



<b>Responsible Officer</b>		Deputy Vice-Chancellor (Academic)	
<b>Contact Officer</b>		Director, Learning & Teaching @ UNSW Pro-Vice-Chancellor (Students)	
<b>Superseded Documents</b>			
<b>Review</b>		4 January 2015	
<b>File Number</b>			
<b>Associated Documents</b>		Academic Program Review – Coursework Programs Procedure	
<b>Version</b>	<b>Authorisation</b>	<b>Approval Date</b>	<b>Effective Date</b>
1.1	Administrative update by Head, Governance Support	15 February 2012	15 February 2012

## 1. Preamble

This policy specifies requirements for the review of all UNSW academic coursework and research programs and articulates the overarching framework for Academic Program Reviews at a University-wide level.

### 1.1 Purpose

This policy is the principal mechanism by which UNSW ensures that its coursework and research programs are comprehensively reviewed to ensure that they:

- remain aligned with UNSW strategic intent
- remain relevant to the needs of the wider community
- reflect principles of best practice in program and curriculum design
- reflect UNSW's Beliefs About Learning
- are effective in realizing their stated learning outcomes, including UNSW's Graduate Capabilities
- are supported by an appropriate organisational, administrative, physical and technological infrastructure
- remain economically viable
- meet any accreditation requirements
- comply with Australian Government requirements.

## 2. Scope

The policy applies to all UNSW staff involved with program reviews and all coursework and research programs of the university.

## 3. Definitions

Definitions are consistent with the UNSW Glossary of Terms:

<http://www.handbook.unsw.edu.au/general/2012/SSAPO/glossary.html>

**APR:** Academic Program Review

**Program:** A sequence of courses leading to a degree or award conferred by the University.

**Faculty:** A faculty constituted by the University Council in accordance with Part 6 of the University of New South Wales By-law, or a body having similar status and equivalent responsibilities, such as the University College at the Australian Defence Force Academy, and includes Boards of Study

**Program Authority:** The body, usually a Faculty, responsible for the planning, resourcing and delivery of a program, including teaching resources and arrangements, administrative arrangements including publication of program information, marketing and recruitment, teaching delivery, including technology enabled learning and teaching, assessment and quality. The program authority is responsible for all matters that affect students in an award program – including admission, enrolment, progression, and

graduation.

For concurrent programs one of the contributing Faculties is identified as the Program Authority.

## **4. Policy Statement**

**4.1** UNSW requires all coursework and research programs to be reviewed at least once every 5 to 7 years

**4.2** Each faculty must establish, maintain and publish in accord with the requirements of the relevant procedures, a schedule of Academic Program Reviews that encompasses all programs offered by the faculty.

**4.3** All program reviews must have specific terms of reference as outlined in the APR Procedures, and must follow the APR Procedures.

**4.4** Academic Program Reviews must be undertaken by a Review panel normally comprising internal members and at least one external member to the university relevant to the purpose of the review.

**4.5** Outcomes of each Academic Program Review must be reported to Academic Board in the manner outlined in the relevant procedures.

**4.6** The nature and extent of the review, and the composition of the review panel, may be adjusted to reflect actions already taken with respect to quality, and confirmed by evidence of the high quality performance of the program.

## **5. Legal & Policy Framework**

**5.1** Australian Qualifications Framework (AQF)

**5.2** TEQSA Act

## **6. Implementation**

### **6.1 Roles & Responsibilities**

**6.1.1** The Pro-Vice Chancellor (Students) and the Dean of Graduate Research will develop and maintain Procedures and Guidelines for use with this policy.

### **6.2 Support & Advice**

Support and advice in relation to this policy is available from:

- PVC (Students)
- Director, Learning and Teaching @ UNSW
- Director, Graduate Research School
- Manager, Student Administration at UNSW@ADFA.

## **7. Review**

This policy is due for review three years from its date of effect.

## Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice-Chancellor	16 December 2011	4 January 2012	New policy.
1.1	Administrative Update, Head Governance Support	15 February 2012	15 February 2012	Section 3, link to Glossary of Terms

Archived document