	Course Development, Review and Approval Policy
Document Type	Policy
Administering Entity	Academic Board, Academic Regulations and Course Development Committee (ARCDC)
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Approval Authority	Board of Directors (endorsement by the Academic Board)
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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.

b. The Academic Regulations and Course Development Committee (ARCDC), a subcommittee under the direct oversight of the Academic Board, is entrusted with supporting the Academic Board with the administration of this policy.

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 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 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 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 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. The curriculum working group is responsible for curriculum development within the approved course parameters to ensure currency of disciplinary content, alignment with professional standards (where necessary), validation that the course meets the AQF and that course engages with emerging practice and recent scholarship. 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.

b. 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.

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.

b. The ARCDC will review the independent report and prepare a draft Implementation Plan based on the recommendations. The report and the draft Plan 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 Checklist Template at Appendix 1.

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 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 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 whether a formal application for course/strand accreditation should be submitted to TEQSA for accreditation.

6. New Specialisation 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 make a Material Change Notification to TEQSA prior to implementing or delivery of the new specialisation.

7. Review of Existing Courses

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 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.

c. In undertaking the annual internal review of each course, the ARCDC will:

    i. Review student performance data including progression rates, attrition rates, completion times and rates and comparing performance across different campuses;
    ii. Review moderation of assessment reports and examples for sample units;
    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;
    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 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 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. 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 undertake a comprehensive 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 there are identified risks to the quality of the course of study including risks to compliance with regulatory or professional accreditation standards.

f. The external expert/panel will be required to provide the ARCDC with a detailed review report will be considered by the ARCDC and a draft implementation plan will be developed in response to the review recommendations.

g. The external report and the draft Plan will be presented to the Academic Board for consideration and approval.

h. If the Academic Board approves the recommendations and the Implementation Plan, the ARCDC will be given authority to oversee the implementation program with regular reporting to the Academic Board.

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

9. Course Discontinuation Policy

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.

Related Documents

a. Course Discontinuation Policy
b. Terms of Reference of the Academic Board and its sub- committees

Appendix 1: Course/Specialisation Development Checklist Template for Proposals

Course Design Specifications	Comments/Attachment
The design for each course/specialisation includes the qualification(s) to be awarded on completion	
The design for each course/specialisation includes structure, duration and modes of delivery	
The design for each course/specialisation includes the units of study (or equivalent) that comprise the course of study	
The design for each course/specialisation includes entry requirements and pathways	
The design for each course/specialisation includes expected learning outcomes, methods of assessment and indicative student workload	
The design for each course/specialisation includes compulsory requirements for completion	
The design for each course/specialisation includes exit pathways, articulation arrangements, pathways to further learning, and	
The content and learning activities of the course/specialisation engages with advanced knowledge and inquiry consistent with the level of study and the expected learning outcomes	
The course/specialisation includes current knowledge and scholarship in relevant academic disciplines	
The course/specialisation includes underlying theoretical and conceptual frameworks of the academic disciplines or fields of education	
The course/specialisation includes emerging concepts that are informed by recent scholarship, current research findings or advances in practice.	
The teaching and learning activities are arranged to foster progressive and coherent achievement of expected learning outcomes	
The course/specialisation is designed to enable achievement of expected learning outcomes regardless of a student's place of study or the mode of delivery.	
The course/specialisation is aligned to relevant professional accreditation standards	

Learning Outcomes and Assessment	Comments/Attachment
The course/specialisation learning outcomes are specified, and have been mapped to the AQF and benchmarked with external comparators	
The learning outcomes encompass discipline-related and generic outcomes, employability skills and knowledge, skills in critical thinking and where relevant are mapped to professional accreditation requirements.	
Assessment tasks have been mapped to learning outcomes and are capable of confirming that all specified learning outcomes are achieved and that grades awarded reflect the level of student attainment	
Does assessment for each unit include formative and summative assessment	
Admission Requirements	**Comments/Attachment**
Admission requirements have been set including standards for English language	
Admission requirements have been benchmarked with relevant comparators	
Has credit and RPL been set to align with School's policy	
Third Party Arrangements	**Comments/Attachment**
Does the course/specialisation require outsourcing to a third party any aspect of teaching and learning	
Does the course include WIL (or external placements) and if so, what are the arrangements to ensure integrity, quality and monitoring	
Resources	**Comments/Attachment**
Does the course/specialisation require specialist labs or equipment and does the School have the	

resources necessary for delivery	
Has the academic staffing profile necessary to delivery and support the course/specialisation been developed and detailed?	
Review Process	**Comments/Attachment**
Outline of the course review process including the recommendations from independent reviewers.	