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Policy Document Approver	Council
Responsible body/person	Academic Board
Approval date	14 November 2022
Effective date	14 November 2022
Review date	14 November 2024
Superseded documents	N/A
Related documents	Courses Policy, Moderation Policy and Procedures, Annual Course Evaluation Procedure, Course Review and Reaccreditation Policy
Related HE Standards	HESF 5.3
Student Lifecycle Stage/s	N/A

1. PURPOSE

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

The purpose of a Course Review is to ensure that each award continues to comply with the AQF, HESF, TEQSA standards and requirements, as well as AUT Policies and Procedures, and is of ongoing 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.

This document outlines the procedures to be undertaken for a comprehensive Course Review and Reaccreditation of all accredited AUT Courses in accordance with the Course Review and Reaccreditation Policy.

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. STEPS

STEP 1 COURSE REVIEWS

1.1 Course Review Schedule

The Academic Board develops the Course Review Schedule for all accredited AUT Courses.

The Course Review Schedule is structured as a rolling cycle, so that approximately one third of all accredited AUT Courses are reviewed at least every two-to-three-year period.

1.2 Remuneration of Course Review members

Any remuneration for a member of the Course Review Panel, Course Review Working Group(s) and/or the Independent, Expert Review Panel is determined by the Vice-Chancellor, and agreed to by the member before work commences.

STEP 2 COURSE REVIEW PANEL

2.1 Purpose

The Academic Board establishes a Course Review Panel (CRP) to facilitate the Course Review and Reaccreditation process for a Course or selected set of Courses. The CRP convenes and oversees the Course Review Working Group (CRWG), ensuring the CRWG adheres to this Procedure, and liaises with the CRP in conducting its review.

The CRP provides a Preliminary Course Review Report to the Independent, Expert Review Panel, and a Final Course Review Report with its recommendations to Academic Board, including whether (or not) to reaccredit the Course/s reviewed. The CRP generally completes its work within the period specified by the Academic Board.

2.2 Membership

The members of the CRP, including the CRP Chair, are appointed by the Chair of the Academic Board, generally for the duration of the review of the Course or selected set of Courses.

The CRP comprises two senior academic staff from different AUT Colleges, and two external senior academics. At least one member should have relevant industry experience.

The Vice-Chancellor assigns an AUT staff member to assist the CRP in overseeing the Course Review. In general, the Director of Teaching and Learning for Coursework awards, and the Director of Research for Research awards. They also may seek assistance from other AUT staff members on a needs basis, and are not members of the CRP.

STEP 3 COURSE REVIEW WORKING GROUP

3.1 Purpose

The CRP convenes a Course Review Working Group (CRWG) to review a Course or cluster of Courses. The CRWG reports its findings to the CRP for evaluation and revision (if necessary), within the period set by the CRP.

3.2 Membership

The members of the Course Review Working Groups (CRWG) are appointed by the CRP for the duration of the Group's work.

3.2.1 Coursework awards:

- AUT Director of Teaching and Learning (Chair)
- AUT Registrar
- Chair of Coursework Committee (or nominee)
- Two senior academics from different AUT Colleges, at least one with relevant industry experience
- One senior external academic with expertise in the field of study of the courses being reviewed

3.2.2 Research awards:

- AUT Director of Research (Chair)
- AUT Director of Teaching and Learning
- Chair of Research Committee (or nominee)
- Two senior research academics from different AUT Colleges, at least one with relevant industry experience
- One senior external research academic with expertise in the field of study of the courses being reviewed

3.3 Material supplied

3.3.1 Coursework awards

The AUT Office Quality Team provides the CRWG with a Course Data Pack for the Course/s being reviewed, with data since the last Course Review, which includes:

- Enrolments – demographics, entry method/s
- Admission, retention, attrition, completion report
- QILT data and relevant reports
- Grade array report
- Unit of Study Evaluation Survey data and reports

The Teaching and Learning Team provides the CRWG with:

