



## Course Review Procedure

### 1. Purpose

This procedure sets out how Course Reviews at KOI are conducted.

### 2. Procedures

#### 2.1 Policy

Course Development and Review Policy - [https://koi.edu.au/policy\\_form/course-development-and-review-policy/](https://koi.edu.au/policy_form/course-development-and-review-policy/)

#### 2.2 Course Review Process

| Order | Task(s)   | Responsibility   | Timeframe   |
|-------|---|--|---|
| 1     | Nomination of potential independent reviewers/experts (preferably from TEQSA register of experts) | Course of Advisory Committee Members; Learning and Teaching Committee Members; Academic Board Members; Vice President (Academic); HOPs | 4-Weeks   |
| 2*    | Circulation of CVs of potential reviewers   | Vice President (Academic)  | 4-Weeks   |
| 2     | Approval of reviewers   | Academic Board (At the Academic Board meeting or by Email) or its Delegates  |   |
| 2     | Request reviewer's acceptance of review task  | Vice President (Academic)  |   |
| 3     | KOI wide documents collated (see Required Documentation)  | Vice President (Academic)  | 4-Weeks   |
| 3     | Course specific documents (see Required Documentation)  | Head(s) of Programs  |   |
| 4     | Follow up with reviewer if any delays   | Vice President (Academic)  | 4-Weeks after the reviewer receives the material.   |
| 5     | Receive review  | Vice President (Academic)  | 4-6 Weeks after the reviewer receives the material. |



|   |   |  |   |
|---|---|--|---|
| 6 | Develop responses to reviewers' comments & Provide reviewers with response  | Vice President (Academic) & Head(s) of Program | 4-6 Weeks after receiving the report from the reviewer. |
| 7 | Sign off by the reviewer  | Vice President (Academic)                      | 4-6 Weeks after the reviewer receives the response.     |
| 8 | Dissemination of final report to Course Advisory Committee, Learning and Teaching Committee, and Academic Board and Storage of report in central repository | Vice President (Academic)                      | 4-Weeks after the final report is completed.            |
| 9 | Implementation  | Vice President (Academic)                      | In the next teaching period.                            |

(\* Same order number: Concurrent tasks)

## 2.3 Required Documentation

### 2.3.1 KOI External Review Template (see Appendix B)

### 2.3.2 KOI wide documents (same for all reviews)

- C.1.1e KOI Credit-Transfer-Policy
- C.1.1g KOI Assessment-and-Assessment-Appeals-Policy
- C.1.1h KOI Admissions-and-Enrolment-Policy
- C.1.1i KOI Extract from undergraduate IT RPL precedent
- C.1.1j Professional-Equivalency-Policy
- C.1.1k KOI Course-Progress-and-Intervention-Policy
- C.2.1a KOI Specialist Facilities
- C.3.2d KOI Academic advising and learning support guidelines
- C.3.3a KOI Learning Resources

### 2.3.3 Course specific documents to be provided by HOP

- C.1.3a KOI **xxx** Course Rules
- C.1.3b KOI **xxx** SLO Alignment
- C.2.1b KOI Learning Management System
- C.3.1c KOI Assessment Distribution
- C.3.1a KOI Course Proposal and Business Plan
- C.3.1b KOI **xxx** Alignment SLO - Assessment – CLO
- C.3.1c KOI Assessment Distribution
- C.3.1d KOI Teaching materials for core subject
- C.3.1e KOI AQF mapping of Course Learning Outcomes
- C.3.1f KOI Subject Outline
- C.3.2c KOI **xxx** Abbreviated CVs

#### Document control

|                         |   |
|-------------------------|---|
| Policy title            | Course Review Procedure   |
| Policy owner            | Vice-President (Academic)   |
| Policy approver         | the Academic Board  |
| Version / Date          | Version 1.1/13 June 2025  |
| Approved                | 13 June 2025  |
| Date of next review     | 13 June 2027  |
| Changes in this version | Removed Director Educational Development in Items 2, 3, 4, 5 & 6; Added Learning and Teaching Committee in Items 1 & 8; Amended Timeframe for |



|  |            |
|--|------------|
|  | Items 5-8. |
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\*\*\*\*\***END OF PROCEDURE**\*\*\*\*\*