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Policy Document Approver	Council
Responsible Body/Person	Academic Board
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Superseded documents	Course Development, Approval and Review Procedures, Course Review and Reaccreditation Policy
Related documents	Courses Policy, Moderation Policy and Procedure, Annual Course Evaluation Procedure, Course Development and Approval Procedure, Course Review and Reaccreditation Procedure
Related HE Standards	HESF 5.3
Student Lifecycle Stage/s	N/A

1. PURPOSE

To outline how all AUT accredited courses will be developed, approved, reviewed and accredited.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the Policy Glossary. The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to all prospective and currently accredited AUT courses. It outlines the framework for (i) New Course Development, Approval and Accreditation, and (ii) Course review and Course reaccreditation.

4. POLICY STATEMENT

The AUT follows a rigorous process, including independent review, in the development, approval and accreditation of proposed new Courses. This process is conducted on an as needs basis.

The AUT also undertakes a comprehensive Course Review of each of its accredited Courses at least once every seven years.

The purpose of a New Course Development or a Course Review is to ensure that each award complies with the AQF, HESF, TEQSA standards and requirements, as well as AUT Policies and Procedures, and is of benefit to students, colleges, and other stakeholders.

In addition to the comprehensive Course Reviews, key summary data for Courses are collected annually by the AUT Quality team and monitored by the Academic Quality Committee (AQC). These data inform the annual Course Evaluation process. These annual course evaluations, and actions taken by Coursework Committee, Research Committee and Academic Board as a result, inform the comprehensive Course Reviews.

5. PRINCIPLES – NEW COURSE DEVELOPMENT AND APPROVAL

5.1 Requirements for New Courses

5.1.1 The development and approval of new Courses is overseen by the Academic Board.

5.1.2 The accreditation of new Courses is the responsibility of the Council.

5.1.3 All new Courses are to:

a. comply with the Australian Qualifications Framework (AQF), Higher Education Standards Framework [Threshold Standards] (HESF) and Tertiary Education Quality Standards Agency (TEQSA) requirements.
b. align with the AUT's Vision, Graduate Attributes and Strategic Plan
c. be shaped by current scholarship in both content and design.
d. be shaped by current research in both content and design.
e. have appropriate pedagogy.

5.2 New Course Proposal

5.2.1 With the exception of New Courses arising from a Course Review process, the process begins with a New Course Proposal to the Academic Board.

5.2.2 New Course Proposals can be submitted by any Affiliated Colleges or the AUT Office.

5.2.3 If the Academic Board decides that a New Course Proposal is not ready to proceed to the Course Development Panel phase, the Academic Board may request further information from those making the proposal, or may refuse the proposal.

5.2.4 If the Academic Board accepts the New Course Proposal, it then establishes a Course Development Panel.

5.3 Course Development Panel

5.3.1 Once the Academic Board establishes a Course Development Panel (CDP), the Chair of the Academic Board appoints the members of the CDP, including its Chair, as specified in the Course Development and Approval Procedure.

5.3.2 The CDP conducts itself in accordance with the criteria and processes outlined in the Course Development and Approval Procedure.

5.3.3 The CDP produces a CDP Course Report.

5.4 Independent, External Review Panel (IERP)

5.4.1 An Independent, External Review Panel (IERP) is appointed by the Chair of the Academic Board. It provides an evaluation of the processes and outcomes of the CDP Course Report and makes recommendations to the Academic Board in accordance with the Course Development and Approval Procedure.

5.5 Recommendation for Approval

5.5.1 The Academic Board receives and evaluates the CDP's Course Report and the IERP's Report.

5.6.2 The Academic Board may:

Approve and, if relevant, implement any recommendations made in the IERP report, and recommend to the Council that the Course be accredited for a period of up to seven years

OR

Not approve the recommendations made in the IERP report, and provide written reasons for its decision to the Council and recommend that the Course be accredited for a period of up to seven years, notwithstanding

OR

On the basis of the IERP's report, and providing written reasons for its decision, recommend to the Council that the Course not be accredited. If relevant, if may recommend actions to be taken to rectify concerns about the Course that would require a further Course Development Panel process.

5.6 Accreditation

5.6.1 The Council receives and evaluates the recommendations from the Academic Board. In response the Council may:

EITHER

Accept the Academic Board's recommendation to accredit or not accredit the Course

OR

Request the Academic Board provide more information. Upon receipt of this decide to accredit or not reaccredit the Course.

5.6.2 If the Course is within AUT's self-accrediting authority, and the decision of the Council is to accredit the Course, the Council will reaccredit the Course for a specified period of up to seven years. If the Course is outside of AUT's self-accrediting authority, and the decision of the Council is to seek accreditation for the Course, the Board will instruct the AUT Office to apply to TEQSA for the course to be accredited.

6. PRINCIPLES COURSE REVIEW

6.1 Monitoring of Courses through Annual Evaluation

6.1.1 All accredited AUT Courses are evaluated annually in accordance with the *Annual Course Evaluation Procedure*.

6.2 Comprehensive Course Review

6.2.1 A comprehensive review of each accredited Course is conducted at least once every seven years.

6.2.2 The Academic Board develops the schedule for comprehensive Course Reviews, incorporating a rolling cycle so that approximately one third of all accredited AUT courses are reviewed at least every two-to-three year period.

