

COURSE ACCREDITATION PROCEDURES



Current version in effect from: 1 Jan 2020
Approved by Academic Board: 22 Nov 2013
Revised by Academic Board: 13 Jun 2014, 18 Sep 2015, 13 Apr 2018, 15 Nov 2019

Related Documents

Course Policy

Regulation 3: *Colleges*

1. Definitions

- 1.1 'Classroom mode' means an award taught wholly or primarily through face-to-face contact between students and teachers, including intensives, study tours, supervised reading units, and live-streamed classes. An award taught in classroom mode may include units taken in online mode.
- 1.2 'Online mode' means an award that can be delivered wholly online.
- 1.3 'Overseas students' means awards available to students on an Overseas Student Visa. To be available to a College, these awards must be registered on CRICOS by the University.

2. Schedules to Regulation 3

- 2.1 Under Regulation 3.8 the Academic Board makes Schedules to Regulation 3 to establish the accreditation of Colleges to offer awards of the University. The Schedules must specify any conditions or extensions to the accreditation, including circumstances where:
 - a) the College is only permitted to offer the award in conjunction with another College or Colleges of the University
 - b) the College is permitted to offer the award in online mode
 - c) the College is permitted to offer the award to overseas students
 - d) the College is permitted only to teach out existing students in a discontinued award.
 - 2.2 A College may seek approval to offer an award, to vary or remove an accreditation to offer an award by application to the Dean of Academic Programs or, in the case of higher degrees by research, the Dean of the School of Graduate Research. The Dean must bring the application together with a report and recommendation to the Academic Board for approval.
- #### 3. Requirements for accreditation
- 3.1 Prior to accrediting a College to offer any award, the Academic Board must be satisfied that the College has sufficient resources to offer that award, including:
 - a) appropriately qualified academic staff

- b) accredited units relevant to the award or a plan to accredit such units which is approved by the Academic Board
- c) sufficient library resources.

3.2 Prior to accrediting a College to offer an award at a level of the *Australian Qualifications Framework* at which it has not previously been accredited, in addition to the requirements of 3.1, the Academic Board:

- a) may require the College to undergo an academic audit according to specifications made by Academic Board
- b) must receive a report from the Dean of Academic Programs confirming that the College's academic staff are appropriately qualified to teach at the new AQF level and that the College has an appropriate staff development program in place to support the new AQF level.

3.3 Prior to accrediting a College to offer an award wholly in online mode, the Academic Board must be satisfied that in addition to the requirements of 3.1, the College has sufficient resources to offer that award online, including:

- a) appropriately qualified academic staff with experience in online learning
- b) support services for students studying wholly online.

The College must submit a statement of no more than two pages describing the College's approach to online learning for approval by Academic Board.

3.4 Prior to accrediting a College to offer an award to overseas students, the Academic Board must be satisfied that in addition to the requirements of 3.1, the College has support services for overseas students sufficient to meet, in conjunction with the University, the requirements of the *Education Services for Overseas Students Act*.

4. Conditions on accreditation

4.1 The Academic Board may impose conditions on the accreditation of a College to offer an award of the University.

4.2 The Academic Board may accredit a College to offer an award, or to offer it in online mode or to overseas students, in partnership with another College or Colleges. In such cases the Academic Board must be satisfied that the partnership is secure and sustainable.

4.3 If the University has reasonable cause to believe that such conditions are not being met at any time, the Chair of Academic Board must be informed immediately. The Chair is responsible for ensuring that appropriate action is taken to resolve any issues. If resolution is not achieved, the Chair may advise the Academic Board to give 30 days' notice to the College that its accreditation may be terminated. If such notice is given and the conditions are not met after 30 days' notice, the accreditation may be terminated by the Academic Board and any tuition assurance arrangements activated.

5. Requirements for removal or variation of accreditation

- 5.1 The Academic Board may remove or vary the accreditation of a College to offer an award of the University provided that:
- a) the College has requested that the accreditation be removed or varied; or
 - b) the Academic Board has received a report demonstrating reasons why the accreditation should be removed or varied, and the College has been given a reasonable opportunity to make independent comment to the Academic Board on the report.
- 5.2 Prior to removing the accreditation of a College to offer an award, the Academic Board must be satisfied that the University has made arrangements for any students enrolled in that award at that College to complete their studies.
- 6. Date of next review**
- 6.1 These Procedures are to be reviewed no later than 31 December 2022.