- Current Course Outline – Course Rationale, Course Structure, Admission Requirements, Articulation Options, Exit Options, alignment mapping of Graduate Attributes with Course Learning Outcomes
- Current Core Unit Outlines – Unit Learning Outcomes, Sample of Assessments, Indicative or Sample Bibliography
- Any Evaluations of Courses, noting any significant concerns sent to Academic Board, and subsequent responses
- Course modifications since previous review, and implementation reports

- Relevant minutes regarding the Course/s being reviewed from Coursework Committee and Academic Board
- Summary of moderation reports, adjustments made, implementation reports
- Professional accreditation, if any
- Other relevant data, if requested, by CRWG via the Director of Teaching and Learning

3.3.2 Research awards

The AUT Office Quality Team provides the CRWG with a Course Data Pack for the Course/s being reviewed, with data since the last Course Review, which includes:

- Enrolments – demographics, entry method/s
- Admission, retention, attrition, completion report
- QILT data and relevant reports
- Any relevant Unit of Study Evaluation Survey data and reports (Doctor of Ministry only)

The Research Team provides the CRWG with:

- A report on Annual Progress Reports for Research candidates
- Current Course Outline – Course Rationale, Course Structure, Admission Requirements, Articulation Options, Exit Options, alignment mapping of Graduate Attributes with Course Learning Outcomes
- Any Evaluations of Courses, noting any significant concerns sent to Academic Board, and subsequent responses
- Course modifications since previous review, implementation reports
- Current research status of supervisors
- Relevant minutes regarding the Course/s being reviewed from the Research Committee and Academic Board
- Other relevant data, if requested, via the Director of Research

Doctor of Ministry only

- Current Core Unit Outlines – Unit Learning Outcomes, Typical Assessments, Sample Bibliography
- Summary of moderation reports, adjustments made, implementation reports

STEP 4 COMPREHENSIVE COURSE REVIEW PROCESS

4.1 The Course Review Working Group (CRWG) reviews the Course, including, as appropriate:

- Annual Course evaluations

- Annual Progress Reports for Research Students
- Comparator courses in other institutions
- Use of current scholarship of teaching and learning related to theological education, and more broadly where relevant
- Recent advances in scholarship across the affiliated colleges, and outputs from the AUT's Research and Scholarship Networks
- Consultation with, and feedback from, students, graduates, academic staff, Colleges, and stakeholders for the Course under review, which may include:
    - SES and GOS survey feedback from current students and recent graduates
    - An opportunity for academic staff and Colleges to make submissions
- Review and analysis of course performance since last accreditation
- Statement describing the design for the course, including:
    - Rationale, including expected graduate employment opportunities
    - Qualification/s to be awarded on completion
    - Admissions criteria
    - Course Learning Outcomes, methods of assessment, indicative student workload, and benchmarking partner comparator courses
    - Rationale for relationship between Course Learning Outcomes, AQF level specifications, selected Unit Learning Outcomes and Unit Assessment, and Summary Table mapping this alignment
- Structure, duration and mode/s of delivery
- A representative sample of Core and Elective Unit Learning Outcomes
- List of available units of study, identifying Core or Elective
- Exit pathways, articulation arrangements, pathways to further learning
- Research content for Bachelor (Hons), Master of Theology or Doctoral awards, where relevant
- Register of academics approved to teach AUT Courses, including maximum AQF level of instruction
- Evidence of equivalent academic or professional experience relevant to policy criteria, based on Register of academic approval information and Faculty Qualification Policy
- How consistency of standards and outcomes is monitored and achieved where delivery occurs across the AUT Consortium

- Recent instances of best practice or of improvements in course or unit design, delivery and assessment as well as in the field of theological education more broadly related to coursework units

For coursework courses, the CRWG also reviews a representative sample of Core and Elective Unit outlines and guides for Courses, including:

- Unit Learning Outcomes
- Level
- Credit points
- Prerequisites / corequisites
- Typical content / topics
- Typical assessment tasks and weighting
- Student workload and volume of learning
- Delivery mode/s
- Work-integrated learning, if applicable
- Specialised facilities or equipment, if applicable
- Typical prescribed and recommended texts/resources for the unit
- Moderation Reports
- Report of professional accreditation body and response, if applicable