6.2.3 The Council approves the schedule of Course Reviews.

6.3 Course Review Panel

6.3.1 The Academic Board establishes a Course Review Panel (CRP) for a selected set of Courses and specifies a period in which the review is to be completed. The Chair of the Academic Board appoints the members of the CRP, including its Chair. The CRP conducts itself in accordance with the criteria and processes outlined in the Course Review and Reaccreditation Procedure.

The CRP produces a Preliminary Course Review Report and a Final Course Review Report.

6.4 Course Review Working Group

The Course Review Panel appoints one or more Course Review Working Group/s (CRWG) to undertake a Course Review for an individual Course or selected set of Courses, according to the criteria and processes outlined in the Course Review and Reaccreditation Procedure.

CRWG members are appointed by the Course Review Panel for the duration of the Group's work. There may be one or more CRWGs depending on the nature of the Courses under review.

The CRWG produces a CRWG Report which is incorporated by the CRP into the Preliminary Course Review Report,

6.5 Independent, External Review Panel (IERP)

An Independent, External Review Panel (IERP) is appointed by the Chair of the Academic Board. It provides an evaluation of the processes and outcomes of the Preliminary Course Review Report, and makes recommendations to the CRP in accordance with the Course Review and Reaccreditation Procedure.

6.6 Final Course Review Report

The Final Course Review Report is to include:

- An Executive Summary
- The Preliminary Course Review Report, incorporating the CRWG Report/s
- The IERP Report
- The CRP responses to the IERP Report, if any
- The CRP's Course Review outcomes, including a recommendation on whether or not the Course/s should be reaccredited

6.7 Recommendation for Reaccreditation

6.7.1 The Academic Board receives and evaluates the CRP's Final Course Review Report.

6.7.2 The Academic Board may

Approve and implement the recommendations made in the Final Course

Review Report and/or IERP report, making relevant changes, and recommend to the Council that the Course/s be reaccredited for a period of up to seven years

AND/OR

Not approve the recommendations made in the Final Course Review Report and/or the IERP report, and provide written reasons for its decision to the Council and recommend that the Course/s be reaccredited for a period of up to seven years, notwithstanding

AND/OR

On the basis of the Final Course Review Report and IERP's report, and providing written reasons for its decision, recommend to the Council that the Course/s not be reaccredited and outline an appropriate teach-out process for the Course/s, or recommended actions to be taken to rectify concerns about the Course/s that would require a further Course Review.

6.8 Reaccreditation

6.8.1 The Council receives and evaluates the recommendations from the Academic Board. In response the Council may

EITHER

Accept the Academic Board's recommendation to reaccredit or not reaccredit the Course/s

OR

Request the Academic Board provide more information. Upon receipt of this decide to reaccredit or not reaccredit the Course/s.

6.8.2 If the course is within AUT's self-accrediting authority, and the decision of the Council is to reaccredit the course, the Council will reaccredit the course for a specified period of up to seven years. If the course is outside of AUT's self-accrediting authority, and the decision of the Council is to reaccredit the course, the Board will instruct the AUT Office to apply to TEQSA for the course to be reaccredited.

6.8.3 Upon reaccreditation, all documentation relating to AUT courses referencing current accreditation periods are to be updated accordingly.

7. RELATED DOCUMENTS AND LEGISLATION

Australian Qualifications Framework (AQF)

https://www.aqf.edu.au/

Higher Education Standards Framework (Threshold Standards) 2021 (HESF)

https://www.legislation.gov.au/Series/F2021L00488

Tertiary Education Quality and Standards Agency (TEQSA)

https://www.teqsa.gov.au/

TEQSA Course accreditation and re-accreditation policy (Registered providers), 18 August 2020

https://www.teqsa.gov.au/latest-news/publications/course-accreditation-and-re-accreditation-policy

TEQSA Engaging an independent expert to undertake a review, April 2022

https://www.teqsa.gov.au/latest-news/publications/engaging-independent-expert-undertake-review

TEQSA Independent Experts engaged by providers, 11 September 2020

https://www.teqsa.gov.au/latest-news/publications/independent-experts-engaged-providers

TEQSA Guidance Note: External Referencing (including Benchmarking), Version 2.5, 16 April 2019

https://www.teqsa.gov.au/latest-news/publications/guidance-note-external-referencing-including-benchmarking

TEQSA Guidance Note: Academic Quality Assurance, Version 2.2 (11 October 2017)

https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-quality-assurance

TEQSA Guidance Note: Nested Courses of Study, Version 2.2 (13 August 2019)

https://www.teqsa.gov.au/latest-news/publications/guidance-note-nested-courses-study

TEQSA Guidance Note: Research and Research Training, Version 2.0 (12 September 2022)

https://www.teqsa.gov.au/latest-news/publications/guidance-note-research-and-research-training

8. REFERENCES

Use has been made of AUT's benchmarking partners' documents in developing this policy.

9. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	21 April 2021	21 April 2021	Document supersedes processes adopted as part of 2010 NSW SAA recognition. Pre 2022, Course Review was a component of Course Development, Approval and Review Procedure
2	Academic Board	6 August 2021	6 August 2021	Adjustment of Policy Updating HESF
3	Academic Board	15 November 2021	15 November 2021	Clarification of Policy

4	Academic Board / Council	28 October 2022 / 14 November	28 October 2022 / 14 November 2022	Separation of Course Review and Course Review Procedures into separate documents. Revision arising from Academic Governance and TEQSA feedback.
5	Vice-Chancellor	June 2025	June 2025	New policy format, minor editorial updates to implement university status.

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