



Version	Approved by	Approval date	Effective date
5.0	Deputy Vice-Chancellor Academic Quality	2 November 2023	1 January 2024
Procedure Statement			
Purpose	This procedure specifies the framework, processes and responsibilities for monitoring, review and improvement of UNSW programs, specialisations and courses.		
Scope	The procedure applies to all UNSW programs, specialisations and courses.		
Are Local Documents on this subject permitted?	<input checked="" type="checkbox"/> Yes, however local documents must be consistent with this university-wide Document		<input type="checkbox"/> No
Procedure Processes and Actions			

Contents

Overview 2

Purpose..... 2

Principles 2

1. Course monitoring and review 3

2. Program monitoring 3

3. Program review 4

 3.1 Program review process 4

 3.2 Program review schedule 4

 3.3 Program review proposal, variation requests and updates 5

 3.4 Program review panel composition 5

 3.5 Program review terms of reference (TOR) 5

 3.6 Program review portfolio, including self-evaluation report (SER) 6

 3.7 Program review event..... 6

 3.8 Program review panel report 7

 3.9 Faculty response, program review outcomes, implementation, support and reporting 7

4. Responsibilities..... 7

Appendix - Program Review Flowchart 9

Overview

The UNSW academic offerings monitoring and review framework specified in this procedure comprises:

1. Course monitoring and routine review processes conducted each time a course is offered
2. Comprehensive course review process conducted as determined by Faculties and Schools
3. Program monitoring process conducted on an annual basis
4. Comprehensive program review process conducted at least every seven years.

The academic offerings monitoring and review framework is defined within the context of the University strategy and quality assurance and enhancement framework specified in the [Education Quality Policy](#) and [Education Quality Procedure](#), including relevant academic policies and procedures, and the [Research Training Policy Framework](#).

Microcredentials and short courses monitoring and review processes are specified in the [Microcredentials and Short Courses Procedure](#).

Purpose

The purpose of the academic offerings monitoring and review framework and processes is to:

1. Ensure that academic offerings are fit for purpose, relevant and take account of: emerging developments in the field of education and modes of delivery; and respond to the changing needs and expectations of students / candidates and employers.
2. Guide and evaluate improvements to the quality of: academic offerings, learning and teaching; research training and supervision; and student / candidate experience and outcomes.
3. Identify examples of good practice to be shared across the University.
4. Identify issues to be addressed and opportunities to be acted upon.
5. Mitigate risks to the quality, relevance and viability of the education and research training provided and consider academic, strategic, operational, business and market implications.
6. Ensure alignment with the University, Faculty and School strategies, goals and priorities.
7. Ensure compliance with the University policies and procedures, Higher Education Standards Framework (HESF), Australian Qualifications Framework (AQF) and other internal, external and legal requirements, including third-party arrangements and external accreditation standards.

Principles

Academic offerings monitoring and review framework and processes will:

1. Be informed by the University strategy and represent a key component of the broader University quality assurance and enhancement framework.
2. Be clearly defined, transparent, rigorous, consistent, proportionate to risk and undertaken in an ethical and accountable manner with a commitment to integrity.
3. Be supported, managed and streamlined to maximise efficiency and efficacy, minimise administrative workloads and duplication of processes, with data collected, managed and recorded in accordance with the relevant University policies and procedures, legislation and other requirements.
4. Be evidence-based and supported by the University and Faculty data dashboards, internal and external benchmarking, appropriate consultation, and input from relevant stakeholders.
5. Consider academic, strategic, operational, business and market factors, and address opportunities, risks and issues that impact on academic offerings quality, relevance and viability, experience and outcomes for students, staff and other stakeholders.
6. Inform and guide improvement, development of risk mitigation strategies and identification of good practice. Outcomes from monitoring and review, and implementation of review recommendations, will be monitored, evaluated, reported and further supported, as specified in the relevant procedures and supporting documentation.
7. Have roles and responsibilities defined in the relevant policies, procedures and guidelines and aligned with the University governance and management framework.
8. Be overseen by the Academic Board responsible for the quality and academic standards for the University's academic offerings.

