

# Course and Unit Revision and Discontinuation Policy



## Purpose/objective

The Australasian Academy of Higher Education (AAHE) offers coursework programs leading to awards that comply with the Australian Qualifications Framework (AQF), the Higher Education Standards Framework 2021 (HESF 2021), the Education Services for Overseas Students (ESOS) Act 2000 and its National Code 2018, and the Tertiary Education Quality Standards Agency (TEQSA) protocols, guidelines and requirements.

This document specifies the principles and procedures that apply when AAHE courses (including units) are amended or, where appropriate, discontinued. The Course and Unit Development Policy and Procedure specifies the principles and procedures that apply to the design, development and delivery of all AAHE's academic programs. The Course Review Policy and Procedure explains how AAHE courses are reviewed to ensure that they maintain the highest possible standards, conform to AAHE's academic policies and procedures, and meet their obligations under the HESF 2021.

## Scope

This Policy and Procedure applies to all teaching staff at AAHE and to the groups who propose and approve the discontinuation of AAHE's accredited courses and units.

## Definitions

<b>material change</b>	<p>A registered higher education provider is required to notify TEQSA if any of the following events occur or are likely to occur:</p> <ul style="list-style-type: none"><li>• an event that will significantly affect the provider's ability to meet the Threshold Standards</li><li>• an event that will require the National Register to be updated in respect to the provider.</li></ul> <p>Material changes to an accredited course of study or to the operations of a higher education provider may lead TEQSA to take regulatory action. (Section 29(1) of the TEQSA Act 2011.)</p>
<b>transition and teach-out mode</b>	<p>The situation where a course is being phased out and no new students are admitted but arrangements are made for existing students to complete their course without disadvantage</p>
<b>teach-out/transition plan</b>	<p>A written plan that sets out the process for discontinuing a course</p>

Other terms used in this document are defined in the [AAHE Glossary](#).

## Policy

### 1. Course and unit revision and discontinuation

- 1.1 AAHE courses and units may be revised in response to changing circumstances or as an outcome of the Academy's ongoing review of course and unit quality.
- 1.2 Major changes to courses and units are approved by the Academic Board.
- 1.3 Minor changes are approved by the Dean.
- 1.4 An AAHE course may be suspended or discontinued because of a decision made by TEQSA or by the AAHE Board of Directors.
- 1.5 A teach-out/transition plan must accompany an application for discontinuation of a course.
- 1.6 Where a decision is made to discontinue a course, the transition period will be carefully planned to ensure
  - that AAHE students are not disadvantaged by the decision
  - the maintenance of academic quality and standards
  - ongoing compliance with the requirements of the [Tertiary Education Quality and Standards Agency Act 2011](#), Higher Education Standards Framework (Threshold Standards) 2021, [Education Services for Overseas Students Act 2000](#), and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#).
- 1.7 Students will be given reasonable notice of any change that will affect them.
- 2.1 The following revisions to a course or unit after its approval under the Course and Unit Development Policy and Procedure are considered to be **major changes**:
  - a change to the title of a course or to the qualification awarded
  - a change to the course duration or maximum time for completion
  - a change to the credit point value of the course
  - a change to the course structure or requirements for course completion
  - a change to the course learning outcomes
  - a change to a course's location or delivery mode
  - the deletion or substitution of a core unit
  - a change to the level of or credit points allocated to a unit
  - the introduction of a unit prerequisite or quota
  - conversion of a coursework degree to a research degree
  - the introduction or deletion of a major sequence
  - a change to a course's entry criteria or inherent requirements
  - a change to arrangements with a partner for the delivery of a course
  - the removal of key component such as work integrated learning or professional accreditation
  - the discontinuation or suspension of a course
  - any other change that may disadvantage students who are already enrolled in the course.
- 2.2 The following revisions are considered to be **minor changes**:
  - a change to a unit's title
  - a change to an elective unit's location or mode of study
  - the deletion or substitution of an elective unit, or a change to the semester in which it is offered (except where this may affect a continuing student's ability to complete their course)

- amendments to aspects of a course or unit that do not affect the way the course or unit has been described to current or prospective students
  - a change to the way a unit is delivered that has no major impact on students or the course as a whole
  - a change to a unit's description, learning outcomes and/or assessment requirements
  - administrative amendments such as changes to a unit's code or coordinator.
- 3.1 Where possible, changes should be approved and published on the AAHE website before students re-enrol.
- 3.2 In exceptional circumstances, the Chair of the Academic Board may approve a late change on the recommendation of the Dean.
- 3.3 Where a late change is approved, the Dean is responsible for ensuring that the change is clearly communicated to all students who are affected by the change.

