

## SUBJECT REVIEW POLICY

### Purpose

The purpose is to provide a framework for reviewing AIB's subjects, including peer reviews.

### Scope

All AIB coursework subjects.

### Definitions

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

**Peer-to-Peer Subject Reviews** – Peer-to-Peer Subject Reviews are formal internal desktop reviews of individual subjects conducted by an AIB academic from a different discipline who does not normally teach into the subject. Peer-to-Peer Subject Reviews support Major and Minor Course Reviews.

**Review:** The term 'Review' refers to formal quality assurance (both internal and external) including audit, assessment and accreditation processes, teaching and research evaluations and standards benchmarking. Reviews have both a formative and summative function.

**Subject Review** – a formal, thorough process by which the holistic dimensions of an individual subject are reviewed by a review panel as chaired by a suitably qualified senior external academic leader.

**Subject Steward** – The role of the Subject Steward is to take sustained responsibility for the oversight of a particular subject and to support the planning, development, and delivery of that subject.

### Policy

#### 1. Subject Reviews:

AIB is committed to ensuring:

- 1.1. Continual monitoring of the quality of subjects through the thorough consideration of a full range of quality and performance measures, including the subject design, delivery, resources and student experience.
- 1.2. That subject performance is considered against a wide range of indicators and outcomes including assessment outcomes, interactivity (e.g. forum engagement), academic pass rate, retention, progression, student satisfaction (quantitative and qualitative feedback), and external benchmarking.

- 1.3. That the review is objectively and independently led and undertaken with input from a range of academic and non-academic stakeholders.
- 1.4. That a regular cycle of subject review is scheduled to align with the respective Course Reviews and major Subject rewrites. Review scheduling aligns with the frequency of subject delivery and/or subject performance.
- 1.5. When Subjects fail to meet a range of academic benchmarks as set out in the Academic Quality Assurance Framework over a sustained period, or at discretion of the Academic Dean, an out-of-cycle Subject Review will be undertaken within 3 months.
- 1.6. That feedback on the Subject Review is provided to staff and students.
- 1.7. That outcomes from any changes arising from the Review are monitored through the academic governance process and that a follow-up report is provided to Academic Board after two subsequent offerings following receipt of the review.

## **2. Peer-to-Peer Subject Reviews:**

AIB is committed to ensuring:

- 2.1. The maintenance of the quality of our learning resources in creating and managing well-designed subjects that facilitate high levels of student learning experiences by conducting regular Peer-to-Peer Subject Reviews.
- 2.2. That AIB builds capacity and cultivates best practices by formally sharing them across disciplines.
- 2.3. That Peer-to-Peer Subject Reviews are objectively and independently undertaken through a 'desktop audit' process of individual subjects by an AIB academic team member from a different discipline who does not normally teach into the subject.
- 2.4. That a regular cycle of Peer-to-Peer Subject Reviews is scheduled to align with the respective Major and Minor Course Reviews and major subject rewrites.
- 2.5. Alignment with the Australian Qualifications Framework for all subjects, including curriculum design and assessment outcomes.
- 2.6. Outcomes from any changes arising from the Review are monitored through the academic governance process.
- 2.7. That continuous improvements implemented from Peer-to-Peer Subject Reviews feedback will be communicated to staff and students.

## **Related Policies and Procedures:**

Subject Review [Procedure](#)

Academic Quality Assurance [Framework](#)

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

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

Course and Subject Changes and Cessation [Policy](#) and [Procedure](#)  
Evaluation of Subject and Teaching [Policy](#) and [Procedure](#)  
Graduate Qualities [Policy](#)  
Privacy [Policy and Procedure](#)  
Records Management [Policy](#) and [Procedure](#)  
Reviews [Policy](#) and [Procedure](#)

**Related Legislation and Frameworks:**

*Higher Education Standards Framework (Threshold Standards) 2021*

**Responsibility:**

Academic Dean

|                             |                                                                                                                             |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Current Status:</b>      | <b>Version 3.1</b>                                                                                                          |
| <b>Approved By:</b>         | Academic Board                                                                                                              |
| <b>Date of Approval:</b>    | 10 December 2025                                                                                                            |
| <b>Effective From:</b>      | <b>10 December 2025</b>                                                                                                     |
| <b>Previous Versions:</b>   | 14 September 2022<br>17 May 2022<br>11 December 2019 (superseded <i>Course and Subject Review Policy and Procedure V5</i> ) |
| <b>Date of Next Review:</b> | 10 December 2028                                                                                                            |