GRIFFITH UNIVERSITY

Policy

Program and Course

1.0 Purpose
2.0 Scope
3.0 Policy statement
4.0 Roles, responsibilities and delegations
5.0 Definitions
6.0 Information
7.0 Related policy document and supporting documents

1.0 Purpose

This Policy provides a quality assurance framework that ensures effective curriculum planning, and effective design and delivery of the University's programs and courses.

2.0 Scope

The University self-accredits programs of study that lead to higher education awards. This policy applies to all programs and courses including award programs, courses, and non-award programs, including micro-credentials.

3.0 Policy statement

Griffith's approach to the design, approval, delivery and review of programs and courses is guided by the Framework for Quality Assurance and the following principles:

- Programs and courses will be consistent with the requirements of the Higher Education Standards Framework (Threshold Standards) 2021 and the Australian Qualifications Framework 2013.
- Programs and courses will align with and support the achievement of the University's Strategic Plan, the Academic Plan, the Research and Innovation Plan, and the strategic goals set by Program Strategy Board.
- Programs and courses will be consistent with other relevant policies and procedures identified in the Related Polices and Supporting Documents section.
- Programs and courses will align with Griffith's program and course design standards.
- Programs and courses will have a defined set of learning outcomes which align with the relevant Griffith Graduate Attributes, and achieve the learning outcomes appropriate to the qualification type.
- Programs and courses will respond to data about student outcomes and student satisfaction.
- Programs and courses will respond to data about market position, competitor offerings, and market demand, to maintain relevance and currency.
- Programs and courses will be developed in collaboration and consultation with industry, employers, partners and other stakeholders to ensure graduates have industry-relevant knowledge, capabilities and skills.
- The suite of programs and courses offered by Griffith will be financially sustainable.

3.1 Program and course quality assurance framework

The below framework provides an overview of Griffith's approach to the strategic management, quality assurance and continuous improvement of its programs and courses.

- **Strategic management of Griffith's programs and courses** – Griffith will ensure that its portfolio of programs and courses will support achievement of the University Strategic Plan and other relevant strategies. Program Strategy Board and Group Pro Vice Chancellors have primary responsibility for ensuring that the offer of programs and courses is strategically aligned, high

quality and successful in the market. Programs Committee ensures that Griffith's programs and courses are academically rigorous, will achieve the specified learning outcomes, and provide a high-quality experience to students.

- **Program development and approval** – Griffith will ensure that program approval processes meet the requirements of self-accrediting providers under the Higher Education Standards Framework. This includes ensuring that all programs align with the requirements under the Australian Qualifications Framework. Griffith will also ensure rigorous quality assurance processes and independent academic oversight for the approval of new programs. The Program Approval Procedure details the approval processes for award and non-award coursework programs and Higher Degree by Research programs. This procedure ensures that new programs are strategically aligned, competitive and academically rigorous.
- **Course development and approval** – Griffith will ensure that its courses reflect best practice in curriculum design, teaching and assessment. The approval of new courses and changes to existing courses provide opportunities for peer review of a course's curriculum, pedagogy, and assessment. The processes for the approval of new courses and changes to courses are detailed in the Course Approval Procedure.
- **Micro-credential development and approval** – The processes for approving micro-credentials and digital badges (both award and non-award) are detailed in the Micro-credential and Digital Badge Approval and Review Procedure.
- **Program and course review and monitoring** – Griffith will regularly monitor and review the performance of its programs and courses using robust data. Griffith will use the findings of these reviews to bring about improvements. As detailed in the Program and Course Review Procedure, Griffith's approach has the following features:
  - **An approach of continuous monitoring and improvement**, in which the findings of monitoring directly inform action including changes to programs and courses. The approach to approving changes to existing programs is detailed in the Program Approval Procedure. The approach to approving changes to courses is detailed in the Course Approval Procedure.
  - **The use of the Student Experience of Courses and Teaching Survey** to collect feedback on courses and teaching from students. Data from survey instruments that measure teaching quality and the student experience in their courses is used to inform the continuous improvement process of learning and teaching at Griffith.
  - **Ongoing curriculum tracking** – The University's online course profile system contains information about how course content, teaching strategies, and assessment contribute to the course's learning outcomes. This enables tracking of moderation processes used in each course to assure the consistency and comparability of student achievement outcomes across campuses, over time and with cognate courses internal and external to the University.
  - **All programs undergoing in-depth review at least every 7 years** and these reviews considering the academic rigour, student outcomes, feedback from students and external benchmarking.
- **Program withdrawal** – Griffith may withdraw programs to ensure the program portfolio remains strategically aligned, relevant to student and employer needs, sustainable and competitive. Griffith ensures that where programs are being withdrawn appropriate teach-out plans are put in place to ensure all existing students can either complete the program of study, or transition to a mutually agreed program at no disadvantage. The Program Approval Procedure outlines Griffith's approach to program withdrawal.
- **Course withdrawal** – Griffith may withdraw courses to ensure that its course and the accompanying programs remain relevant to student and employer needs and achieve the required learning outcomes. The Course Approval Procedure outlines Griffith's approach to course withdrawal.
- **Third party arrangements** – Griffith will ensure that programs and courses delivered under third party arrangements are consistent with all the requirements of the Higher Education Standards Framework and Griffith has robust quality assurance processes to ensure this compliance. Griffith