### Related documents and relevant legislation

Course and Unit Development Policy and Procedure

Course Review and Discontinuation Procedure

Course Teach-Out Policy and Procedure

[Tertiary Education Quality and Standards Agency Act 2011](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[Education Services for Overseas Students Act 2000](#)

### Document information

Owner: Board of Directors

Version	Approved by	Approved on	Implementation date	Changes made
1	Board of Directors	15/2/23	1/10/23	

# Course and Unit Revision and Discontinuation Procedure

## 1. Course discontinuations

1.1 A proposal to discontinue a course must be submitted to the Board of Directors for approval, except where the decision has been made by TEQSA.

1.2 The proposal must include:

- the rationale for the proposed discontinuation of the course
- the proposed end date (noting that the teach-out period will normally be 1.5 times the standard course duration unless students can be easily transitioned into a replacement course)
- the projected student load during the teach-out period
- a statement regarding any risks involved and how these will be mitigated
- the resource implications
- any contractual obligations that must be honoured
- the anticipated impact on continuing students and how AAHE will ensure that those students continue to have a positive experience
- the ways in which the changes will be communicated to key stakeholders.

1.3 Following the Board of Directors' approval, the Dean will draft a teach-out plan for the course for consideration by the Academic Board in accordance with the Course Teach-out Policy and Procedure.

## 2. Other major changes

2.1 Other major changes to courses are approved by the Academic Board following their endorsement by the Learning and Teaching Committee on the recommendation of the Course Advisory Committee.

2.2 In the first instance, the Course Coordinator will discuss the proposed change with the Dean who will

- review the proposal to determine whether it should be taken forward
- confirm that the course as revised will continue to comply with the Higher Education Standards Framework (Threshold Standards) 2021
- consult TEQSA to ascertain whether a new accreditation is likely to be required (refer [TEQSA Guidance Note: Changes in a Course of Study that may lead to Accreditation as a New Course](#)) and advise the Academic Board accordingly before the Board considers the proposed change
- check whether the changes have any implications for the course's CRICOS registration.

2.3 If the Dean supports the change, the Course Coordinator will draft a detailed proposal for consideration by the Course Advisory Committee (CAC). The proposal will include:

- the rationale for the proposed changes
- a statement regarding any risks involved
- the proposed implementation date
- where the change relates to the course structure, a diagram showing the current and proposed structure
- the resource implications of the proposed change
- the anticipated impact on continuing students and how they will be supported
- the ways in which the changes will be communicated to key stakeholders.

- 2.4 Following the endorsement of the proposed change by the CAC, the proposal is revised if necessary and forwarded to the Academic Board for approval.
- 2.5 Changes with significant resource implications must also be endorsed by the Chief Operating Officer, who will prepare an impact statement to accompany the submission to the Board of Directors for their consideration.
- 2.6 Following the approval of the changes
  - the Chief Executive Officer is responsible for notifying TEQSA where required in accordance with TEQSA's [Material Change Notification Policy](#)
  - the Dean is responsible for seeking approval through the ESOS agency at least 30 days before the changes are proposed for implementation, in accordance with the Education Services for Overseas Students Act 2000.

### 3. Minor changes

- 3.1 Proposed minor changes should be discussed with the Course Coordinator, who is responsible for
  - consulting affected staff
  - checking the impact of the proposed changes on any related courses or units
  - ensuring that the changes are aligned with the accredited course learning outcomes and will not compromise the students' achievement of the graduate attributes.
- 3.2 If the Course Coordinator supports the change, the proposal including the rationale and anticipated impact is presented to the Dean.
- 3.3 The Dean may seek advice from the Learning and Teaching Committee before making the final decision, which will be reported to the next Academic Board meeting.

### Document information

Owner: Dean

Version	Approved by	Approved on	Implementation date	Changes made
1	Board of Directors	15/2/23	1/10/23	