

Higher Education Course Review Policy

RSY-ACAD-PY-v2.1-Higher Education Course Review Policy

Document History

Version	Date of Review	Date of Implementation	Change(s)
1.0	8 November 2015	27 November 2015	-
2.0	May 2016	3 June 2016	Amended the Policy title from 'Academic Course Review Policy' to 'Higher Education Course Review Policy'. Amended the Policy principles.
2.1	June 2017	June 2017	Non-substantive changes made to the policy to change the position title from 'Head of Department' to 'Dean' under section 4.

Approved by: Academic Board on 3 June 2016

Distribution List

To: All Staff
All staff at Associate Colleges involved in RCDC courses

Cc: Council members
Academic Board members

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1 Purpose

This Policy specifies the requirements for the review of all Raffles College of Design and Commerce (RCDC's) academic courses and articulates the overarching framework for Higher Education Course Reviews .

This policy is the principal mechanism by which RCDC ensures its academic courses are regularly reviewed to ensure that they:

- Are aligned with RCDC's strategic plan
- Reflect principles of good practice in course and curriculum design
- Reflect good practice in learning and teaching
- Achieve the stated learning outcomes, including RCDC Graduate Attributes
- Reflect the student experience
- Are supported by appropriate organisational, administrative, physical and technological infrastructure
- Meet any accreditation requirements including that of relevant industry bodies
- Meet Australian Government requirements

2 Scope

This Policy applies to all RCDC staff involved with the course under review, and all staff in any transnational locations (Associate Colleges) involved with the course. The course review covers the course in all locations where it is offered.

3 Definition of Terms

ACR: Academic Course Review.

Department: An academic department within RCDC as defined by RCDC.

Course: a structured program of study leading to the award of a degree, diploma or certificate.

AB: Academic Board.

CAC: Course Advisory Committee, a sub-committee of AB and responsible for establishing a review panel and receiving the report.

4 Policy Principles

4.1 RCDC requires all academic courses to be reviewed at least once every 7 years in addition to reviews for re-accreditation purposes, except where a shortened period of accreditation necessitates a course review for re-accreditation purposes. This means that in effect there will be two reviews in a seven year period.

4.2 The Dean will establish, maintain and submit a schedule of Academic Course Reviews that encompasses all courses offered by RCDC in accordance with the requirements of Higher Education Course Development, Review and Approval Procedure.

- 4.3 Higher Education Course Reviews must have specific Terms of Reference as outlined in the Higher Education Course Development, Review and Approval Procedure and must follow the Academic Course Development, Review and Approval Procedure.
- 4.4 Higher Education Course Reviews must be undertaken by a review panel as outlined in the Higher Education Course Development, Review and Approval Procedure.
- 4.5 Outcomes of each Higher Education Course Review must be reported to Academic Board as outlined in the Higher Education Course Development, Review and Approval Procedure.
- 4.6 The Approach, Deployment, Results, Improvement (ADRI) quality assurance process that underpins the Framework for Quality Assurance is designed to provide for a systematic review all of the Raffles College of Design and Commerce's academic programs and constituent subjects, and to encourage cooperation and collaboration between staff members at all Colleges on matters including subject content, assessment tasks, and teaching.

5 Legal and Policy Framework

- 5.1 Australian Qualifications Framework (AQF)
- 5.2 Higher Education Threshold Standards
- 5.3 RCDC's Learning and Teaching Plan
- 5.4 RCDC's Quality Assurance Framework