



# Course Design and Approval Policy & Procedure

## 1. Scope and Purpose

This policy and procedure provide the framework for the design and approval of new courses and the making of amendments to existing courses.

This policy applies to all members of Russo Business School's higher education community that are involved in the design, delivery or review of courses.

## 2. Definitions

**Course** is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the [Australian Qualifications Framework \(2<sup>nd</sup> ed, 2013\)](#) and which leads to the conferral of an award. For example, a Diploma of Business.

**Course Champion** is a person recognised locally, nationally and or internationally as an expert in their field. The Course Champion would be expected to lead the development of a course.

**Major amendment** is a significant change to a course or subject that impacts on course and/or subject nomenclature and titling, course volume of learning, location of delivery, mode of delivery, course structure, admission criteria, English language requirements, articulation, credit allowances or a major change to a course or subject recommended as part of an internal review by Russo Business School or pursuant to the requirements of a professional accrediting body.

**Subject** is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the [Australian Qualifications Framework \(2<sup>nd</sup> ed, 2013\)](#). A subject may form part of a course.

## 3. Policy Objectives

Russo Business School is committed to the following principles which underpin this policy:

- Courses should align with the Vision and Strategic Objectives of Russo Business School as expressed in the Strategic Plan and Teaching and Learning Plan.
- Courses and subjects and major amendments to course and subjects are to be designed in accordance with contemporary and best teaching and learning practice.

## 4. Implementation

The Board of Directors approves the introduction of new courses on the recommendation of Academic Board and with consideration to strategic alignment and financial viability.

## 5. Procedure

The Chief Executive Officer in consultation with the Executive Dean and Chief Operating Officer determines potential areas for new course development.

A Course Champion is appointed to lead the development of Course.

The Course Champion will be responsible for the presentation of the new course proposal to governance committees.

New Course Proposals comprise two components:

- New Course Concept Proposal
- New Course Full Proposal (including Business Case)

A New Course Concept Proposal is submitted on the Course Concept Proposal Template to the Learning and Teaching Committee. Following endorsement, the Proposal proceeds for consideration by Academic Board. Academic Board will determine if the Concept Proposal should proceed to a Full Course Proposal.

The New Course Full Proposal, submitted on the Full Course Proposal Template, provides more detailed analysis on the proposed course including (but not limited on) strategic rationale, proposed course learning outcomes, subjects and subject learning outcomes, market analysis in addition to a detailed Business Case for the first five years of the course.

A Course Champion may also be identified for the purposes of leading a Major amendment to an existing course following an internal or external review process.

Major amendments to a course are to be proposed using a Course Amendment Proposal template and considered by the Learning and Teaching Committee prior to proceeding to Academic Board.

New Courses (and subjects) and Major amendments are to be designed in accordance with contemporary and best teaching and learning practice, including a focus on:

- A current coherent body of discipline knowledge with course learning outcomes and a volume of learning that meet the requirements and specifications of the relevant level of the *Australian Qualifications Framework*;
- The requirements of the *Higher Education Standards Framework (Threshold Standards) 2021*;
- The diversity of the cohort in terms of academic preparedness including the setting of entry standards and English language proficiency requirements;
- Appropriate modes of delivery;
- Where appropriate, work-integrated learning opportunities;
- Market demand and need;
- Pathways into, and through, qualifications; and
- Assessment design that assures the learning outcomes for the course.

All subjects and courses and major amendments to subjects and courses designed for offer and delivery by Russo Business School are to be approved by the Russo Business School Academic Board for offer and delivery.

Members of Academic Board will have regard to the satisfaction of the matters set out in the Russo Business School *Course & Subject Approval Checklist for Academic Board* in making their decision to approve the course, subject or major amendment for offering and delivery.

Once endorsed by the Russo Business School Academic Board, the new course full proposal will be submitted to

the Russo Business School Board of Directors for final approval.

The Board of Directors will consider the business case that addresses predicted student demand and that sets out anticipated costs associated with design and delivery.

Upon approval from the Board of Directors an application will be made to the *Tertiary Education Quality and Standards Agency* for formal accreditation.

## 6. Related Documents

[Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)

[Educational Services for Overseas Students Act 2000 \(ESOS Act\)](#)

Higher Education Standards Framework (Threshold Standards) 2021

[National Code of Practice for Providers of Education and Training to Overseas Student 2018](#)

[Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act 2011\)](#)

[Australian Qualifications Framework \(2<sup>nd</sup> ed, January 2013\)](#)

RBS Course Concept Proposal Template

RBS Full Course Proposal (including Business Case) Template

RBS Course Amendment Proposal Template

RBS Course & Subject Approval Checklist for Academic Board

RBS Strategic Plan

RBS Teaching & Learning Plan

## 7. Accountability

Delegated Authority	Delegation
<b>Governance</b>	
Board of Directors	Refer to the Terms of Reference
Academic Board	Refer to the Terms of Reference
Learning and Teaching Committee	Refer to the Terms of Reference
<b>Executives</b>	
Chief Executive Officer	Refer to Accountability Statement
Chief Operating Officer	Refer to Accountability Statement
Executive Dean	Relevant to Accountability Statement

## 8. Version

*Note Policy Name Change*

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2014	Ms Kathleen Newcombe	Academic Board	9/10/2014	9/10/2015
2/2015	Dr Elizabeth O'Brien Executive Dean, Russo Business School	Academic Board	23/11/2015	23/11/2016
3/2016	Dr Elizabeth O'Brien	Academic Board	7/10/2016	7/10/2017

	Executive Dean, Russo Business School			
4/2018	Dr Paul Greenfield Executive Dean	Academic Board	25/06/2018	25/06/2019
5/2022 (note name change of Policy, omission of Subject from title)	Stephanie Hunter, Chief Operating Officer	Academic Board	15/07/2022	15/07/2024