1. Course monitoring and review

- 1.1 Faculties¹ and/or Schools must implement and support quality assurance processes and continuous improvement for all courses, including identification of good practice, and monitor the appropriateness of their overall course portfolio on an ongoing basis.
- 1.2 Faculties and/or Schools must develop a Faculty/School Course Monitoring and Review Procedure (the Procedure) that documents Faculty and/or School level course monitoring and review processes, including roles and responsibilities, implementation and reporting requirements.
- 1.3 Course monitoring and routine reviews must be conducted each time a course is offered. This may result in the requirement for a comprehensive course review subject to criteria set by the Faculty and/or School, or for a course to be revised or otherwise supported, and/or for a good practice to be shared.
- 1.4 The Procedure must specify processes and criteria for initiating a comprehensive course review in response to the routine course review outcomes, and for scheduling of comprehensive reviews of individual courses or identified groups of courses in line with the Faculties and/or Schools' requirements and priorities, available resourcing and proportionate to risk.
- 1.5 The Procedure must be approved by the Dean (or delegate) and reported to the University Academic Quality Committee (UAQC). The Procedure must be reviewed at least every five years.
- 1.6 Faculties and/or Schools must maintain a list of courses that have undergone comprehensive review, including review dates and implementation status, as applicable, and other details, as determined by Faculties and/or Schools.
- 1.7 Heads of School (HOS) (or delegates) will report on course monitoring and review outcomes to the Faculty Education Committees (FEC) (or equivalent) on an annual basis.
- 1.8 Faculties are required to provide summary reports on course monitoring and review outcomes, including good practice, to UAQC on an annual basis.
- 1.9 UAQC will provide guidance to Faculties and oversee and report to the Academic Board on the course monitoring and review process and outcomes in the University.

2. Program monitoring

- 2.1 Faculties² must implement and support quality assurance processes and continuous improvement for all programs (including specialisations).
- 2.2 Program monitoring (including specialisations) must be conducted annually for both individual programs and the overall program portfolio.
- 2.3 University level requirements will be specified by the Deputy Vice-Chancellor Academic Quality and/or Deputy Vice-Chancellor Education and Student Experience (for coursework programs), Pro Vice-Chancellor Research Training and Dean of Graduate Research (for HDR programs) and/or the Academic Board.
- 2.4 Faculties must develop a Faculty Program Monitoring Procedure (the Procedure) that documents Faculty level program monitoring processes, including roles and responsibilities, implementation and reporting requirements in line with the University level requirements.
- 2.5 The Procedure must be approved by the Dean (or delegate) and reported to the UAQC (for coursework programs) and to the University Higher Degree Research Committee (UHDRC) (for HDR programs). The Procedure must be reviewed at least every five years.
- 2.6 Faculties are required to provide summary reports on coursework program monitoring outcomes, including good practice, to UAQC on an annual basis.
- 2.7 UAQC will provide guidance to Faculties and oversee and report to the Academic Board on the coursework program monitoring process and outcomes in the University.
- 2.8 GRS will report on HDR program monitoring outcomes to UHDRC.
- 2.9 UHDRC will provide guidance to GRS and oversee and report to the Academic Board on the HDR program monitoring process and outcomes in the University.

¹ The University Board of Studies (BoS) is the Managing Faculty for academic offerings which are not the direct responsibility of a Faculty and include enabling as well as pre-University and alternative entry academic offerings.

² For Higher Degree Research (HDR) programs, the Managing Faculty is the Graduate Research School (GRS).

