

COURSE MODIFICATION PROCEDURES



Approved by Academic Board: 20 February 2015

Revised by Academic Board: 13 April 2018

1 Course Modification

- 1.1 Academic Board has oversight of the development, modification and review of courses and must be consulted by the Council prior to any changes to the Regulations governing courses. Proposals for modification of courses are presented to Academic Board by the Director of Learning and Teaching (in the case of coursework awards) or the Director of Research (in the case of higher degrees by research).
- 1.2 Modification of a course may be proposed at any time and does not affect the regular cycle of course reviews unless Academic Board determines otherwise.
- 1.3 A proposal to modify a course is classified as either major and minor for procedural purposes.
 - a) Major modification is a substantial change to the course. This includes: substantial variation to the title of the award, the Rationale, Course Outcomes, or Course Structure; combination of two or more courses; the addition of a new Program. Major modification of a course requires the appointment of a Course Modification Panel to review the proposed changes prior to its presentation to the Academic Board.
 - b) Minor modification is a minor change to the course. This includes: editorial changes to the title of the award or the Rationale; alteration of one or two Course Outcomes; addition, amendment, or removal of up to 50% of the units available or required for the course. Minor modification of a course requires the approval of the relevant Director and the Academic Board.
 - c) A proposal to terminate a course may be treated as a minor modification for procedural purposes, provided that sufficient evidence is provided in the proposal to assist Academic Board and the Council to understand the reasons for termination and to assure them that robust measures are in place to assist students whose studies may be disadvantaged by termination of the course.

2 Course Modification Proposal

- 2.1 A Course Modification Proposal may relate to a single course, a set of nested courses, or combination a group of courses.
- 2.2 A Course Modification Proposal is initiated by a Sponsor. A Sponsor may be:
 - a) One or more Colleges which currently offer the course
 - b) One or more Colleges which wish to offer the course
 - c) Academic Board or one of its Committees
 - d) Council.

- 2.3 The Sponsor submits the Course Modification Proposal to the relevant Director. The Course Modification Proposal must:
- a) identify the nature of and rationale for the proposed course modification
 - b) describe what steps have been taken to consult all Colleges currently offering the course and identify the outcomes of such consultation, including details of any disagreement with the final proposal
 - c) describe the impact of the proposed modification on students enrolled in the course and measures proposed to address any negative consequences for students
 - d) recommend that the Course Modification Proposal be treated as a major or minor modification for procedural purposes
 - e) in the case of a major modification, recommend the appointment of a Course Modification Panel including the proposed Chair and members and details of their qualifications
- 2.4 On receipt of a Course Modification Proposal, the Director of Learning and Teaching (in the case of coursework awards) or the Director of Research (in the case of higher degrees by research) determines whether the Course Modification Proposal is to be treated as a major or minor modification.

3 Minor Course Modification

- 3.1 In the case of a minor course modification the relevant Director may either:
- a) recommend the Course Modification Proposal to Academic Board; or
 - b) return the Course Modification Proposal to the Sponsor for amendment.
- 3.2 Where the Course Modification Proposal is approved by the Director, the Director must prepare a Course Modification Implementation Plan prior to submission to Academic Board. The Course Modification Implementation Plan must include any necessary revisions to the Regulations and Determinations to give effect to the Course Modification Proposal.
- 3.3 When a Course Modification Proposal and Course Modification Implementation Plan are submitted to Academic Board, the Academic Board may
- a) accept the Course Modification Proposal; or
 - b) reject the Course Modification Proposal; or
 - c) return the Course Modification Proposal to the Sponsor for amendment.
- If the Course Modification Proposal is accepted the Academic Board must accept or amend the Course Modification Implementation Plan.
- 3.4 Implementation of a minor course modification, including proposal to Council of changes to the relevant Regulation, should occur within one year of acceptance of the Course Modification Proposal by Academic Board.

4 Major Course Modification

- 4.1 In the case of a major course modification the relevant Director may either:
- a) recommend the Course Modification Proposal and the appointment of a Course Modification Panel to Academic Board; or
 - b) return the Course Modification Proposal to the Sponsor for amendment.
- 4.2 When a Course Modification Proposal and the appointment of a Course Modification Panel is recommended to Academic Board, the Academic Board may:
- a) appoint a Course Modification Panel to report on the Course Modification Proposal; or
 - b) reject the Course Modification Proposal; or
 - c) return the Course Modification Proposal to the Sponsor for amendment and resubmission to the relevant Director.
- 4.3 A Course Modification Panel appointed by Academic Board must report to Academic Board within twelve months of its appointment. The Panel is disbanded once its report is submitted to Academic Board. The size and composition of the Course Modification Panel is determined by Academic Board. The membership of the Course Modification Panel must include but is not limited to:
- a) An academic accredited by the University with relevant expertise; and
 - b) An external academic with relevant expertise or an external stakeholder representative at senior level; and
 - c) An officer of the Office of the Vice-Chancellor or of a College of the University with knowledge of course development processes.
- Where appropriate, a Course Modification Panel should include a current or recent student in the course.
- 4.4 The report of the Course Modification Panel must:
- a) recommend to Academic Board whether or not it should proceed with the Course Modification Proposal, either in its original or in an amended form
 - b) indicate the reasons for its recommendation, including the results of any consultation undertaken
 - c) where any change to the course is proposed, demonstrate that the modified course continues to meet the criteria set out in the Course Policy
 - d) where any change to the course is proposed, describe the impact of the proposed modification on students enrolled in the course and the effectiveness of measures proposed to address any negative consequences for students
 - e) where any change to the course is proposed, include a Course Modification Implementation Plan prepared in consultation with the Office of the Vice-Chancellor that includes any necessary revisions to the Regulations and

Determinations and how the changes to the course are to be communicated to staff and students.

- 4.5 The report of the Course Modification Panel must be placed before the relevant Director for consideration prior to submission to Academic Board. The Director may
- a) recommend to Academic Board the adoption of the report of the Course Modification Panel; or
 - b) recommend to Academic Board the rejection of some or all of the report of the Course Modification Panel; or
 - c) provide a comment to Academic Board on the report of the Course Modification Panel.
- 4.6 Following consideration of the relevant Director, the report of the Course Modification Panel is submitted to Academic Board. The Academic Board may
- a) accept or reject the report; and
 - b) accept, reject or amend the recommendations of the report in whole or in part; or
 - c) take such other action as it determines.
- 4.7 Implementation of a major course modification, including proposal to Council of changes to the relevant Regulation, should occur within two years of acceptance of the Course Modification Proposal by Academic Board.

5. Date of next review

- 5.1 These Procedures are to be reviewed no later than 31 December 2022.