

Course Review Procedures

Section 1 - Purpose and Scope

(1) These Procedures set out how Course Reviews are conducted.

Scope

(2) These Procedures apply to all coursework courses.

Course Review Process

Instigation of Review

(3) The Academic Quality, Standards and Integrity Policy describes how scheduled and ad hoc Course Reviews are instigated.

Terms of Reference

(4) The terms of reference and time for completion for the Course Review will be determined by the Chair, Academic Board in consultation with the Pro Vice Chancellor (Academic Quality) and relevant Head of School/College.

Determining who will conduct the review

(5) A Course Review will be conducted by a Review Panel consisting of one or more experts as specified in clause (16) of the Academic Quality, Standards and Integrity Policy.

(6) The relevant Head of School/College will propose the names of three external experts to the Chair, Academic Board, together with brief CVs or relevant website links.

(7) After consultation with the Pro Vice Chancellor (Academic Quality), the Chair, Academic Board may select reviewers from the list of proposed external experts or reject all names and ask the relevant Head of School/College to provide a further list, and advise the next meeting of Academic Board of the decision.

(8) In most cases, only one external expert will be selected, however, multiple external experts may be selected by the Chair, Academic Board where the suite of courses under review is complex or spans multiple discipline areas. In such cases, the relevant Head of School/College may be required to nominate more than three external experts under clause (6).

(9) When the panel consists of more than one expert, the Chair, Academic Board, in consultation with the Pro Vice Chancellor (Academic Quality), will nominate one of the external appointees as Chair of the Review Panel.

Course Review Submission

(10) Upon instigation of either a scheduled or ad hoc Course Review:

- a. the Course Coordinator will develop a Course Summary Report detailing the findings of the previous annual Course Reports for inclusion in the Course Review Submission; and

- b. the relevant Head of School/College, in consultation with School/College Board, will produce a Course Review Submission in accordance with the [Course Review Submission Guidelines](#).

(11) The Head of School/College must consult with other relevant Schools/Colleges when compiling the Course Review Submission to ensure that all the issues relevant to double degrees and combined degrees are appropriately considered.

Provision of the Course Review Submission

(12) At least four weeks prior to the commencement of the review, the relevant Chair of School/College Board will provide the Secretary of the Course Review with the Course Review Submission.

(13) The Secretary will provide the Course Review Submission and all other relevant materials to the Chair of the Review Panel and the Office of Planning, Quality and Review as soon as practicable after receipt of the Course Review Submission.

(14) The Chair of the Review Panel will discuss with the Secretary any interviews and additional material required.

(15) The Head of School/College, through the Secretary, will ensure all reasonable requests for information made by the Review Panel are met and organised in advance of the review.

(16) The Review Panel will:

- a. consider the Course Review Submission, additional reference material and submissions received;
- b. meet with or interview relevant people (normally including the Head of School/College and Chair of School Board); and
- c. explore any other matters of interest within the terms of reference for the review.

(17) The Review Panel will normally undertake the review over a two-day period.

Report of the Review: Timing and Dissemination

(18) The Review Panel will produce a Course Review Report which:

- a. addresses the terms of reference for the review;
- b. provides commendations, affirmations and recommendations for change; and
- c. provides a justified recommendation regarding accreditation and the period of accreditation up to a maximum of seven years.

(19) The Course Review Report will be provided to the Secretary within four weeks of the review.

(20) Upon receipt, the Secretary will distribute the Course Review Report to the:

- a. Chair, Academic Board;
- b. Pro Vice Chancellor (Academic Quality); and
- c. Vice Chancellor.

Implementing the Review Outcomes

(21) The Chair, Academic Board will consult with the Vice Chancellor and Pro Vice Chancellor (Academic Quality) and provide a response to the recommendations of the Course Review Report to the:

- a. Head of the relevant School/College;

- b. Academic Board for action under clause (19) of the Academic Standards, Quality and Integrity Policy;
- c. Vice Chancellor; and
- d. Pro Vice Chancellor (Academic Quality).

(22) Within 12 weeks of receiving the response of the Academic Board, the Head of School/College in consultation with the School Board and Pro Vice Chancellor (Academic Quality) will develop a five year implementation plan to address the recommendations of the Report and the responses of the Chair, Academic Board and Academic Board.

(23) One year after receipt of the Course Review Report, the Head of School/College will provide an update on the course delivery (or removal) and curriculum aspects of the Implementation Plan to the School/College Board, which will then forward to Academic Board with any additional commentary.

Status and Details

Status	Historic
Effective Date	1st November 2020
Review Date	1st November 2023
Approval Authority	Chair, Academic Board
Approval Date	4th September 2020
Expiry Date	1st November 2020
Head of Work Unit	Andrew Rose Chair, Academic Board +61 2 66203189
Enquiries Contact	Office of the Pro Vice Chancellor (Academic Quality)