3. Program review

3.1 Program review process

- a) All programs must be comprehensively reviewed at least every seven years³, commencing with the year of the first intake of students/candidates. Earlier reviews can be required by the Faculty or the Academic Board, based on program monitoring outcomes or other risk considerations, including new programs or programs with third-party agreements.
- b) Programs will be reviewed by an independent panel and provide an evidence-based evaluation of a program's relevance, quality, viability, effectiveness and outcomes, risks, opportunities and strategies for enhancement. Program reviews will be informed by program monitoring outcomes, internal and external benchmarking, data and input from relevant stakeholders.
- c) The Managing Faculty⁴ is responsible for:
 - i. Scheduling program reviews,
 - ii. Preparing program review proposals, including determination of the terms of reference (TOR), review panel membership, timelines, method, data and stakeholders' input,
 - iii. Ensuring that sufficient resources and support are provided to conduct the review, including collection and analysis of data and stakeholders' input,
 - iv. Notifying and seeking input from all relevant stakeholders, including Faculties and Schools and third-party providers contributing to the program or related double degree programs, or that could be impacted by program review outcomes or interested in collaboration opportunities,
 - v. Organising data collection, submissions, surveys, focus groups and program review events,
 - vi. Supporting conduct and completion of the program review process, including reporting on the program review outcomes and implementation of review recommendations, and
 - vii. Liaising with the Program Review Committee (PRC) regarding the program review process.
- d) PRC will provide guidance to Faculties, authorise program review templates and guidelines and oversee the program review process in the University on behalf of the Academic Board. The PRC TOR, role and responsibilities are specified in the [UNSW Rules](#) Schedule 3.

3.2 Program review schedule

- a) Each year Faculties, including the BoS and GRS, must submit to PRC:
 - i. A draft program review schedule with an indicative list of program reviews planned for the next seven years, including information on external accreditation and other formal reviews, new, suspended and disestablished programs and requests to PRC, prior to the Faculty Education Committee (FEC) (or equivalent) or Faculty Board (or equivalent) approval, and
 - ii. The final program review schedule approved by the FEC (or equivalent) or Faculty Board (or equivalent), including the BoS, and UHDCR for HDR programs).
- b) PRC will report to the Academic Board the list of program reviews scheduled for the following year.
- c) Faculties must consult with Academic Administration to determine whether a program revision must be preceded by a program review (as specified in the [Academic Offerings Approval Procedure](#)).
- d) Faculties must consult with the PRC Chair to determine program review requirements for Generalist, combined reviews and externally accredited programs, substantially revised programs and programs proposed to be suspended or disestablished, including when program portfolio or other formal reviews or other circumstances could impact on scheduled program reviews.
- e) Related programs and/or cognate groups of programs should be scheduled to be reviewed together in a combined review wherever practical, subject to PRC approval, or PRC Chair and Deputy Chair approval on behalf of PRC.
- f) Where there has been a major revision or a change of program code, a program should be considered the same program for review purposes if there is a substantial continuity of name, expected cohort, structure and outcomes.
- g) Suspended programs must be reviewed within the seven-year maximum period prior to re-opening.
- h) Programs to be disestablished with the final intake within the seven-year period since the last program review do not need to be reviewed.
- i) In exceptional circumstances PRC may approve conduct of reviews beyond the maximum period.

³ Earlier program review is recommended for externally accredited programs to align with the external accreditation dates.

⁴ For Higher Degree Research (HDR) programs, the Managing Faculty is the Graduate Research School (GRS). The University Board of Studies (BoS) is the Managing Faculty for academic offerings which are not the direct responsibility of a Faculty and include enabling as well as pre-University and alternative entry academic offerings.

3.3 Program review proposal, variation requests and updates

- a) Faculties must submit a program review proposal including the proposed TOR, review panel membership and review timelines to the Faculty Education Committee (FEC) (or equivalent) or Faculty Board (or equivalent, including the University Board of Studies (BoS), and UHDC for HDR programs) and to PRC prior to the review commencing.
- b) Proposals with variation requests from the standard program review requirements specified in this procedure (such as due to small low risk program with limited enrolment numbers and data or other reasons) or non-standard program review proposals (such as for externally accredited program reviews, Generalist, combined reviews or program reviews overlapping with other University or Faculty review processes) must be provided for approval by PRC, or PRC Chair and Deputy Chair on behalf of PRC, prior to the proposal being considered by FEC (or equivalent) or Faculty Board (or equivalent, as per above).
- c) Where a program has been externally accredited within 12 months of the scheduled program review event, any findings and outcomes of that accreditation process or any material presented to the accrediting body that substantially satisfies the requirements of this procedure may be relied on in place of the relevant requirements under this procedure.
- d) The Faculty is required to submit to PRC an external accreditation program review proposal to specify the proposed program review process which is to complement (not duplicate) the external accreditation process, including consideration of the specific TOR not addressed by the external accreditation process, with a focus on identification of issues, opportunities and risks and proposed program development and risk mitigation strategies in addition to those identified via the external accreditation process.
- e) Faculties must submit to PRC in a timely manner any further updates and/or variation requests.

