

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	Course Development, Review and Approval Policy
Document Type	Policy
Administering Entity	Academic Board, Academic Regulation and Course Development Committee (ARCDC)
Latest Amendment /Approval Date	August 09, 2018
Last Approval Amendment Date	June 29, 2016 (Course Development and Review Policy renamed)
Approval Authority	Board of Directors
Indicative time of Review	August 08, 2020

1. Purpose

- a. To detail S P Jain School of Global Management's 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.
- b. The ARCDC, a subcommittee under the direct oversight of the Academic Board, is entrusted with the supporting the Academic Board with the administration of this policy.

2. New Courses/Strands

- a. A new course or an additional strand (specialisation) within an existing course maybe initiated in a number of ways: by a Course Director (Dean), Head of Department or other 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 the industry consultations, or at the suggestion of the marketing department of the School.
- b. There would usually be a market demand study undertaken by the President's office and a decision made whether such a new course would fit the profile of the School and whether sufficient resources could be made available to support adequately such a new initiative.
- c. The President will then place before the Board of Directors the proposal for their approval.

- d. Once it is decided that the new course/strand proposal is a viable proposal, the Academic Board would refer the same to ARCDC to develop a curriculum for the course/strand including the admission criteria, rules of progression, subject outlines and assessment methods.
- e. The Academic Board or ARCDC will also appoint a panel/core team. Such a panel/core team will this work who will work under the guidance of the ARCDC
- f. Once developed and reviewed, the ARCDC will refer the proposed course information to an external academic expert or panel for independent review and inputs towards assuring adherence to AQF requirements and external quality assurance and benchmarking. The external members/ panel will be requested to provide a comprehensive review of the proposed course design, structure, units and policies. The external experts / panel will also be required to benchmark the designed course against comparable courses in other institutions and assure for fulfilment of AQF requirements. The review may also include guidance on employability of graduates and likely competition that the course would encounter in the local or international market place.
- g. The ARCDC will review the inputs of the external experts and modify the course documents where appropriate and thereafter table to the Academic Board for review and approval.
- h. The Academic Board will consider the new proposal, input from the external consultative group, any other inputs that it may have sought to ensure that the new course/strand adheres to HESF 2015 and AQF 2013. If considered worthy the Academic Board will approve the course documents and thereafter formulate a recommendation to the Board of Directors for onward submission of the new course/strand application to Tertiary Education Quality Standard Agency (TEQSA).
- i. Based on the recommendation of the Academic Board the Board of Directors will make the final decision as whether a formal application for course/strand accreditation should be submitted to TEQSA for accreditation.

3. Review of Existing Courses

- a. The Board of Directors shall require the Academic Board to internally review each course offered by the School at least once every two years for minor modifications and also conduct a comprehensive external review at least once in five years.
- b. The ARCDC will commission and oversee the internal and external reviews under the supervision of the Academic Board.

- c. The purpose of the internal review will be to make minor upgrades to the course curriculum. If the internal review indicates a need for more material changes to the curriculum, the curriculum and proposed changes will be need to be undertaken as an external review as detailed in 3d-i.
- d. For the external review of courses, the ARCDC may appoint an external senior academic expert or panel to conduct a review of the course. The external expert /panel will be required to provide the ARCDC with a detailed assessment report of the course and recommendations on whether the course should continue in its present form, be modified or terminated.
- e. In preparing its report, the expert / panel will be requested to consider such matters as, the year by year demand for the course, the robustness of the admission requirements, attrition rates, availability of academic staff to teach the course, benchmarking with leading universities, placement of graduates and any comments or advice from the industry. The expert / panel may also seek the views of recognised academics on the curriculum, standard of the course, teaching methods including interactions with outside groups and the materials generally made available to students.
- f. When the ARCDC has considered the advice of the external review panel, it will then make its recommendations to the Academic Board. The Academic Board will review the ARCDC and external expert/panel recommendations, changes, if any which should make to the course and advise the Board of Directors accordingly.
- g. If the Academic Board decided to discontinue/ dis-establish any course being offered it will seek board of Directors' approval.
- h. The Academic Board will also ensure that TEQSA is updated and approvals taken from TEQSA as required for course changes or discontinuation.
- i. All course discontinuations will be implemented as per the School's Teach Out Policy.

4. Related Documents

- a. Teach-out Policy
- b. Terms of Reference of the Academic Board and its sub- committees