	Course Development, Review and Approval Policy
Document Type	Policy
Administering Entity	Academic Board, Academic Regulations and Course Development Committee (ARCDC), Learning, Teaching and Quality Assurance Committee (LTQAC),Course Directors (Deans), Deputy Director – Accreditation and Regulatory Compliance, Director - Quality Assurance
Latest Approval/ Amendment Date	August 12, 2020
Last Approval/ Amendment Date	May 29, 2019
Approval Authority	Board of Directors (endorsement by the Academic Board)
Indicative time of Review	August 11, 2022

1. Purpose

a. To detail S P Jain School of Global Management's (S P Jain) process for the development, modification, review, approval and disestablishment of courses of study to ensure adherence to the Australian Qualifications Framework (AQF) 2013 and Higher Education Standards Framework (HESF) 2015.

2. New Courses/Specialisations Initiation

a. A new course or an additional strand (specialisation) within an existing course may be recommended in a number of ways: by a Course Director (Dean); Head of Department; member of staff with a particular disciplinary interest; by the Board of Directors or the Academic Board through the process of developing the Strategic Plan; by industry consultations, or at the suggestion of any department of the School.

b. Approval for new course/specialisation development is the responsibility of the Board of Directors. If a recommendation is accepted for further consideration by the Board of Directors, the Board will delegate to relevant designated staff the resources and authority to undertake a Market Demand and Course Resourcing Report.

c. The Market Demand and Course Resourcing Report must include current, accurate and authoritative information and data that sets out the likely demand of a new course offering/specialisation, student markets, alignment with the School's Strategic Plan and

teaching and learning objectives, whether the School has the necessary resources, staffing profile and capacity to deliver the course.

d. The Report and its recommendations to proceed or not with the course development process will be considered by the Board of Directors (in consultation with the Academic Board).

e. Once it is decided that the new course/specialisation proposal is a viable proposal, the Academic Board delegates to the Academic Regulations and Course Development Committee (ARCDC) the responsibility for development. The ARCDC is responsible for overseeing the course/specialisation development process including ensuring that the course/specialisation design meets the specifications of the AQF, that learning outcomes are specified and have been benchmarked, that admission requirements are robust and have been benchmarked and that assessments have been designed to facilitate formative learning towards demonstrating the learning outcomes and summative evaluation of demonstration of the learning outcomes.

3. New Courses/Specialisations Development

a. For new course development, the design and development process may include the ARCDC using curriculum working groups that may be supplemented by external experts.

b. The curriculum working group is responsible for curriculum development within the HESF(2015), approved course parameters to ensure currency of disciplinary content, alignment with professional standards (where necessary), validation that the course meets the AQF(2013) and that the course engages with emerging practice and recent scholarship. The working group needs to ensure that the course proposal is supported by a comprehensively detailed Course Development Position Paper as per the standard Course Development Position Paper Template.

c. The curriculum working group will meet during the development process and provide minutes of each meeting with a status report to the ARCDC. The ARCDC has authority for endorsing the curriculum group's recommendations with ultimate academic approval of the Academic Board.

d. During the development process, the ARCDC reports to the Academic Board and provides a status on progress for course/specialisation development and presents draft course documentation as it is prepared and as detailed in the Course Development Processes and Phases Checklist.

4. External Review

a. Once the development process is complete, the ARCDC will appoint at least one independent course/specialisation reviewer with senior academic, disciplinary experience in the Australian higher education system. The independent reviewer will be requested to provide a comprehensive review of the proposed design, structure, units and policies including any recommendations and complete the External Expert Report Template.

b. The ARCDC will review the independent report and prepare a draft Expert Report Response and Improvement Action Report based on the recommendations. The Expert Report and the Draft Response and Improvement Action Report will be tabled to the Academic Board for review and approval.

c. The ARCDC will make all necessary amendments to the course/specialisation (and if necessary, re-convene the curriculum working group).

d. Once finalised, the ARCDC will present the final course documents including a recommendation to approve, accompanied by the. Course Development Processes and Phases Checklist and Quality Assurance Course Development and Approval Checklist.

5. New Course Approval

a. For new courses, the Academic Board will consider the course proposal in detail, including consideration of whether the course meets the Higher Education Standards Framework (2015), is aligned to the AQF 2013 and any relevant professional standards, and whether there are resource implications that need to be considered. The Academic Board's resolution in relation to these matters must be formally documented and minuted, with a recommendation to either endorse/not endorse the proposal for accreditation submission to TEQSA, to the Board of Directors.

b. The Board of Directors, will consider the recommendation from the Academic Board and in particular, will consider any compliance or resources issues associated with the proposal. The Board of Directors will make the final decision as to whether a formal application for course/strand accreditation should be submitted to TEQSA for accreditation.

