

# Course Development, Approval, Amendment and Discontinuation Policy

## Purpose

1. This Policy provides the broad framework through which Global Higher Education (GHE) develops, approves, amends and discontinues higher education courses in accordance with all relevant regulatory requirements including Standard 5.1 (Course Approval and Accreditation) of the *Higher Education Standards Framework (Threshold Standards) 2021*, the *Australian Qualifications Framework (AQF)*, the *ESOS Framework*.

## Scope

2. This Policy applies to all higher education courses developed, approved and delivered by GHE.
3. Details of the GHE approach to course design are described in the **Course Design Policy**.
4. Provisions for the ongoing monitoring and comprehensive review of GHE courses are outlined in the **Course and Unit Review Policy**.

## Definitions

5. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

## Suite documents

6. This Policy is linked to the Course Development, Approval, Amendment and Discontinuation Procedure.

## Policy

### Principles

#### *Course development and approval*

7. GHE's course profile and disciplinary focus is formally reviewed by the Board of Directors every four years, in conjunction with the review of the GHE Strategic Plan.
8. Proposals for the development of new higher education courses may be initiated at any time, by any member of the GHE community, but must be submitted by the Chief Executive Officer to the Board of Directors via the *Initial New Course Development Authorisation Form*.
9. In considering such proposals for approval, the Board must consider whether the proposed new higher education course is in line with GHE's strategic direction. The consideration will include assessment of current and expected future demand.
10. If the new course is approved for development the Board of Directors will then delegate:
  - a) the oversight of course development to the Academic Board;
  - b) the development of a full business case including the outcomes for graduates and communities, financial viability, and assurance regarding provision of adequate resources for the delivery of the course to the Chief Executive Officer.

11. In accordance with its Terms of Reference the Academic Board has authority to delegate course development to the Course Development and Advisory Committee which includes independent academic and industry experts.
12. The development of new courses will comply with the **Course Design Policy**, and the relevant requirements of the *Higher Education Standards Framework (Threshold Standards) 2021*, including the following elements:
  - a) the diversity of the student cohort and learning needs associated with the student cohort;
  - b) entry and exit pathways including access to further study or employability;
  - c) admissions standards to ensure the integrity of the course, including Recognition of Prior Learning (RPL) and the granting of credit;
  - d) the framework for work-integrated learning where applicable;
  - e) professional accreditation requirements;
  - f) current and projected resources required to deliver the course including the academic and support staff profile and the ongoing needs of staff and students to achieve positive outcomes for students.
13. Following the development and internal review of a proposed course, the Academic Board will instruct the Academic Director to commission an external review of the course/s by an independent, credentialed and experienced disciplinary expert/s as per the **Course and Unit Review Policy** and consider all recommendations as part of the course development and approval process, prior to approving the course for endorsement to the Board of Directors.
14. When considering a course for endorsement, the Board of Directors must be satisfied that GHE is able to apply and sustain adequate resources for delivery of the course/s via approval of the Business Case and that it is in line with the approved Workforce Plan.
15. The Board of Directors has ultimate authority for approving that an application for accreditation can be submitted to TEQSA.
16. As a non-self-accrediting higher education provider, higher education courses must not be marketed or offered until the course has been successfully accredited by TEQSA and all approvals are in place from professional bodies where applicable.

#### *Course amendments*

17. GHE recognises that there is an ongoing need for continual improvement to courses to maintain currency and relevancy. Any proposal for the amendment or development of new units within an accredited course must be approved by the Academic Board (and potentially be submitted to TEQSA for approval as outlined in the Procedure linked to this Policy), and be supported by reference to outcomes of ongoing quality assurance activities, external review, benchmarking, and/or industry consultation.

#### *Course discontinuation*

18. A strategic decision to discontinue a course from GHE's course profile must be approved by the Board of Directors in consultation with the Academic Board and be based on risk to financial sustainability (load and revenue), compliance, academic integrity, student success, or other identified risks. GHE must notify TEQSA and any other relevant body when a decision to discontinue a course of study has been made.
19. A decision leading to the discontinuation of a higher education course, whether initiated by GHE, by TEQSA or any other regulatory or accreditation body, must be managed by GHE in line with the **Course Teach-Out Policy** and an associated Teach-Out Plan to ensure transparency, to protect student's rights, to ensure GHE fulfils its regulatory and student obligations including for refunds and tuition protection, and to mitigate undue negative impact and/or distress to students and staff.

20. GHE retains Intellectual Property rights of all courses developed under this Policy and as outlined in the **Intellectual Property and Copyright Policy**.

### Associated information

<b>Related Internal Documents</b>	<p>Course Development, Approval, Amendment and Discontinuation Procedure</p> <p>Initial New Course Development Authorisation Form</p> <p>New Course Approval Form</p> <p>Governance Framework</p> <p>Assessment Policy</p> <p>Course and Unit Review Policy</p> <p>Course Design Policy</p> <p>Course Teach-Out Policy</p> <p>Course Teach-Out Plan Template</p> <p>Intellectual Property and Copyright Policy</p> <p>Quality Assurance Policy</p> <p>Student Fees, Charges and Refunds Policy</p> <p>Work-Integrated Learning Placement Policy</p> <p>Glossary of Terms</p>
<b>Related Legislation, Standards and Codes</b>	<p><i>Tertiary Education Quality and Standards Agency Act 2011</i></p> <p><i>Higher Education Standards Framework (Threshold Standards) 2021</i></p> <p><i>Education Services for Overseas Students (ESOS) Act 2000</i></p> <p><i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i></p>
<b>Date Approved</b>	20 December 2019
<b>Date Endorsed</b>	10 April 2020
<b>Date of Effect</b>	10 April 2020
<b>Date of Review</b>	June 2026
<b>Approval Authority</b>	Academic Board
<b>Policy Custodian</b>	Academic Director
<b>PinPoint DocID</b>	2508

## Change history

Version Control		Version 1.7
Change Summary	22-Oct-19	V1.0 draft to Board of Directors (BoD) meeting for consideration and recommended to the Academic Board (AB) for further development with minor amendments
	11-Dec-19	V1.1 draft incorporating BoD requested amendments approved by AB 20-Dec-19
	7-Feb-20	V1.2 revised version incorporating requested amendments approved by AB 7-Feb-20 and recommended to the BoD for endorsement with minor amendment
	21-Feb-20	V1.3 revised version for BoD endorsement 21-Feb-20, BoD requested further amendments regarding approval process
	10-Apr-20	V1.4 revised version addressing BoD requested changes approved by AB 30-Mar-20 by Flying Minute and endorsed by BoD 10-Apr-20
	10-Jul-20	V1.5 administrative updates
	4-Dec-20	V1.6 minor amendment approved by Academic Director removal of ambiguity relating to external reviews (cl13)
	29-Jun-23	V1.7 administrative updates approved following TEQSA registration

Warning - Document uncontrolled when printed! The current version of this document is maintained on the GHE website at <https://www.globalhe.edu.au/policy>