3.4 Program review panel composition

- a) The Managing Faculty is responsible for nominating members of the independent program review panel, in consultation with relevant Heads of School, partner Faculties and third parties, consistent with the principles below.
- b) The program review panel membership must, at a minimum, consist of four members:
 - i. A Chair with relevant experience in academic management and quality assurance processes,
 - ii. At least one independent⁵ member external to UNSW, such as an academic with expertise in the program's field, a representative of industry or a relevant profession,
 - iii. At least one senior academic from UNSW external to the Managing Faculty (could include a PRC member), and
 - iv. At least one current student or candidate from the program(s) under review, or recent graduate who completed their studies in the program within the last 12 months;
- c) Faculties can nominate additional members, including a Future Students representative or a PRC member.
- d) Larger membership is recommended for a combined, Generalist or a large program review, including nomination of additional student / candidate members.
- e) Student / candidate members will have their contribution recognised on the Australian Higher Education Graduation Statement (AHEGS).
- f) The program review panel membership must meet the [Representation on Committees and Decision-Making Bodies Procedure](#) requirements, and take into consideration impartiality, expertise in relevant field(s) and experience in academic management and quality assurance leadership.
- g) Persons involved in direct management of the program(s) under review or a Head of School contributing 24 UOC or more into the program are not permitted to be nominated as review panel members.
- h) Requests for variations from these requirements, including conflict of interest management proposals⁶, must be submitted to PRC for approval by PRC, or PRC Chair and Deputy Chair on behalf of PRC, prior to the review commencing.

3.5 Program review terms of reference (TOR)

- a) Reviews of programs must, at a minimum, address the following broad areas:
 - i. Program role and positioning,
 - ii. Program design,
 - iii. Program delivery, and
 - iv. Student (or candidate) experience and outcomes.

⁵ Refer to the [TEQSA Guidance Note on Independent Experts](#).

⁶ Refer to the [Conflict of Interest Disclosure and Management Policy](#) and [Procedure](#) and contact PRC for further guidance

- b) Further details on the program review TOR will be provided in the program review templates and guidelines.
- c) Faculties can determine additional TOR.
- d) Program reviews must include a review of all majors, minors, postgraduate specialisations, double degree programs and exit (only) nested programs associated with the program under review, and all teaching locations, delivery modes or partners, including third party arrangements.
- e) Any requests for variation from the minimum program review TOR must be submitted to PRC for approval by PRC, or PRC Chair and Deputy Chair on behalf of PRC, prior to the review commencing.

3.6 Program review portfolio, including self-evaluation report (SER)

- a) The program review portfolio is the set of documentation provided to the program review panel at least two weeks prior to the program review event. It must include the self-evaluation report (SER), data reports, program monitoring and previous program review outcomes, stakeholders' input, submissions, survey and focus group outcomes and any other relevant documentation, including, if applicable, external accreditation and third-party arrangements documentation, internal and external benchmarking, competitor analysis, market research, industry, government and workforce reports.
- b) The SER is prepared by the Program Authority in consultation with the HOS and/or ADE (or equivalent). The SER must evaluate the program(s) in relation to the TOR and reflect critical evaluation, contextualisation and analysis of the relevant data and other input, including internal benchmarking with other University or Faculty relevant programs and external benchmarking with comparable programs offered by other institutions, and how this informs the proposed program development.
- c) The SER must include an overall evaluation of the program(s) in terms of its relevance, quality and viability, including SWOT (strengths, weaknesses, opportunities and threats) analysis, and provide an overview of recent developments, current initiatives, future objectives and proposed courses of action to address identified issues, risks and opportunities to enhance the program(s), student/candidate experience and outcomes.
- d) In case of a combined or a Generalist program review, separate SERs can be provided for each program / one (or more) specialisation(s) under review, or these must be clearly distinguished and separately addressed within the one SER document.
- e) Data reports will include standardised program data provided in the University's centrally supported program monitoring and review data dashboards, myExperience and QILT data, standardised Future Students benchmarking and market intelligence data and product marketing templates, alumni data and other data relevant to addressing the TOR, as applicable, including internal and external benchmarking data, student and alumni survey data, course monitoring and review data, as appropriate, and any other University and Faculty provided relevant data. Data on all programs /specialisations under review must be provided, as appropriate.
- f) Faculties should conduct student and alumni surveys to inform the program review process, as appropriate, such as for large or flagship programs or where it can be reasonably expected to secure sufficient engagement, response rate and/or number of responses.
- g) The Managing Faculty will invite submissions (and/or organise focus groups and surveys) from members of the University community, alumni and other stakeholders, such as employers and industry representatives, and, if applicable, from third party stakeholders, prior to the SER preparation, and/or invite relevant stakeholders for interviews with the program review panel.

