

COURSE AND SUBJECT CHANGES AND CESSATION POLICY

Purpose

This policy provides a systematic approach to changes to and cessation of academic Courses and Subjects.

All changes to academic Courses and Subjects must be made at the appropriate AQF level and, where required, must be brought to the attention of (or be approved by) the regulator, TEQSA.

Scope

This policy and procedure apply to all existing academic Courses and Subjects of AIB.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Policy

AIB is responsible for:

- regular internal and external reviewing and quality assurance of its Courses and Subjects in line with its policies and procedures
- ensuring all changes to academic Courses and Subjects are approved at the appropriate AQF level, and where required, are notified to (or approved by) TEQSA
- ensuring transition processes are in place for a Course and/or Subject change or cessation, taking consideration of impact on students.

1. Course Changes

1.1. From time to time, AIB may make changes to its Courses as a result of ongoing improvement processes, strategic directives or formal Course review recommendations. Course change decisions will be informed by relevant data from AIB stakeholders, including:

- (a) recommendations from Minor and Major Course reviews
- (b) market demand and industry developments
- (c) reports on student statistics and demographical information and reports
- (d) student feedback and other associated quality indicators
- (e) benchmarking and input from other stakeholders including the Board of Directors, Academic Board and AIB Alumni Industry Panels
- (f) relevant regulatory recommendations and directives.

1.2. Course changes may include:

- (a) change to admission requirements
- (b) changes to Course duration
- (c) changes to volume of learning resulting in a notable reduction or increase in student contact hours

- (d) changes to learning outcomes and rationale
 - (e) change to not more than 50% of curriculum content since the last accreditation (by TEQSA or internally where TEQSA-granted self-accrediting authority is in place)
 - (f) curriculum design, such as changing the composition of the core or substituting or deleting existing Subjects
 - (g) change to Course title or abbreviation
 - (h) the introduction of new Subjects within an existing Course
 - (i) the introduction of new specialisations within an existing Course.
- 1.3. AIB will observe any regulatory guidance regarding Course changes that may require submission for accreditation of a new Course (by TEQSA or by AIB where the Course is as per TEQSA-granted Self-Accrediting Authority) and a 'teach out' period of the existing Course.

2. Course Cessation

- 2.1. Course cessation can occur as a result of resourcing constraints, changes in student demand, significant changes that result in a new Course to be approved and accredited to replace the existing Course, or change in strategic direction. Course cessation decisions will be informed by relevant data, including:
- (a) recommendations from Minor and Major Course reviews
 - (b) reports on student statistics and demographical data and reports
 - (c) student feedback and other relevant quality indicators
 - (d) benchmarking and input from other stakeholders including the Board of Directors, Academic Board and AIB Alumni Industry Panels
 - (e) relevant regulatory recommendations and directives.
- 2.2. Information from any of the above sources should alert the Academic Dean to any Course that may require consideration for rationalisation or cessation.
- 2.3. The Academic Board will make recommendations to the Board of Directors for their approval of Course cessation as appropriate, which will also outline impact on existing and prospective enrolments and any necessary teach-out provisions and/or implementation of the AIB Tuition Assurance Statement.
- 2.4. Any required regulatory notifications will be undertaken as per regulator-specified timeframes and processes.

3. Subject Changes

- 3.1. From time to time, AIB may make changes to its Subjects as part of ongoing improvement processes and to ensure currency by considering various quality and performance measures, informed by relevant information including recommendations and feedback from AIB stakeholders, including:
- (a) Student Evaluation of Subjects and Teaching (SEST)
 - (b) Subject Coordinators, Subject Stewards, Online Learning Facilitators Discipline Leaders as captured in the Subject Improvement Log (SIL)
 - (c) External Subject Reviews
 - (d) Minor and Major Course Reviews
 - (e) Peer to Peer Review
 - (f) Alumni Industry Panels and Industry Advisory Board
 - (g) Benchmarking against other similar Subjects at other HE institutions.

- 3.2. Major Subject changes will be presented to Academic Board for approval or for noting where delegated authority is in place for minor changes. Please see [Appendix A](#) in this policy for more information on major and minor changes.
- 3.3. AIB is committed to ongoing continuous improvement in Course curriculum to ensure currency and therefore will also conduct from time-to-time minor changes to 'refresh' components of Subject content to enhance student achievement of the Subject Learning Outcomes. Those changes are outside the scope of this policy and are covered by internal operational process documents such as the Subject Improvement Log.

4. Subject Cessation

- 4.1. Subject cessation can occur as a result of resourcing constraints, changes in student demand or change in strategic direction. Subject cessation decisions will be informed by relevant information as identified in 3.2.
- 4.2. Information from any of the above sources should alert the Academic Dean to any Subject that may require consideration for cessation.
- 4.3. The Academic Board will make recommendations to the Board of Directors for their approval of Subject cessation as appropriate.
- 4.4. The impact on existing students of any cessation of a Subject will be considered and a 'teaching-out' period and plan put in place as required.

Related Policies and Procedures:

[Course and Subject Changes and Cessation Procedure](#)

[Academic Quality Assurance Framework](#)

Course and Subject Development and Approval [Policy](#) and [Procedure](#)

Course Review [Policy](#) and [Procedure](#)

Student Refund [Policy](#) and [Procedure](#)

Subject Review [Policy](#) and [Procedure](#)

[Statement of Tuition Assistance](#)

Related Legislation and Frameworks:

Australian Qualifications Framework

Higher Education Standards Framework (Threshold Standards) 2021

Higher Education Support Act 2003

TEQSA Act 2011

Responsibility:

Academic Dean

Current Status	Version 7
Approved By:	Academic Board
Date of Approval:	12 March 2026
Effective from:	12 March 2026
Previous Version:	1 November 2022
	21 August 2019
	23 August 2017
	28 August 2015
	1 July 2011
	9 December 2008
Date of Next Review:	12 March 2029

Appendix A

Table 1.1: Required Approval Type for changes to Subject Brief	
Major Changes that require AIB Governance Approval (GA):	Minor Changes approvable via AIB Delegated Approval (DA) process:
- Requires Governance Committee endorsement and approval. - Submitted with a cover page explaining rationale for change and implementation date and term.	Requires Academic Dean approval.
1. Subject details	
2. Associated Courses	
3. Delivery Modes	
4. Student/Candidate Workload	
5. Duration	
6. Pre-requisite	
7. Subject Summary	
8. Subject Purpose	
9. Subject Learning Outcomes (SLOs)	
	10. Assessment Type, Weighting and Mapping
11. Academic Integrity and Verbal Submissions	
	12. Key Subject Modules
13. Textbook Textbook change	13. Textbook Edition update or associated text revisions
14. Constructive Alignment	
Appendix: Graduate Qualities	