



ACADEMIC PROGRAM REVIEW PROCEDURE

Policy Hierarchy link	Academic Program Review Policy		
Responsible Officer	Deputy Vice-Chancellor Education		
Contact Officer	Pro-Vice-Chancellor Education		
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1. Purpose

This Procedure enacts the UNSW Academic Program Review Policy in relation to the review of UNSW coursework and research programs. This Procedure applies to all Academic Program Reviews in relation to undergraduate, postgraduate and research programs at UNSW.

2. Definitions

Academic Program Review (APR) is the principal mechanism by which UNSW ensures that its coursework and research programs are reviewed regularly at least once every 7 years.

Dean refers to the Dean of a faculty, Rector of UNSW Canberra, Dean of Graduate Research, or Chairs of Boards of Studies as appropriate.

Associate Dean refers to Associate Dean (Education), Associate Dean (Research Training), or Associate Dean (Research) as appropriate.

3. Procedure

3.1 Planning an Academic Program Review Cycle

3.1.1 Scheduling Academic Program Reviews

An APR schedule, noting program code, program name, year of last review and year of proposed review will be established and submitted for noting by the Academic Board. Programs disestablished or suspended since the previous APR Cycle should also be listed. This schedule will be updated on an annual basis by each faculty. For the APR Schedule template, please see [Appendix A](#).

All programs should be subjected to a review at least once every 7 years, which incorporates regular interim monitoring. Flexibility to bring forward a planned APR should be available to faculties when the need arises, such as significant concerns over the viability and/or quality of a program.

Programs that have been suspended and subsequently reopened for enrolment will have their APRs conducted within a 7-year cycle, similar to programs that have not been suspended.

Faculties may also perform other reviews outside of the 7-year cycle, such as accreditation reviews. Data from these reviews, provided that they have been conducted in the same year in which the APR is undertaken, may be incorporated into the APR Report, but cannot replace the APR process.

Cross-Faculty Program Reviews

Where more than one faculty contributes to the design and delivery of a program, the Dean/Associate Dean of the administering faculty is responsible for the timing and oversight of the APR and for ensuring appropriate input into the review from all faculties concerned.

3.1.2 APR Process

Prior to commencing an APR, Faculties need to determine:

- a) Terms of Reference
- b) Review Method
- c) APR Panel
- d) Timeline and Milestones

a) APR Terms of Reference

The terms of reference of an APR will include:

- Program Objectives and Strategic Alignment (such as relevance to UNSW and faculty strategic initiatives, and program positioning at UNSW and/or in the higher education sector)
- Program Compliance (such as UNSW policies and procedures, accreditation, and government requirements)
- Student Experience (including development of UNSW Graduate Attributes, achievement of program learning outcomes, levels of demand, student satisfaction, participation, retention and completion).
- Teaching Quality and Curriculum for Coursework Programs (including alignment with UNSW's Learning and Teaching Quality Policy and Assessment)

- Research Supervision and Graduate Program Structure for Research Programs
- Infrastructure and Innovation (including staffing, facilities, systems and administrative processes and the innovative use of technology in teaching)

b) APR Review Method

The method of an APR will:

- identify the strengths of the program
- identify the gaps and areas for improvement
- make recommendations to enhance program quality
- identify and consult with stakeholders (including cross-faculty staff, industry experts, employers and student representatives)
- include relevant internal and external comparative data to enable benchmarking, where that data exists
- be evidence-based
- Data from other reviews (i.e. accreditation) conducted in the same year in which the APR is undertaken may be incorporated into the APR Report, but cannot replace the APR Process.

c) APR Panel

APR Review Panels will, as a minimum, comprise:

- a Chair such as an Associate Dean, or other senior academic, whether from internal or external to the faculty responsible for the program
- at least one member external to UNSW, such as an academic with expertise in the program's field, a representative of industry or a relevant profession, or an alumnus of the program being reviewed
- at least one UNSW member external to the faculty responsible for the program such as an Associate Dean, or other senior academic
- at least one current student or a student who has graduated within the last 12 months

Those staff who are directly involved in the management of the program under review (e.g. the Program Director or the relevant Head of School) may not be a member of the APR Review Panel. Where input is required from such staff, it can be acquired through submissions, interviews or other similar measures.

