

# Course and Unit Change Procedure

## 1. Preamble

These procedures outline processes for the review, approval, and implementation of major and minor changes to TEQSA registered higher education courses of study (courses) and the units within those courses delivered by the Institute.

## 2. Procedures

### 2.1 Consultation of Course Changes

- 2.1.1 Course changes may be identified through several methods including Annual Course Review or Major Course Review, response to student feedback, or changes to regulatory environment or external accreditation rules.
- 2.1.2 The Course Coordinator is responsible for ensuring that all impacted stakeholders are consulted before changes are processed.
- 2.1.3 The Academic Registrar should be consulted to ensure compliance with this policy and any technical considerations for proposed changes.
- 2.1.4 The relevant Deputy Dean must be consulted to ensure academic relevancy of the proposed changes.
- 2.1.5 For major changes, the [TEQSA Guidance Note on Changes in a Course of Study that may lead to Accreditation as a New Course](#) should be reviewed by the Course Coordinator and the relevant Deputy Dean to determine if the change can progress under this policy.
- 2.1.6 Courses that lie within the Institute Self-Accrediting authority that seek approval for a course change, must submit a Unit Change Form with their changes to the Academic Board Course Standards Committee (CSC).
  - 2.1.6.1 The CSC will review the proposed changes and recommend to Academic Board whether these should be approved.
- 2.1.7 For courses that are not within the Institute Self-Accrediting Authority, the Dean may seek additional guidance from TEQSA if there is any doubt about the status of a proposed change.
  - 2.1.7.1 Should the TEQSA guidance indicate that the proposed changes require a new course application instead of a change notification, this procedure cannot apply and a new course application must be developed under the [CDD001 Course Accreditation Policy and Procedure](#).
- 2.1.8 Students, student representatives or alumni may be surveyed or contacted for comment on change proposals if appropriate.

### 2.2 Course Rule Transitions and Student Consultation

- 2.2.1 Where current students may be impacted by major course changes, they must be consulted with the majority approving of the changes, prior to change approval. Wherever legally possible, students who started under an older rule set must be offered a transitional plan to complete under the old rules if they choose.
- 2.2.2 Where current students may be impacted by minor course changes they should be consulted before the change is actioned if possible and informed of any changes as soon as practical to allow for any adjustments they may need to make.
- 2.2.3 Minor unit changes should not occur after the unit teaching has begun and should not impact

enrolled students. Changes made between iterations of the unit should be listed in the unit guide, so students are informed of new aspects of the unit and of ongoing improvement processes.

## 2.3 Approval of Major Course Changes

- 2.3.1 The relevant Course Advisory Committee (CAC) should be formally consulted to review the changes.
- 2.3.2 A notification of changes must then be referred to the CSC for review.
  - 2.3.2.1 Recommended changes referred to the CSC will constitute an updated draft version of the Course Handbook along with a covering letter explaining the proposed changes.
  - 2.3.2.2 The CAC may request additional information from appropriate stakeholders during its review process.
- 2.3.3 The Chair of the CAC will provide the Academic Board with a summary of the changes and note any regulatory processes or financial impact on the institute that may need consideration prior to approval. On approval from the Academic Board, the official Course Handbook can then be updated prior to publication to students.
- 2.3.4 Major course changes must be approved and finalised by no later than 1 August in the year prior to the change taking effect.
- 2.3.5 For courses that are not within the Institute Self-Accrediting Authority, a formal notification must be made to TEQSA in accordance with TEQSA's current course change notification or material change processes, unless TEQSA have already indicated this will not be required during prior consultation.
- 2.3.6 If the course is eligible for FEE-HELP, a copy of the notification must also be made to the Department of Education via the HITS system.
- 2.3.7 In most cases the new course rules or major changes will only apply to new intakes of students into the course unless consultation and agreement has been obtained from most of the existing cohorts of students under 2.2.1.

## 2.4 Approval of Minor Course Changes

- 2.4.1 The relevant CAC should be formally consulted to review the changes.
- 2.4.2 Any recommended minor course changes must then be referred to the CSC for approval. The Chair of the CSC will then provide the Academic Board with a summary of the changes and recommendation for final approval.
- 2.4.3 Recommended changes to the CSC will constitute an updated draft version of the Course Handbook along with a covering letter explaining the proposed changes.
- 2.4.4 Minor course changes must be approved and finalised by no later than 1 August in the year prior to the change taking effect.
- 2.4.5 Once approved, the official Course Handbook can be updated prior to publication to students.
- 2.4.6 In most cases minor changes will apply to the units immediately for the next year or teaching period of offer onwards and may therefore impact students who were admitted to the course earlier but have not yet undertaken the amended unit(s) of study. Students so impacted should be informed as per 2.2.3.

## 2.5 Approval of Minor Unit Changes

- 2.5.1 The Course Coordinator is responsible for review and approval of all unit guides at least three (3) weeks prior to the start of the semester in which a unit is taught.
- 2.5.2 Minor unit detail changes can be approved by the Course Coordinator through this review process.
- 2.5.3 A copy of the unit guides, with comment on any minor changes and amendments, should go to the next meeting of the relevant CAC.

## 2.6 Late Changes to Unit Guides

- 2.6.1 Published unit guides are an agreement between the Institute and the enrolled student. Late changes (e.g., after publication to students) must be avoided if possible.

- 2.6.2 Where there are unavoidable and unexpected changes required, students enrolled in the unit must be informed of the need for a change immediately and given a chance for input or alternative options where possible.
- 2.6.3 Changes or alternative arrangements made must not negatively impact students enrolled in the unit nor change the substantive educational outcomes.

***End***