ACADEMIC PROGRAM REVIEW POLICY

Responsible Officer	Deputy Vice-Chancellor Education and Vice-President
Contact Officers	• President, Academic Board • Dean of Graduate Research • Pro-Vice-Chancellor (Education)
Superseded Documents	Academic Program Review Policy version 2.0, updated by the Head of Governance on 21 August 2015
Review	21 August 2018
File Number	2016/08628
Associated Documents	Academic Program Review Procedure

Version	Authorisation	Approval Date	Effective Date
2.1	Administrative Review authorised by Deputy Head of Governance	18 February 2016	29 February 2016

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 the University level.

1.1 Purpose

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

• are aligned with UNSW strategic intent

• reflect principles of best practice in program and curriculum design

• reflect best practice in learning and teaching

• achieve their stated learning outcomes, including UNSW's Graduate Capabilities

• reflect the student experience

• are supported by appropriate organisational, administrative, physical and technological infrastructure

• demonstrate innovation and program positioning

• meet any accreditation requirements

• meet Australian Government requirements

2. Scope

This 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/2015/SSAPO/glossary.html

APR: Academic Program Review.

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 UNSW Canberra, and includes Boards of Study.

Program: A structured program of study leading to the award of a degree, diploma or certificate.

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 dual award 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 7 years.

4.2 Each faculty must establish, maintain and submit a schedule of Academic Program Reviews that encompasses all programs offered by the faculty in accordance with the requirements of the APR Procedure.

4.3 Academic Program Reviews must have specific terms of reference as outlined in the APR Procedures, and must follow the APR Procedure.

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 as outlined in the relevant procedures.

5. Legal & Policy Framework

5.1 Australian Qualifications Framework (AQF)

5.2 Higher Education Standards

5.3 UNSW Learning and Teaching Quality Policy

5.4 UNSW Program Disestablishment Procedure

5.5 UNSW Quality Assurance Framework

6. Implementation

6.1 Roles & Responsibilities

The Deputy Vice-Chancellor Education and Vice-President) and the Dean of Graduate Research will develop and maintain Procedures for use with this policy.

6.2 Support & Advice

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

- Office of the Pro-Vice-Chancellor (Education)
- Office of the President, Academic Board
- Dean of Graduate Research
- Manager, Student Administrative Services, UNSW Canberra

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
2.0	President and Vice-Chancellor	21 August 2015	21 August 2015	Full review
2.1	Administrative Update, Deputy Head of Governance	18 February 2016	29 February 2016	Update to Responsible and Contact Officers due to changes in senior team positions.