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## Course and Unit Amendment Policy

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<b>Policy Custodian:</b>	Dean of Engineering
<b>Policy Contact:</b>	Accreditation Manager
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<b>Review Period:</b>	Three years
<b>Revision No:</b>	2
<b>Date of Revision:</b>	13 <sup>th</sup> October 2010
<b>Definitions :</b>	<b>Amendment:</b> A change to a Course, Major, Minor or Unit offered by the Institute.
	<b>Course:</b> A coherent combination of Units approved by Academic Council that leads to a particular qualification. In the case of all postgraduate courses, the Course and the qualification are equivalent.
	<b>Unit:</b> A Unit is the basic component of study, normally completed over a period of a single teaching period. A combination of required Units (i.e. core Units plus specified elective Units) and general elective Units make up a Course.
<b>Purpose:</b>	The purpose of this policy is to articulate the requirements for all EIT Unit and Course amendments.
<b>Scope:</b>	This policy is relevant for EIT academic staff and administrative staff.
<b>Essential Supporting Documents:</b>	
<b>Related Documents:</b>	- General Unit Policy - Course and Unit Discontinuation Policy

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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 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 submit a request to the Academic Board for the approval of any amendments to EIT Courses, taking account of 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 Academic Board.
- 1.2 If amendments constitute a substantial revision of the structure of the Course, a new Course with a new title should be introduced and the existing Course discontinued.
- 1.3 A substantial revision involves a change of title and structure, especially a change to the total points value of the Course, or to more than 25% of the requirements.
- 1.4 Where a substantial revision is primarily intended to attract a new cohort of students to the EIT requiring new staff or new resources, it should be treated as a new proposal involving the development of a business case.
- 1.5 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 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.
- 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.
- 1.9 A student's progress towards completing the core Units of their degree should not be affected by major amendments.
- 1.10 When an amendment is made to replace or remove core Units, or will require students to complete more or less points than the current structure, the responsible course co-ordinator will be responsible for ensuring that students currently enrolled in the Course are advised of these options in writing. This advice must be provided in time for re-enrolments for the following year. The advice must include:
  - The date the amendment is effective;
  - Options in relation to completing the Course; and
  - The names of contact persons to help students determine how to complete the Course and core and specified elective Unit requirements.
- 1.11 Any students not already enrolled in the Course at the time of amendment will be required to complete the Unit requirements of the Course as published in the EIT Handbook at the time they enrol.



## **2. Amending a Unit**

The Dean is also required to submit a request to the Academic Board for the approval of any amendments to EIT Units, taking account of any of the following areas of policy.

- 2.1 Unit amendments that require Academic Board approval include amendments to Unit codes, Unit titles, points value, enrolment options, handbook description and contact hours.
- 2.2 Unit amendments must be approved within timeframes which allow the EIT to meet compliance reporting requirements.
- 2.3 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 School must consult with affected parties to ensure there are no unintended consequences.
- 2.4 The Dean is responsible for the preparation of a summary list of all amended Units to be submitted to Academic Council for noting.
- 2.5 Requests to double code Units require approval by Academic Board.