

ACADEMIC BOARD - CURRICULUM REFRESHMENT, COURSE VERSION AND STUDENT TRANSITION GUIDELINE

The following guideline sets out the University's approach to refreshing existing curricula, the options for faculties to progress continuing students within the context of those changes, and the circumstances in which a new course version and student transition between versions of a course in Sydney Student is or is not required.

Overarching Principles

1. Generally, students complete the requirements of their course in accordance with the course resolutions in effect during their academic year of entry, as stipulated in the letter of offer.
2. The University will enable students to complete the course in which they enrolled, including the fulfilment of all applicable course requirements.
3. The Academic Board expects that courses will evolve over time as faculties make iterative amendments to the curriculum to maintain the currency and quality of the course. These iterative amendments are known as curriculum refreshment.
4. Curriculum refreshment may include expanding or reducing the units of study and/or components offered in a course, replacing units, or varying unit availability.
5. Where equitable and advantageous to students, the University will enable continuing students to access these curriculum refreshments within the existing course structure and requirements that were in effect during their academic year of entry.
6. Curriculum refreshment does not usually generate the need for a new course version (as expressed by a new course code) in the Sydney Student system nor student transition between versions.
7. Where curriculum amendments cannot be incorporated under the existing course resolutions, the University will establish a new version of the existing course or curriculum component in the Sydney Student system to commence in the year approved by the Academic Board.
8. Transitional arrangements for continuing students between course versions are required when a new course version is created.
9. Transitional arrangements require a formal transition plan which specifies the conditions of transition, approved by the Academic Board.
10. Depending on the terms of the approved transitional arrangements, continuing students may be entitled to elect to transition to the new course version or complete their candidature under their current course version.

Curriculum Refreshment Under Existing Resolutions

The evolution of a course through its lifecycle often takes the form of new units developed to replace existing units, or additional units developed to expand the overall academic offering of the course. This evolution may also involve the discontinuation of units and curriculum components to maintain the currency of the course. As well as being available to commencing students from the approved year, faculties may elect to offer the refreshed curriculum to students who have already commenced their candidature under existing resolutions. This can occur through the following approaches:

Expanding the Course Offering

To enable continuing students to undertake new units or curriculum components (programs, majors, specialisations, minors) not on offer at the time they commenced their candidature, the faculty may include the new units or curriculum component(s) within the existing course where consistent with the

course learning outcomes. This process is managed through the course approval process prescribed by the Academic Board.

This evolution of the course offering is incorporated within the current course resolutions. The faculty is responsible for communicating the change to students.

Replacement of Units

To enable continuing students to undertake new units, the faculty may deem a new unit as a direct replacement of an existing unit through the course approval process prescribed by the Academic Board.

The faculty may deem a unit of study to replace another unit of study if:

1. the unit learning outcomes are consistent with the AQF level descriptors for the level at which the unit is delivered.
2. the intent of the unit learning outcomes is the same. Slight variations to the wording of the unit learning outcomes are permitted to reflect updated curriculum.
3. the content of the unit is the same in terms of the development and application of knowledge and skills, but may be re-contextualised to include modernised readings, technology, examples, or pedagogy.
4. the unit supports students achieving the same course learning outcomes.
5. the volume of learning is the same.

Variations to assessment are permitted, provided that the approach to the development and application of knowledge and skills is the same. Variations may be for assessment weighting, assessment type, or assessment design.

Note: Typically, direct mapping of assessment weighting, type and design are readily equivalent e.g. 40% summative assessment in a capstone unit = 40% summative assessment in a capstone unit, even if the details within are different.

A student who completes a unit deemed to replace an old unit satisfies the same requirements of their course which would have been satisfied if the student had completed the old unit.

Students can access the refreshed curriculum through the enrolment function in Sydney Student.

Discontinuation (Teach-Out) of Curriculum Components

To maintain the currency of the course, the University may elect to discontinue a curriculum component (stream, program, major, specialisation, minor) within a course. This process is managed through the course approval process prescribed by the Academic Board. The curriculum component will no longer be available to students commencing in the course from the year approved by the Academic Board. Continuing students will be enabled to complete the curriculum component.

Discontinuation of Units of Study

The faculty may also elect to no longer offer units of study within a course. It is the responsibility of the faculty to ensure that students can complete the course for which they enrolled, pursuant to Principle 2.

Refresh Current Course Resolutions

The evolution of a course over its lifecycle may also take the form of amendments to the course resolutions. These amendments are approved through the course approval process prescribed by the Academic Board and take effect to govern the candidature of current students in progress with their study.

Such evolution may include updates to rules or progression, the outcome of which does not impact negatively on a student's progress through the original course e.g. units and unit rules, progression rules, assessments, and unit learning outcomes.

Amendments to Existing Courses which Require a New Course Version

Due to reporting, conferral and system requirements, certain amendments to existing courses require the creation of a new course version in the Sydney Student system. These amendments are approved through the course approval process prescribed by the Academic Board and take effect to govern the candidature of commencing students.

The following amendments to existing courses require the creation of a new course version:

1. Amendment to course name;
2. Amendment to course duration in part-time or full-time years impacting the equivalent full-time study load (EFTSL);
3. Amendment to total credit points;
4. Amendment to AQF Qualification Level;
5. Amendment to AQF Qualification Type; and/or
6. Amendment to information maintained on CRICOS, including but not limited to:
 - a. ASCED codes;
 - b. course delivery location;
 - c. work-based training requirements;
 - d. course fees (where the change is substantial in nature); or
 - e. learning outcomes (where the change has a material impact on academic content).

The faculty may offer continuing students progressing under the current course version the opportunity to transition to the new course version.

The faculty is required to submit a formal student transition plan to the Academic Board through the prescribed approval process. The plan must outline curriculum mapping from the old curriculum to the new and how students will be managed through this process.

Continuing students are not obligated to transition to the new course version and will be enabled to complete their candidature under their current course version if they so choose.