

Policy Link	Nil				
Responsible Officer	Academic Dean				
Superseded Documents	Course Development Policy (2010) Course Review Policy (2010)				
Associated Documents	Academic Provisions Course Development Procedures Course Review Procedures Course Discontinuation Procedures				
Review Date	March 2019				
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Version	Endorsed By	Date	Authorised By	Approval Date	Effective Date
1.0	The Principal	06/03/2015	Governing Board	24/03/2015	24/03/2015

1. PURPOSE

This policy sets out the principles for the development of new course offerings, the ongoing review of courses and discontinuation of courses.

2. SCOPE

This policy applies to those persons and groups who approve, develop and review new and existing accredited courses. This includes the Governing Board, the Academic Board and its two standing committees, the academic departments and faculty members. This policy also applies to all accredited academic programs of the College.

3. DEFINITIONS

This section sets out definitions for key terms and acronyms referred to in the Policy.

Term	Definition
Course	A program of learning comprising one or more units of study, or structured workplace learning that leads to the award of a qualification. (AQF, 98)
Learning and Teaching Committee	A standing committee of the Moore College Academic Board
Research and Centres Committee	A standing committee of the Moore College Academic Board

4. POLICY STATEMENT

4.1 Introduction

- (i) The Governing Board of the College is responsible for approving new courses and discontinuing existing courses.
- (ii) The Academic Board is responsible for the maintenance of the academic values, quality and standards of the College.
- (iii) The Learning and Teaching Committee is responsible for quality assurance with respect to coursework awards.
- (iv) The Research and Centres Committee is responsible for quality assurance with respect to research awards.
- (v) Academic committees, academic departments and faculty members of the College initiate and develop new courses.

4.2 Course Approval

- (i) For courses at the level for which the College has self-accrediting authority the Governing Board accredits courses on the recommendation of the Academic Board.
- (ii) For courses for which the College does not have self-accrediting authority the Governing Board seeks approval from the relevant higher education authorities to conduct such courses.

4.3 Course Development

- (i) New courses are developed in accordance with the strategic goals of the College.
- (ii) New courses are aligned with the formal purpose statements (mission, values and graduate attributes) of the College.
- (iii) A new course is developed on sound business principles and in consultation with external experts as required and with relevant stakeholders, including potential employers of graduates of the course.
- (iv) New courses are developed in compliance with the current higher education legislative and regulatory requirements.
- (v) The College courses are academically sound and, in standard, of a quality and consistency with that of similar courses in an Australian university.

4.4 Course Review

- (i) All accredited courses are subject to regular and ongoing review.
- (ii) The purpose of course reviews is to ensure that courses:
 - Remain aligned with the College's strategic goals
 - Maintain and reflect the principles of best practice in program and curriculum design
 - Are effective in achieving their stated learning outcomes
 - Remain relevant to stakeholders including potential employers
 - Meet accreditation, legislative and regulatory requirements

- (iii) Course reviews include the input of experts, internal and external to the College, and other relevant stakeholders.
- (iv) A course review reports to, and make recommendations to, the Academic Board on the quality and effectiveness of a course as a whole.

4.5 Course Discontinuation

- (i) The discontinuation of a course must be approved by the Governing Board on the recommendation of the Academic Board.
- (ii) Discontinuation must be formally approved before any students are notified that the course is discontinued.
- (iii) Where students are currently enrolled in a discontinued course an appropriate phase-out plan must be submitted to the Academic Board.
- (iv) All students enrolled in a discontinued course must be notified of the plans for discontinuation, the timeline for the phasing out and the options for them to complete their course of study.
- (v) Students should be so notified at least one semester before the phase-out plans commence.

5. LEGAL AND POLICY FRAMEWORK

Australian Qualifications Framework Council. *Australian Qualifications Framework*. 2nd ed. January 2013.
Education Services for Overseas Students Act 2000 (ESOS)
Higher Education Support Act 2003
Tertiary Education Quality and Standards Agency Act 2011. Higher Education Standards Framework (Threshold Standards) 2011.

6. IMPLEMENTATION AND RESPONSIBILITIES

The Academic Dean is responsible for the development and review of this policy.

The Registrar is responsible for the implementation of the policy in accordance with the scope outline above.

7. ACKNOWLEDGEMENTS

Academic Program Review Policy. University of New South Wales. Version 1.1, 15 February 2012.

Course, Program and Subject Approval and Review Policy (MPF1000). University of Melbourne. Version 1, 21 September 2012.

Discontinuation and Phasing Out of Academic Programs Policy (MPF1005). University of Melbourne. Version 1, 21 September 2012.

8. REVIEW AND HISTORY

Version	Approved By	Approval Date	Effective Date	Sections modified
[1.0]	Governing Board	24/03/2015	24/03/2015	Revised policy