



COURSE AND SUBJECT CHANGES AND CESSATION PROCEDURE

Governing Policy

[Course and Subject Changes and Cessation Policy](#)

Purpose

This procedure provides guidance on changes to and cessation of academic courses and subjects.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Procedure

1. Procedures for the Preparation of Course and/or Subject Change Proposal

- 1.1. The Academic Dean, after ascertaining that the proposed changes meet Higher Education/AQF requirements, will advise the Teaching and Learning Committee and the Research and Higher Degrees Committee (sub-committees of the Academic Board), as appropriate, of any proposed Course and/or Subject change, in the form of a change proposal which will list the following information:
 - (a) what is being changed
 - (b) why it is being changed
 - (c) when it is being changed
 - (d) how the change will affect students and how the transition of students will be managed
 - (e) whether, in the case of changes to a Course, the changes result in the need to apply for initial accreditation as a new Course
 - (f) endorsement of the Executive Team.
- 1.2. The proposed Course and/or Subject change will also be updated in the relevant Course and/or Subject Brief.
- 1.3. After the change proposal has been reviewed by the appropriate committees the Academic Dean will submit the proposal and the relevant Course and/or Subject Brief to the Academic Board for its consideration and approval.
- 1.4. All Course and/or Subject changes, once approved, are checked by the Quality and Accreditation Manager against current regulatory requirements for notifying the regulator. Any change requiring notification will be brought to the attention of the regulator promptly and appropriate approvals sought.
- 1.5. Once approved by Academic Board and, if applicable, by the regulator, the Academic Dean is responsible for overseeing the implementation of the changes,

including notifying students affected by the changes, updating the relevant management information system etc.

2. Procedures for the Preparation of Course and/or Subject Cessation Proposal

- 2.1. The decision to discontinue an accredited Course and/or Subject must be supported by relevant quantitative and/or qualitative data and must be made after consultation with appropriate AIB stakeholders including the Board of Directors and with the approval of the Executive Team.
- 2.2. The Academic Dean will prepare a proposal which will:
 - (a) outline the existing Course and/or Subject
 - (b) describe the suggested rationalisation for the proposal
 - (c) provide a justification for maintaining the status quo, including a rationale and a proposal for the amelioration of the difficulties which triggered the review, or provide a justification for cessation and state the implications of the change on the Course and associated courses, on students and on AIB, and the course of action.
- 2.3. Where teaching out of the Course and/or Subject is proposed, there must be clarification of the process and a description of the options available to students. Evidence is also required that there will be arrangements to safeguard the interests of students currently enrolled in the Course. A 'teach- out' plan shall clearly articulate, timetable and specify the arrangements for current students to complete their programmes, and must be communicated to staff and students as early as practicable.

3. Approval Process

- 3.1. The proposal and supporting documentation must be forwarded to the Teaching and Learning Committee and Research and Higher Degrees Committee, as appropriate, for consideration and recommendation to the Academic Board.
- 3.2. The Academic Board will consider the proposal of the Academic Dean and the recommendation of the Teaching and Learning Committee or Research and Higher Degrees Committee, as appropriate, and will advise its decision.
- 3.3. The Academic Board will make recommendations to the Board of Directors for their approval.
- 3.4. All Course cessations, once approved, will be brought to the attention of the regulator promptly.

4. Implementation

- 4.1. Once the recommendation has been approved by the Academic Board, the Academic Dean will ensure that:
 - (a) the arrangements are communicated to staff and students, and implemented
 - (b) any registers, handbooks and other marketing materials are updated.

5. Advice to Students

- 5.1. Students will be notified as early as practicable of the decision to discontinue a Course and/or Subject and the process of implementation of this decision in line with the Student Refund Policy and Procedure.

Related Forms and Documents:

Course Brief Template

Subject Brief Template

Responsibility:

Academic Dean

Current Status	Version 2
Approved By	Academic Board
Date of Approval	1 November 2022
Effective Date	1 November 2022
Previous Version	1 October 2019 21 August 2019 <i>23 August 2017 Course Changes and Cessation Policy and Procedure v4</i>
Date of Next Review	1 November 2025