

**Purpose:**

A Course Review Panel is established by the Vice-Chancellor for each course re-accreditation application. The purpose of this Panel is to provide optimum support to the Learning & Teaching Committee and Academic Board in reviewing the Course Re-accreditation Report.

**Terms of Reference:**

The role of the Course Review Panel is to provide endorsement for a course to be re-accredited or provide advice on stipulations that the managing School may need to meet before the course can be reaccredited.

In this regard, the Panel will:

1. Evaluate the course against relevant external and internal reference points, including the threshold and discipline standards.
2. Review the quality, scope and structure of the course curriculum against its teaching and learning standards and its supporting frameworks.
3. Evaluate the review of the course's units in delivering the course outcomes.
4. Review the course's context to ensure that its curriculum and delivery is underpinned by appropriate research and scholarly praxis.
5. Review overall course performance.
6. Review the viability and sustainability of the course.

The Panel is responsible for supporting the Chair in writing a succinct Report of commendations and recommendations.

**Membership:**

The Panel's composition will be relevant and appropriate to the course under consideration. Representation from external stakeholders may include, but is not limited to, a range of interested parties including industry practitioners, employers, community representatives and senior academic leaders from other institutions.

The Panel should normally consist of at least three external members, with two of these members holding positions of academic leadership.

The Panel and the Chair will be appointed by the Vice-Chancellor.

Normally the Executive Assistant to the Vice-Chancellor is the Panel Secretary and will provide administrative support for the Review Panel.

**Conflicts of Interest:**

Panel members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the Panel's agenda. Existing members of the External Advisory who may serve as members of this panel are not regarded as conflicted since this is not an approving but an advisory panel.

**Report:**

The Report of the Course Review Panel is to be prepared by the Chair in consultation with panel members and returned to the Academic Quality Office within an agreed timeframe.

The Report will be provided to the Vice-Chancellor and the Manager, Academic Quality and Standards who will provide it to the Course Convenor and Head of School (if relevant). The Course Convenor will prepare an Action Plan Response.

The Report of the Course Review Panel and the Action Plan Response will be reviewed by the Academic Quality Committee, and then submitted to the Learning & Teaching/ Research Committee in order to assist Academic Board to make their decision on renewal of accreditation.

**Table of Amendments**

<b>Version Number</b>	1.0	<b>Replaces Version</b>	NA
<b>Implementation Date</b>	1 February 2024	<b>Scheduled Review Date</b>	August 2028
<b>Approving Body</b>	Academic Board	<b>Approval Date</b>	30 August 2023
<b>Policy Owner</b>	Manager, Academic Quality and Standards	<b>Date first introduced</b>	1 February 2024
<b>Short description of amendment</b>	Replaces Learning & Teaching Review Panel TOR		