ensures that programs and courses delivered under a third-party arrangement are consistent with relevant University policies and practices.

- **Copyright** – The learning resources used in Griffith's programs and courses will comply with the requirements under the Copyright Act 1968 and requirements of other relevant legislation.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Program Strategy Board	Program Strategy Board advises the Executive Group and Programs Committee on the strategic management and financial viability of programs.
Programs Committee	Programs Committee advises Academic Committee on issues of educational policy or practices relating to the structure and requirements of the University's programs.
The Board of Graduate Research	The Board of Graduate Research advises on strategic planning, policy, and quality assurance matters concerning higher degree by research (HDR) programs and candidature, research training and higher doctorate arrangements.
Group Board	Group Board provide advice and recommendations on the teaching and learning activities within the Group including recommendations for new programs to Programs Committee and advice on learning and teaching policy and practice.
University Learning and Teaching Committee	Learning and Teaching Committee make recommendations to the Academic Committee on strategic planning, policy, and quality assurance issues in relation to learning, teaching, the student learning experience, and delivery of curricula.

5.0 Definitions

Award program is an approved course of study that leads to a qualification located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework and meets the corresponding specifications (including the levels criteria and qualification type descriptors).

Course refers to a component of a qualification, normally undertaken over a single trimester, in which the student enrols and on completion of which the student is awarded a grade, such grades appearing on a student's academic transcript. Learning outcomes, assessment tasks and achievement standards are specified for each course appropriate to a level and qualification type.

Coursework is a method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component.

Course profile a document that specifies course requirements within the format specified in the Course Profile System and the Course Profile Template

Digital badge refers to electronic representation of certification that is visual, available online and is embedded with metadata that provides context, meaning, process and result of an activity.

Higher Degree by Research refers to a Research Masters or Research Doctorate where a:

- Research Masters means a Level 9 qualification as described in the AQF and where a minimum of two-thirds of the program of learning is for research, research training and independent study

- Research Doctorate means a Level 10 qualification as described in the AQF and where a minimum of two years of the program of learning, and typically two-thirds of the qualification, is research.

Micro-credential refers to certification of assessed learning that is additional, alternative, complementary to or a component part of a formal qualification.

Non-award program is an approved course of study that does not lead to an award of the University. The non-award program may comprise courses normally taken as part of an award program but is a non-AQF qualification. Non-award programs include continuing education, executive education, professional development, tertiary preparation, enabling, and English Language Intensive Courses for Overseas Students (ELICOS) programs.

Program is an approved course of study. A student is admitted to a program.

Student Experience of a Course is a survey instrument to provide feedback from students to teaching staff and the University about student satisfaction with key elements of every course.

Student Experience of Teaching is a survey instrument that provides feedback from students to teaching staff and the University about student satisfaction with key elements of teaching.

Third party arrangement is an arrangement between Griffith and another party (in Australia or overseas) to deliver some or all of a program or course that leads to the award.

6.0 Information

Title	Program and Course Policy
Document number	2023/0000366
Purpose	This policy outlines the principles and quality assurance framework for programs and courses.
Audience	Staff
Category	Academic
Subcategory	Learning and Teaching
Approval date	20 July 2023
Effective date	Trimester 1 2024
Review date	2028
Policy advisor	Director, Student Credentials
Approving authority	Academic Committee

7.0 Related Policy Documents and Supporting Documents

Australian Government Legislation and Policy	Australian Qualifications Framework 2013 Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018
Policy	Academic Awards and Graduations Policy Higher Degree by Research Policy Quality Assurance Policy
Procedure	Course Approval Procedure Course Attributes and Requirements Procedure Micro-credential and Digital Badge Approval and Review Procedure Program and Course Review Procedure Program Approval Procedure Qualifications Procedure
Schedule	Academic Awards Schedule Course Attributes Schedule