3.7 Program review event

- a) The program review event brings the program review panel together for a series of interviews with relevant stakeholders, discussions and deliberations in order to fulfill its terms of reference.
- b) The Chair of the program review panel is responsible for the program review event, including setting the agenda in consultation with the panel members.
- c) Program review panel members can request additional information, data and input and / or the opportunity to tour relevant facilities.
- d) Unless a variation is approved by PRC, or PRC Chair and Deputy Chair on behalf of PRC, the program review panel must seek to meet with:
 - i. The Managing Faculty (or BoS or, for HDR programs, GRS) senior officers,
 - ii. A Future Students representative (unless appointed as a panel review member),
 - iii. The Program Authority, and, if applicable, specialisation convenor(s),
 - iv. Members of the teaching / supervision staff,
 - v. Student / candidate representatives,
 - vi. Alumni representatives, and
 - vii. Industry and employer representatives.
- e) The program review panel should seek to meet with a PRC member (unless appointed as a panel review member), as appropriate.

- f) The interviewees should represent stakeholders relevant to all programs / specialisations under review, such as in case of a combined review or a Generalist program review.
- g) The invitees should be given the opportunity to make written submission in addition to, or as an alternative to, any interview.

3.8 Program review panel report

- a) The Chair of the program review panel will prepare the program review panel report, in consultation with the program review panel members, and submit the panel review report to the Dean (or delegate) within one month of the review event.
- b) The Dean (or delegate) may consult with the Chair on any clarifications required.
- c) The program review panel report must:
 - i. Include an overview of the review process,
 - ii. Summarise key findings and provide an overall evaluation of the program(s) under review,
 - iii. Address each TOR in relation to the evidence presented in the program review portfolio and at the program review event, and
 - iv. Provide contextualised commendations and recommendations, including risk / opportunity and significance rating, to address key issues, risks and opportunities identified in the review.

