

# Course of Study Revision Policy

## Section 1 - Purpose

(1) This Policy supports the continual enhancement of the quality, integrity and relevance of the University's suite of award courses of study (courses) and documents the process by which courses can be subject to revision.

### Scope

(2) This Policy applies to all Macquarie University award courses that align with the categories of the [Australian Qualifications Framework](#) excluding Graduate Research Degrees at the University.

(3) This Policy does not apply to new units of study or course components for delivery in a new course of study which is being finalised for Accreditation (see [Course of Study Accreditation Policy](#)).

(4) This Policy does not apply to non-award programs of study with the exception of the following programs offered by the Macquarie University College:

- a. Standard Foundation Program;
- b. Intensive Program; and
- c. Masters Qualifying Programs.

## Section 2 - Policy

(5) Course revision processes ensure that any changes to a course, including revisions to any of its constituent parts (i.e. units and/or course components):

- a. have been approved through an academic governance process;
- b. continue to comply with all institutional policies; and
- c. continue to meet agreed institutional, disciplinary and regulatory standards regarding expected quality in education and the student experience.

(6) Changes to a course that fundamentally alter the expected outcomes, design and/or delivery requiring markedly different graduate capabilities and/or a capacity to meet new community expectations, do not constitute a revision and require a new course proposal.

(7) A course revision does not change the timing for the monitoring, review or Reaccreditation of a course unless specifically stated.

## Section 3 - Procedures

(8) A proposed revision to a course and/or any of its constituent parts is completed by the relevant authority in the [Curriculum Management System](#).

(9) In completing the proposal for approval, appropriate consultation should be undertaken to confirm that the revisions of a course or any of its constituent components ensure that:

- a. students can continue to meet relevant learning outcomes of the course and/or unit and/or course component; and
- b. the proposed revision/s to the course or any of its constituent parts will not impact on the successful delivery of another approved course.

(10) A management plan may be required to be submitted to the relevant approval authority, where a revision to a course impacts the timely progression of students:

- a. currently enrolled within that course; and/or
- b. currently enrolled in another award course (with an internal or external provider) where there is an approved articulation pathway to the course that is being revised.

(11) Where a management plan is required (in accordance with clause 10), this must:

- a. outline how impacted students will be managed to mitigate the impact of the revision to their ability to complete their studies in a timely fashion;
- b. include, where relevant, any proposed dates by which impacted students must complete their studies in order to mitigate the impact to their timely completion; and
- c. include, where relevant, a communication strategy that ensures all impacted students are made aware of the revision to the course, the manner in which the revision is impacting them and any relevant dates in accordance with clause 11(b).

(12) Approval of a revision to a course and/or any of its constituent parts is conducted in alignment with the [Delegations of Authority Register](#) (Section 5).

## Section 4 - Guidelines

(13) Nil.

## Section 5 - Definitions

(14) The following definitions apply for the purpose of this Policy:

- a. Accreditation means the process where the design of a new academic item (course, course component or unit) is undertaken followed by the submission of an academic case through the pertinent academic governance process.
- b. [Curriculum Management System](#) means the University's 'point of reference' as the repository for all curriculum information including courses, course components (majors, specialisations, and minors) and units.
- c. Reaccreditation means the process where the formal appraisal of a course against institutional and course specific domains takes place, involving a group of academic, professional experts and stakeholders.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	8th October 2024
<b>Review Date</b>	8th October 2027
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	8th October 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
<b>Responsible Officer</b>	Taryn Jones Pro Vice-Chancellor (Education) +61 2 9850 2796
<b>Enquiries Contact</b>	Office of the Pro Vice-Chancellor (Education)