4.2 CRWG Report

4.2.1 For the Courses reviewed the CRWG Report evaluates:

- Alignment with the AUT's Identity, Purpose, Mission, and Graduate Attributes and Strategic Plan
- Relevance of the Rationale and Course Learning Outcomes
- Design, content, delivery and assessment of Courses, and sample units which comprise it, where relevant, and how they:
    - Ensure the Graduate Attributes are fostered
    - Ensure the Course Learning Outcomes are achieved
    - Meet professional accreditation, if applicable
    - Compliance with the Higher Education Standards Framework and the Australian Qualifications Framework
    - Any other matter/s which may affect the viability, sustainability and quality of the course
    - The CRWG also ensures their report adheres to relevant privacy

requirements

4.3 The CRP liaises with the CRWG about adjustments, if any, to the CRWG Report.

The CRP produces a Preliminary Course Review Report, incorporating the CRWG Report, and sends it to the Independent, External Review Panel (IERP).

STEP 5 INDEPENDENT, EXTERNAL REVIEW PANEL (IERP)

5.1 Purpose

The Chair of the Academic Board appoints an Independent, External Review Panel (IERP) to evaluate the Preliminary Course Review Report, which incorporates the CRWG Report, and to submit its IERP Report to the CRP.

5.2 Membership

IERP members are appointed by the Chair of the Academic Board for the duration of the Panel's work.

The IERP is comprised of at least two independent, external reviewers, with at least one expert having expertise in theology/divinity/biblical studies.

The IERP is supported by an AUT staff member assigned by the Vice-Chancellor, generally, the Director of Teaching and Learning for Coursework awards and the Director of Research for Research awards.

5.3 Review Process

The IERP evaluates the Preliminary Course Review Report, which incorporates the CRWG Report, by:

- Ensuring the CRWG followed the requirements of this Procedure
- Identifying any errors in the CRWG's process
- Identifying any areas for commendation concerning the output of the CRWG
- Identifying any areas for changes or improvement concerning the CRWG

5.4 IERP Report

The IERP Report to the CRP is comprised of:

- An Executive Summary
- An Evaluation of the CRWG's work
- Commendations, if any
- Proposals for changes, if any
- Proposals for improvement, if any

Once the IERP Report is submitted to the CRP, the work of the IERP is complete.

STEP 6 FINAL COURSE REVIEW REPORT

The CRP receives and considers the IERP Report and its proposals. The CRP may send the IERP Report to the CRWG for consideration and may request further work and/or changes in line with its proposals. Once the CRP is satisfied with any changes proposed by the CRWG, the work of the CRWG is complete.

If the CRP decides against implementing some or all of the IERP's proposals, it will communicate its reasons for doing so to the Academic Board in its Final Course Review Report.

STEP 7 ACADEMIC BOARD

7.1 Final Course Review Report

The CRP submits its Final Course Review Report to the Academic Board, typically by the Director of Teaching and Learning for Coursework awards, and the Director of Research for Research awards, which is to include:

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

Once the CRP submits its Final Course Review Report to Academic Board, its work is complete.

7.2 Decision of Academic Board

The Academic Board receives and evaluates the Final Course Review Report and 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 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.

In this case it must communicate in writing to the Council the reasons for their decision and recommendation.

STEP 8 COUNCIL

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.

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.

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

The Coursework Committee, Research Committee, Academic Quality Committee and relevant AUT staff provide reports of progress on any post Course Review requirements from the Academic Board.

4. 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 Procedure Updating HESF

3	Academic Board	15 November 2021	15 November 2021	Clarification of Procedure
4	Academic Board / Council	28 October 2022 / 10 November 2022	28 October 2022 / 10 November 2022	Separation of Course Review and Course Review Procedures into separate documents. Revision arising from Academic Governance and TEQSA feedback.

Any hard copy of this electronic document may not be current as the AUT regularly reviews its procedures. The latest version is found online at *actheology.edu.au/documents*

Appendix 1: Summary table of processes involved in course review and reaccreditation

