
Course and Unit Amendment Policy

| | |
|--|---|
| Policy/Document Approval Body: | Academic Board |
| Date Created: | 15 th March 2010 |
| Policy Custodian: | Dean of Engineering |
| Policy Contact: | Accreditation Manager |
| File Location: | W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedure |
| Location on EIT website: | http://www.eit.edu.au/organisation-policies |
| Review Period: | Three years |
| Revision No: | 5 |
| Date of Revision: | 28 August 2013 |
| Definitions : | Amendment: A change to a Course or Unit/Module offered by the Institute. Course: A coherent combination of units/modules approved by Academic Board that leads to a particular qualification. Unit/Module: A unit/module is the basic component of study, normally completed over a period of a single teaching period. A combination of required units/modules (i.e. core units plus specified elective units) and general elective units make up a Course. |
| Purpose: | The purpose of this policy is to articulate the requirements for all EIT unit/module and Course amendments. |
| Scope: | This policy is relevant for EIT academic staff and administrative staff. |
| Essential Supporting Documents: | |
| Related Documents: | <ul style="list-style-type: none">- Quality Training & Assessment Policy- General Unit Policy- Course and Unit Discontinuation Policy |

As part of EIT's Strategic Planning, all academic offerings are reviewed on a continuous basis to ensure they meet the operational and strategic goals of the EIT. Academic offerings will be reviewed in terms of relevance, demand, quality and deliverability. Courses and modules/units may also come under review due to requests or feedback received from lecturers, students and/or administrative staff.

1. Amending a Course

The Dean is required to approve any amendments to EIT Courses, taking into account any of the following areas of policy.

- 1.1 Structures for amended Courses will be recommended by EIT course co-ordinators. The recommendations are then considered by the Dean and reported to the Academic Board.



- 1.2 If amendments constitute a substantial revision of the structure of the Course, a new Course should be developed, accredited and added to scope, and the existing Course discontinued.
- 1.3 A substantial revision involves changes that would alter the intended outcomes of the course.
- 1.4 Where a Course is being discontinued to bring on a new Course in the same area as the discontinued course, and will therefore utilise the same staff, a similar suite of units/modules and be directed towards an established cohort of students, a clear and considered rationale must be provided. It should address the benefits to the EIT of such a restructure, the impact it is likely to have on existing and future student cohorts, and any transition arrangements that will be put into place to move from old to new versions of the Course.
- 1.6 Substantial revisions should not be achieved through piecemeal cumulative change. An established Course should not expect to undergo a substantial restructure more frequently than at 3 yearly intervals and preferably should occur in response to the development and review process, and the requirement for reaccreditation.
- 1.7 Adequate consideration must be given to the potential effects the amendments to existing Courses may have. The Dean and course co-ordinators must consult with affected parties to ensure there are no unintended consequences.
- 1.8 The Dean is responsible for ensuring that students are not disadvantaged by amendments to Courses.

2. Amending a Unit

The Dean is required to approve any amendments to EIT Modules/Units taking into account the following areas of policy:

- 2.1 Where a Unit is a core Unit or a specified elective in any Course, adequate consideration must be given to the potential effects the amendments may have. The institute must consult with affected parties to ensure there are no unintended consequences.
- 2.2 The Dean is responsible for the preparation of a summary list of all amended Units to be submitted to Academic Board for noting.