

Course Review Procedures

Section 1 - Purpose and Scope

Purpose

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

Scope

(2) These Procedures apply to all coursework courses.

Section 2 - Procedures

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) in consultation with the relevant Executive Dean or College Dean.

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](#). The Review Panel will be chaired by an independent expert, selected in accordance with the [TEQSA Guidance Note – Independent Experts engaged by providers](#).

(6) The relevant Executive Dean or College Dean will propose the names of three independent experts to the Pro Vice Chancellor (Academic Quality) together with brief CVs or relevant website links.

(7) The Pro Vice Chancellor (Academic Quality) may select reviewers from the list of proposed independent experts or reject all names and ask the relevant Executive Dean or College Dean to provide a further list, and advise the next meeting of Academic Board of the decision.

(8) In most cases, only one independent expert will be selected, however, multiple independent experts may be selected by the Pro Vice Chancellor (Academic Quality) where the suite of courses under review is complex or spans multiple discipline areas. In such cases, the relevant Executive Dean or College Dean may be required to nominate more than three independent experts under clause (6).

(9) When the panel consists of more than one independent expert, the Chair, Academic Board, in consultation with the Pro Vice Chancellor (Academic Quality), will nominate one of the independent experts 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 Executive Dean or College Dean, in consultation with Faculty Board, will produce a Course Review Submission in accordance with the Course Review Submission Guidelines.

(11) The Executive Dean or College Dean must consult with other relevant Faculties and 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 Executive Dean or College Dean 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 Business Intelligence and Quality 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 Executive Dean or College Dean, 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 Executive Dean or College Dean and Faculty Board Chair); 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 Pro Vice Chancellor (Academic Quality) will provide a response to the recommendations of the Course Review Report to the:

- a. Executive Dean or College Dean;
- b. Chair, Academic Board for action under clause (19) of the [Academic Quality, Standards and Integrity Policy](#);
and
- c. Vice Chancellor

(22) Within 12 weeks of receiving the response, the Executive Dean or College Dean in consultation with the Faculty Board and Pro Vice Chancellor (Academic Quality) will develop a five year implementation plan to address the recommendations of the Report and the responses to it.

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

Status and Details

Status	Current
Effective Date	16th May 2022
Review Date	16th May 2025
Approval Authority	Chair, Academic Board
Approval Date	13th May 2022
Expiry Date	Not Applicable
Responsible Executive	Thomas Roche Pro Vice Chancellor (Academic Quality) +61 2 66269148
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