

COURSE AND SUBJECT CHANGES AND CESSATION PROCEDURE

Governing Policy

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

Purpose

This procedure provides guidance on changes to and cessation of academic Courses and Subjects.

Definitions

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

Procedure

1. Procedures for the Preparation of Course and/or Subject Change Proposal

- 1.1. The Academic Dean (or nominee), after ascertaining that proposed changes meet *Higher Education Standards Framework (HESF)* and/or AQF requirements, will advise the Teaching & Learning Committee and the Research & Higher Degrees Committee (sub-committees of the Academic Board), as appropriate, of any proposed Course and/or Subject change, in the form of a change proposal which will list the following information:
 - (a) what is being changed
 - (b) the academic, strategic, regulatory, or operational rationale for the change
 - (c) the proposed timing and implementation schedule
 - (d) the impact on currently enrolled and prospective students, including transition and teach-out arrangements where applicable
 - (e) whether, in the case of changes to a Course, the changes result in the need to apply for initial accreditation as a new Course either to TEQSA or internally where AIB has TEQSA-granted self-accrediting authority
 - (f) endorsement of the Senior Management Group.
- 1.2. Any change requiring notification to regulators and/or may result in the accreditation of a new Course will be advised by the Quality & Accreditation Manager prior to or during the presentation to AIB academic governing bodies.
- 1.3. Proposed Course and/or Subject changes will be specified through Tracked Changes formatting in the relevant Course and/or Subject Brief.
- 1.4. After the change proposal has been reviewed by the appropriate committees the Academic Dean will submit the proposal and the relevant Course and/or Subject Brief to the Academic Board for its consideration and approval.
- 1.5. As directed by Academic Board, any changes requiring notification of Material Change as per TEQSA policy will be actioned by the Quality & Accreditation

Manager and Academic Dean as per regulatory-specified timeframes and processes and where appropriate, approvals sought.

- 1.6. Once approved by Academic Board and, if applicable, by the regulator, the Academic Dean is responsible for overseeing the implementation of the changes, including notifications to staff, students and/or Candidates affected by the changes, and updates to the relevant management information system, marketing materials, teaching materials and learning resources including the student learning platform.
- 1.7. Where Academic Board advise the changes constitute a new Course for initial accreditation, the AIB Course and Subject Development and Approval Policy and Procedure will be the process to implement.

2. Procedures for the Preparation of Course and/or Subject Cessation Proposal

- 2.1. The decision to discontinue an accredited Course and/or Subject must be supported by relevant quantitative and/or qualitative data and must be made after consultation with appropriate AIB stakeholders including the Board of Directors and with the approval of the Senior Management Group.
- 2.2. The Academic Dean, or nominee, will prepare a proposal which will:
 - (a) outline the existing Course and/or Subject
 - (b) describe the suggested rationalisation for the proposal
 - (c) provide a justification for maintaining the status quo, including a rationale and a proposal for the amelioration of the difficulties which triggered the review, or provide a justification for cessation and state the implications of the change on the Course and associated Courses, on students and/or Candidates and on AIB staff, systems and processes, and a course of action.
 - (d) Be accompanied by a 'teach-out' plan as appropriate.
- 2.3. Where teaching-out of a Course and/or Subject is proposed, there must be clarification of the process and a description of the safeguards in place for and options available to current and prospective enrolments. A 'teach-out' plan shall clearly articulate, timetable and specify the arrangements for current enrolments to complete their Course, and must be communicated to relevant stakeholders as early as practicable.

3. Approval Process for Course and/or Subject Cessation

- 3.1. The proposal and supporting documentation must be forwarded to the Teaching & Learning Committee and Research & Higher Degrees Committee, as appropriate, for consideration and recommendation to the Academic Board.
- 3.2. The Academic Board will consider the proposal of the Academic Dean and the recommendation of the Teaching & Learning Committee or Research & Higher Degrees Committee, as appropriate, and will advise its decision.
- 3.3. The Academic Board will make recommendations to the Board of Directors for their approval.
- 3.4. All Course cessations, once approved, will be brought to the attention of relevant regulators as per regulator-specified timeframes and processes by the Quality & Accreditation Manager.

4. Implementation of Course and/or Subject Cessation

- 4.1. Once the recommendation for cessation has been approved by the Academic Board, the Academic Dean will ensure that:
- (a) the arrangements are communicated to staff and students and/or Candidates
 - (b) any registers, handbooks and other marketing materials are updated
 - (c) provisions are in place to monitor and appropriately report the progress of teach-out provisions, including academic progress of current enrolments
 - (d) any additional support for impacted enrolments is provided as appropriate and where poor academic progress risks non-completion within the teach-out period
 - (e) Any risks to the teach-out are reported at the earliest opportunity to the CEO to ensure any new measures can be resourced and implemented.

5. Advice to Students and/or Candidates

- 5.1. Prospective and current Students and/or Candidates will be notified as early as practicable and as appropriate of the decision to discontinue a Course and/or Subject and the process of implementation of this decision in line with the Student Refund Policy and Procedure.

Related Forms and Documents:

Course Brief Template
Subject Brief Template

Responsibility:

Academic Dean

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