6. New Specialisation Development and Approval

a. For a new specialisation, the Academic Board will consider the proposal in detail, including consideration of whether the specialisation meets the Higher Education Standards Framework (2015), is aligned to the AQF and any relevant professional standards, and

whether there are resource implications that need to be considered. If approved by the Academic Board, the decision will then be presented to the Board of Directors for endorsement.

b. Upon endorsement by the Board of Directors, the School will develop the new specialisation as detailed in point 3.

c. Once the new specialisation is ready and has undergone the internal approval chain through the Academic Board and the Board of Directors, a Material Change Notification will be submitted to TEQSA prior to implementing or delivery of the new specialisation.

7. Review of Existing Courses

a. The Board of Directors shall require the Academic Board to oversee the internal review of each course offered by the School at least once every two years for interim monitoring and quality assurance and also conduct a comprehensive external review at least once in five years.

8. Internal Review

a. The Academic Board will delegate to the ARCDC/ LTQAC the oversight and coordination of the internal reviews with regular reporting to the Academic Board during the internal review process.

b. The purpose of the internal review will be to make ongoing interim enhancements to the current course curriculum to ensure it meets regulatory requirements, is supported by current and relevant resources, is aligned to sector benchmarks, is designed appropriately to foster positive student outcomes and progression and is responsive to staff and student feedback and there is equivalency of learning outcomes, assessments and student workloads across all cohorts, campuses and modes of delivery.

c. In undertaking the two-year internal review of each course, the ARCDC/LTQAC will:
   i. Review student performance data including progression rates, attrition rates, completion times and rates and comparing performance across different campuses and modes of delivery;
   ii. Review moderation of assessment reports and examples for sample units across different campuses and modes of delivery;
   iii. Benchmark the learning outcomes of each course with relevant comparators;
   iv. Benchmark student satisfaction and outcomes (QILT and other publicly available data sets) of each course with external reference points;
   v. Review all student and staff feedback collected during the last 12-month period relating to each course and across different campuses and modes of delivery;
   vi. Review the implementation and success of recommendations made in prior internal and external review processes, and

vii.   Provide an analysis of the review data and findings including any recommendations.

d. The ARCDC/LTQAC will present the report and recommendations to the Academic Board for approval. Once approved, the ARCDC will oversee the implementation of any changes.

e. If the review results in the approval of significant changes so as to be regarded as material changes as per TEQSA guidelines, then a Material Change Notification to TEQSA will be made.

9.   External Review

a. All courses must be scheduled for comprehensive external review at least every five years.

b. The Academic Board delegates oversight of comprehensive external course review to the ARCDC.

c. The ARCDC may choose to appoint an external and independent senior academic expert to review the course; or convene an Independent Expert Panel to conduct the review.

d. In preparing its report, the expert/panel will be requested to undertake a comprehensive review including but not limited to the review of the following:
   i.   the design and content of the course including admission and credit;
   ii.   the course learning outcomes;
   iii. the assessment design of the course and alignment to learning outcomes;
   iv. trend student performance data and student outcome data
   v.   the alignment with the AQF;
   vi. whether the course engages in emerging developments in the field of education and is supported by the necessary academic and human resources;
   vii. whether there are issues associated with the mode of delivery ;
   viii. whether the course is designed to facilitate the needs of its cohort and support diversity;
   ix. whether the course is delivered consistently across campuses and different mode of delivery, and
   x.   whether there are identified risks to the quality of the course of study including risks to compliance with regulatory or professional accreditation standards.

e. The external expert/panel will be required to provide the ARCDC with a detailed review report along with the   completed External Expert Report Template which will be considered by the ARCDC and a draft Responses Report and Improvement Plan will be developed in response to the review recommendations.

f. The external report and the Responses Report and Improvement Plan will be presented to the Academic Board for consideration and approval.

g. If the Academic Board approves the recommendations and the Responses Report and Improvement Plan, the ARCDC will be given authority to oversee the implementation of the Improvement Plan with regular reporting to the Academic Board.

h. The Board of Directors will receive the approval from the Academic Board for endorsement.

10. Reporting and Quality Assurance

a. The ARCDC/ LTQAC as delegated should develop a five-year Course Development, Review Plan and Register which should be duly tabled at and approved by the Academic Board.

b. Thereafter, the ARCDC / LTQAC as delegated should provide half yearly update on the Course Development, Review Plan and Register implementation to the Academic Board.

11. Course Discontinuation

a. If the Academic Board decides to discontinue/dis-establish any course being offered it will seek Board of Directors' approval.

b. The Academic Board will also ensure that TEQSA is updated and approvals taken from TEQSA as required for course changes or discontinuation.

c. All course discontinuations will be implemented as per the School's Course Discontinuation Policy.

12. Related Documents

a. Terms of Reference of the Academic Board and its sub- committees
b. Course Development Processes and Phases Checklist
c. Course Development Position Paper Template
d. External Expert Report Template (Course Approval or Comprehensive Review)
e. Quality Assurance Course Development and Approval Checklist
f. Course Development, Review Plan and Register 2019-2024
g. Course Discontinuation Policy
h. Quality Assurance Framework
i. Benchmarking Policy
j. Third-Party Arrangement Policy