Faculties may approve larger panels where particular expertise is required.

d) Timeline and Milestones

On the establishment of an APR, faculties will determine:

- key review dates and milestones
- when the outcomes will be expected
- reporting dates

3.2 Conducting an Academic Program Review

- The Dean/Associate Dean or equivalent has overall responsibility for the APRs

conducted in the faculties. These include APRs for coursework and research programs administered by the faculty.

- The Dean of Graduate Research is responsible for the APRs conducted for the MPhil and PhD.
- The Dean/Associate Dean or equivalent will determine the APR Terms of Reference, Method, Panel Members and Timeline..
- The Dean/Associate Dean or equivalent will ensure that the Review Panel is supported, including with resources to cover costs incurred by appointing external panel members.
- The Panel will review all evidence necessary to evaluate the Program according to the Terms of Reference.
- The Chair of the APR Panel will submit a written report documenting the outcomes of the review and recommendations. For the Panel Report template, see Appendix B.
- The Dean or equivalent will develop the Faculty Response to the Panel Report, addressing recommendations and outlining proposed strategies, implementation timelines and responsibilities. The Faculty Response will be reported in the template in Appendix B.
- Where APR Panel recommendations are not accepted by the faculty, these rejections will be explained in the Faculty Response, with reasons and an outline of alternate courses of action.
- The completed APR Panel Report, and the Faculty Response to the Report, will be tabled by the Dean/Associate Dean or equivalent at the next meeting of the Faculty Board.

3.3. Reporting Academic Program Reviews

- The Associate Dean or equivalent will submit the following documentation to the Academic Board by the last working day of October each year.
 - Updated APR Schedule reflecting a 7 year review cycle (see Appendix A)
 - Completed APR Reports and Faculty Responses for all reviews undertaken in the 12 months prior to submission (see Appendix B)
 - Implementation outcomes for all APRs reported to the Academic Board in the previous APR reporting cycle, to monitor progress and close the APR 'loop' (see Appendix C)
- Faculty submissions will be reviewed by a Working Group of the Academic Board, comprising the Deputy President of the Academic Board (as Chair), the President of the Academic Board or nominee, the Pro-Vice-Chancellor (Education) or nominee, a member of the University Academic Quality Committee (UAQC) or University Academic Programs Committee (UAPC), and such other persons as appropriate.
- The Working Group will review the APR reports for alignment with the APR Policy and Procedure and report to the UAQC and the Academic Board. Feedback will be provided to Faculties in the form of individual reports.
- The President of the Academic Board will ensure that the Board monitors progress in implementing agreed outcomes and recommendations of the APR reports.
- Academic Board will maintain a record of the APR Schedules and APR Reports (as

stipulated in the APR Policy).

4. Review & History

These procedures should be reviewed within three years from its date of effect.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Acting Vice-President and Deputy Vice-Chancellor (Academic)	23 July 2012	1 August 2012	This is a new procedure
1.1	Acting Head, Governance Support	14 August 2013	14 August 2013	Section 3.1.1; 3.2; 3.3 and Appendix A. Administrative update to remove requirement for semester details and to add Program Code
2.0	Vice-President and Deputy Vice-Chancellor (Academic)	13 August 2014	13 August 2014	Section 3.1.1; 3.1.2 (b); 3.2; 3.3; Appendix A, B and C. New APR summary
3.0	Vice-President and Deputy Vice-Chancellor (Academic)	18 August 2015	18 August 2015	Full Review
3.1	Deputy Vice-Chancellor (Education)	16 March 2016	16 March 2016	Section 3.1.1, 3.1.2 (b) and (c), 3.3, Appendix A – B, Part 2 and Appendix C

5. Appendices

Appendix A: [Academic Program Review Schedule Template](#)

Appendix B: [Academic Program Review Report Template](#)

**Appendix C: Faculty Report on Recommendations Implemented in Previous APR
Cycle Template**