of ongoing improvement processes or formal course review recommendations. Course change decisions will be informed by relevant data from AIB stakeholders, including:
 - (a) recommendations from Minor and Major Course reviews
 - (b) reports on student statistics and demographical information and reports
 - (c) student feedback and other associated quality indicators
 - (d) benchmarking and input from other stakeholders including the Board of Directors and AIB Industry Advisory Board
 - (e) relevant regulatory recommendations and directives.
- 1.2. Course changes may include:
 - (a) change to admission requirements
 - (b) changes to Course duration

- (c) changes to volume of learning resulting in a notable reduction or increase in student contact hours
- (d) changes to learning outcomes and rationale
- (e) change to not more than 20% of curriculum content
- (f) curriculum design, such as changing the composition of the core or substituting or deleting existing subjects
- (g) change to Course title or abbreviation
- (h) the introduction of new Subjects within an existing Course
- (i) the introduction of new specialisations within an existing Course
- (j) alteration to the name or code of a Subject within an existing Course.

1.3. AIB will observe any regulatory guidance regarding Course changes that may require submission for accreditation of a new course and a 'teach out' period of the existing Course.

2. Course Cessation

2.1. Course cessation can occur as a result of resourcing constraints, changes in student demand, a requirement for an existing Course, post review, to be accredited as a new Course, or change in strategic direction. Course cessation decisions will be informed by relevant data, including:

- (a) recommendations from Minor and Major Course reviews
- (b) reports on student statistics and demographical data and reports
- (c) student feedback and other relevant quality indicators
- (d) benchmarking and input from other stakeholders including the Board of Directors and AIB Industry Advisory Board
- (e) relevant regulatory recommendations and directives.

2.2. Information from any of the above sources should alert the Academic Dean to any Course that may require consideration for rationalisation or cessation.

2.3. The Academic Board will make recommendations to the Board of Directors for their approval of Course cessation as appropriate.

3. Subject Changes

3.1. From time to time, AIB may make changes to its Subjects as part of ongoing improvement processes and to ensure currency by considering various quality and performance measures, informed by relevant information including recommendations and feedback from AIB stakeholders, including:

- (a) Student Evaluation of Subject and Teaching (SEST)
- (b) Subject Coordinators, Subject Stewards, Online Learning Facilitators Discipline Leaders as captured in the subject improvement log (SIL)
- (c) External Subject Reviews
- (d) Minor and Major Course Reviews
- (e) Peer to Peer Review
- (f) Alumni Industry Panels and Industry Advisory Board.

3.2. Types of Subject change:

- (a) changes to Subject name
- (b) changes to Subject purpose and Subject summary
- (c) changes to Subject learning outcomes
- (d) changes to assessments
- (e) changes to constructive alignment.

4. Subject Cessation

- 4.1. Subject cessation can occur as a result of resourcing constraints, changes in student demand or change in strategic direction. Subject cessation decisions will be informed by relevant information as identified in 3.2.
- 4.2. Information from any of the above sources should alert the Academic Dean to any Subject that may require consideration for cessation.
- 4.3. The Academic Board will make recommendations to the Board of Directors for their approval of Subject cessation as appropriate.
- 4.4. The impact on existing students of any cessation of a Subject will be considered and a 'teaching-out' period put in place as required.

Related Policies and Procedures:

[Course and Subject Changes and Cessation Procedure](#)

Academic Quality Assurance Framework

Course and Subject Development and Approval Policy

Course and Subject Development and Approval Procedure

Course Review Policy

Course Review Procedure

Student Refund Policy

Student Refund Procedure

Related Legislation and Frameworks:

Australian Qualifications Framework

Higher Education Standards Framework (Threshold Standards) 2021

TEQSA Act 2011

Responsibility:

Academic Dean

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