3.9 Faculty response, program review outcomes, implementation and reporting

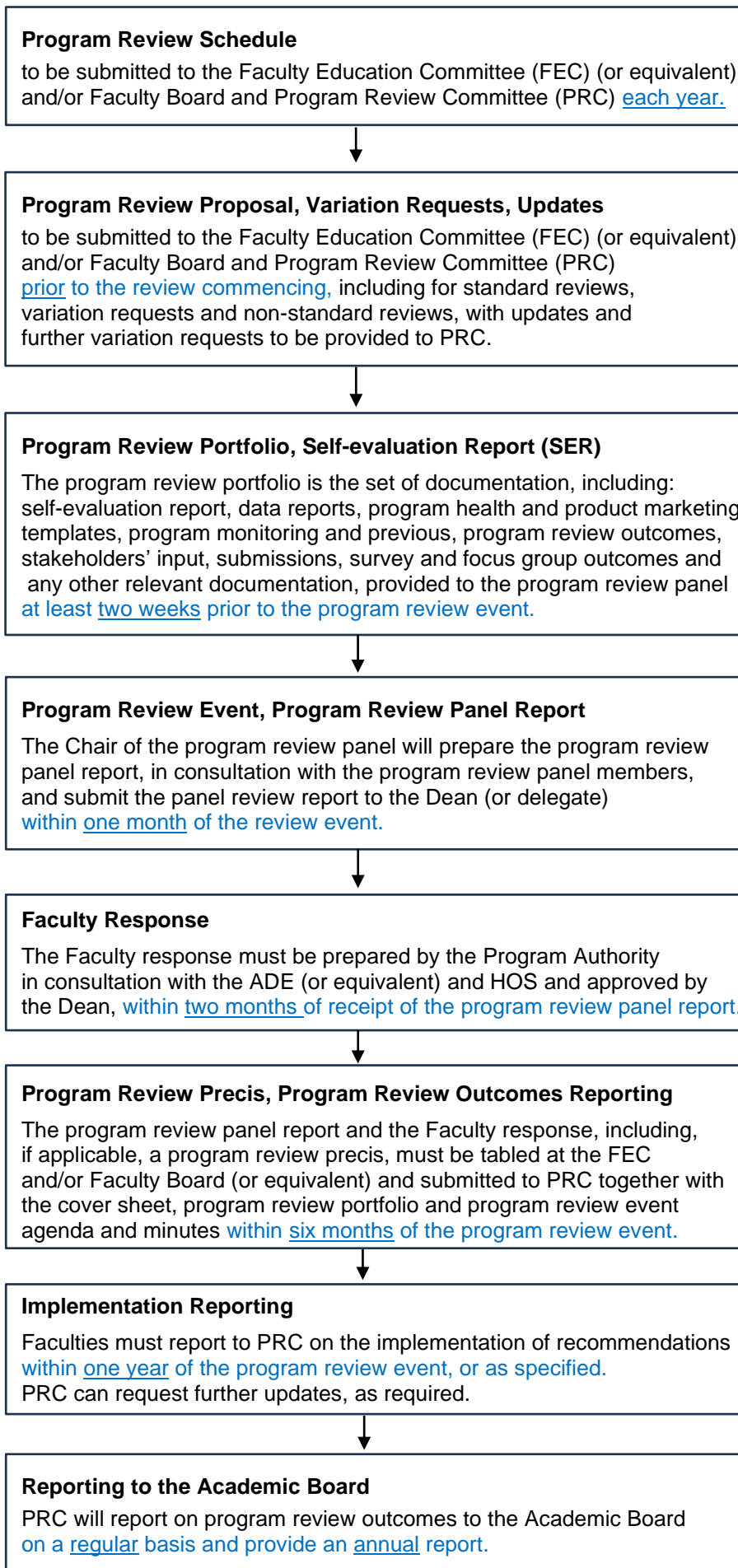
- a) The Faculty (or GRS or BoS) response must be prepared by the Program Authority, in consultation with the ADE (or equivalent) and HOS, and approved by the Dean (or BoS Chair or equivalent) within two months of receipt of the program review panel report and should be provided to the program review panel for noting.
- b) The Faculty (or GRS or BoS) response must address each recommendation and include implementation strategies for accepted recommendations, or reasons for recommendations not accepted and alternative strategies that would address the issue, risk or opportunity identified by the program review panel, confirming the required resourcing availability, responsible person(s), proposed tasks, actions and timelines.
- c) Faculties should prepare a program review precis outlining the program review outcomes to be shared with the University community and other stakeholders, as appropriate. The program review precis format, scope, communication methods and target audience will be at the Faculty's discretion.
- d) The program review panel report and the Faculty response, including, if applicable, a program review precis, must be tabled at the FEC (or equivalent) and/or Faculty Board (or equivalent, including the BoS, and UHDRC for HDR programs) and submitted to PRC together with the cover sheet, program review portfolio and program review event agenda and minutes/notes within six months of the program review event, or at the next scheduled PRC meeting.
- e) PRC will review reports, provide feedback and may require the Faculty to address concerns and/or may refer matters raised in the program review to UAQC or Academic Board Program Committee (ABPC) (for coursework programs) or UHDRC (for HDR programs) or Academic Board for broader discussion.
- f) Faculties must report to PRC on the implementation of recommendations within one year of the program review event, or otherwise, as specified. PRC will provide feedback and can request further updates, as required.
- g) The implementation report must be tabled at the FEC (or equivalent) and/or Faculty Board (or equivalent, including the BoS, and UHDRC for HDR programs).
- h) PRC will liaise with the Office of the DVC Academic Quality, TEQSA Program Board or other stakeholders should there be guidance and support required for the program review or implementation process.
- i) PRC will report on program review outcomes to the Academic Board on a regular basis.

4. Responsibilities

- a) Deans and ADEs (or equivalent) have the overall responsibility for the implementation and management of the academic offerings monitoring and review framework and processes in their Faculties, including the implementation of recommendations and reporting.
- b) Heads of Schools have the overall responsibility for course monitoring and review processes in their Schools, including the implementation of recommendations and reporting and maintaining their list of comprehensive course review details up to date.
- c) Faculty Boards and Committees (or equivalent, including the BoS and UHDRC (for HDR programs), will oversee the academic offerings monitoring and review processes in Faculties.

- d) Teams within the UNSW Planning and Performance (UPP), Office of the DVC Academic Quality (DVCAQO), Deputy Vice-Chancellor Education and Student Experience Division, including Future Students, GRS and Division of Societal Impact, Engagement and Equity are responsible for providing data to inform course and program monitoring and review processes.
- e) The University Academic Quality Committee (UAQC) will provide advice and guidance to Faculties and oversee and report to the Academic Board on the course review and course and coursework programs monitoring processes.
- f) The University Higher Degree Research Committee (UHDC) will provide guidance to GRS and oversee and report to the Academic Board on the HDR programs monitoring process.
- g) The Program Review Committee (PRC) will provide guidance to Faculties and oversee the program review process on behalf of the Academic Board.
- h) DVCAQO and TEQSA Program Board will provide guidance to Faculties, as required.
- i) The Academic Board will oversee the academic offerings monitoring and review processes and the quality of academic offerings and academic standards in the University.

Appendix - Program Review Flowchart



Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Academic Quality
Contact Officer	President, Academic Board
Supporting Information	
Legislative Compliance	This procedure supports the University's compliance with the following legislation: Australian Qualifications Framework 2013 Education Services for Overseas Students Act 2000 (ESOS Act) (Cth) Higher Education Standards Framework (Threshold Standards) 2021 Tertiary Education Quality and Standards Agency Act 2011 (Cth)
Parent Document (Policy)	Academic Offerings Governance Policy
Supporting Documents	APR Dashboards FS Research & Insights Hub APR SharePoint Program Review Committee Guidelines and Templates
Related Documents	Academic Offerings Approval Procedure Academic Offerings Nomenclature Procedure Education Quality Policy Education Quality Procedure myExperience Survey Procedure Microcredentials and Short Courses Procedure
Superseded Documents	Academic Offerings Review Procedure, v4.1
File Number	2023/098351
Definitions and Acronyms	
Academic Offerings Monitoring and Review Framework	The Academic Offerings Monitoring and Review Framework is the principal quality assurance and enhancement mechanism by which the University ensures that its programs, specialisations and courses are monitored, reviewed, revised and supported to ensure they meet appropriate standards for quality, relevance and viability, and to mitigate risks, address opportunities for enhancement of education and research training, student experience and outcomes, and share good practice.
AQF	Australian Qualifications Framework.
Associate Dean	For the purposes of this procedure, Associate Dean refers to Associate Dean (Education) or Deputy Deans, or equivalent.
Course	A planned and structured sequence of learning and teaching, normally over one teaching period in duration, that allows a student to gain knowledge, skills and understanding in relation to an agreed set of learning outcomes.
Course monitoring and routine review	Monitoring of key course data and indicators (typically: student satisfaction; student profile, student performance, grade distribution, enrolments and withdrawals data) and routine review of key course aspects and outcomes each time a course is offered.
Course comprehensive review	A process determined by Faculties and/or Schools which provides an evidence-based evaluation of a course's quality, outcomes, risks and viability. Takes place in response to the presence of risk factors, as determined by Faculties and/or Schools, or otherwise, as scheduled by Faculties and/or Schools; results in recommendations for enhancement and implementation reporting.
Coursework	A mode of study largely, or wholly, constituted of courses involving directed learning, including face-to-face class instruction, online learning, distance learning, or combinations of these. It is a term commonly used with regard to undergraduate and postgraduate study. The other mode of postgraduate study is research.
Dean	The Dean of a Faculty, Rector of UNSW Canberra, Dean of Graduate Research, or Chair of Board of Studies.

Double degree	The concurrent or sequential study of two award programs (within or spanning the undergraduate or postgraduate careers) leading to two separate awards.
External Accreditation	Formal or informal accreditation of a program or course by an accrediting body or regulatory authority.
External Benchmarking	Comparison of an aspect of a program, specialisation or course with an external comparator(s).
Faculty	A group of schools or units of related disciplines constituted as a faculty by the University Council in accordance with UNSW By-laws, or a body having similar status and equivalent responsibilities.
Faculty/School Course Monitoring and Review Procedure	Procedure developed by Faculties and/or Schools that will document Faculty/School level course monitoring and review processes, roles and responsibilities, implementation and reporting requirements. The procedure will also specify criteria and process for scheduling comprehensive course reviews.
Faculty Program Monitoring Procedure	Procedure developed by Faculties that will document Faculty level program monitoring processes, roles and responsibilities, implementation and reporting requirements in line with the University requirements.
Generalist Program	A Program which is largely composed of specialisations, such that more than 50% of the disciplinary core is taken in majors or postgraduate specialisations.
Higher Degree Research (HDR) Program	Postgraduate programs of study which involve a higher degree research candidate.
Internal Benchmarking	Comparison of an aspect of a program, specialisation or course, or relevant data and trends, with relevant University, Faculty or School programs, specialisations or courses.
Managing Faculty	Faculty (or the University Board of Studies or GRS) responsible for management of the program. For Higher Degree Research (HDR) programs, the Managing Faculty is the Graduate Research School (GRS). The University Board of Studies (BoS) is the Managing Faculty for academic offerings which are not the direct responsibility of a Faculty and include enabling as well as pre-University and alternative entry academic offerings.
Program	An approved set of requirements, courses and/or supervised research which, on completion, will lead to a UNSW award.
Program Authority	Position with overarching responsibility for all aspects of a program, including certifying that students have satisfied requirements for the qualification related to that program.
Program monitoring	Program monitoring (including specialisations) conducted on an annual basis.
Program review	Comprehensive review of a program conducted by an independent panel, as a requirement of the University, accrediting authorities and TEQSA.
School	An academic area or organisational unit which is responsible for teaching in disciplines or subject areas and which forms part of a Faculty.
Specialisation	The umbrella term for the defined area of disciplinary study. In undergraduate programs, they are referred to as majors and minors. In postgraduate coursework program they are referred to as specialisations.
Student	A person who has accepted an offer to a program of UNSW (award or non-award), has enrolled in at least one course in that program and retains an active status in that program.

Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Acting Vice- President and Deputy Vice- Chancellor (Academic)	23 July 2012	1 August 2012	This is a new procedure
1.1	Acting Head, Governance Support	14 August 2013	14 August 2013	Section 3.1.1; 3.2; 3.3 and Appendix A. Administrative update to remove requirement for semester details and to add Program Code
2.0	Vice-President and Deputy Vice-Chancellor (Academic)	13 August 2014	13 August 2014	Section 3.1.1; 3.1.2 (b); 3.2; 3.3; Appendix A, B and C. New APR summary
3.0	Vice-President and Deputy Vice-Chancellor (Academic)	18 August 2015	18 August 2015	Full Review
3.1	Deputy Vice- Chancellor (Education)	16 March 2016	16 March 2016	Section 3.1.1, 3.1.2 (b) and (c), 3.3, Appendix A – B, Part 2 and Appendix C
4.0	President and Vice-Chancellor	5 December 2019	1 January 2020	Full review and title change
4.1	Director of Governance	30 July 2020	30 July 2020	Administrative update to supporting information
5.0	Deputy Vice-Chancellor Academic Quality	2 November 2023	1 January 2024	Full review