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|  <b>S P Jain<br/>School of Global<br/>Management</b><br><small>DUBAI • MUMBAI • SINGAPORE • SYDNEY</small> | <b>Unit Development, Amendment and Discontinuation Policy</b>                         |
| Document Type                                                                                                                                                                               | Policy                                                                                |
| Administering Entity                                                                                                                                                                        | Academic Regulations and Course Development Committee (ARCDC) and Academic Board (AB) |
| Latest Approval/<br>Amendment Date                                                                                                                                                          | 12 August 2026                                                                        |
| Last Approval/<br>Amendment Date                                                                                                                                                            | New Policy                                                                            |
| Approval Authority                                                                                                                                                                          | Academic Board                                                                        |
| Indicative time of<br>Review                                                                                                                                                                | 11 August 2028                                                                        |

### 1. Purpose

- a. The purpose of this Policy is to detail S P Jain School of Global Management's (S P Jain / the School) process for the development, modification, review, approval and discontinuation of units of study.

### 2. Scope

- a. This policy applies to units delivered for all accredited courses and should be read in conjunction with the *Course Development, Review and Approval Policy* and the *Assurance of Learning Policy*.

### 3. Development and Discontinuation of Units of Study

- a. All development and discontinuation of units will be done in adherence to the Australian Qualifications Framework (AQF) 2013 and Higher Education Standards Framework (HESF) 2021.
- b. All unit outlines will be developed as detailed in the *Assurance of Learning Policy*.
- c. The Academic Board has the authority to approve the introduction of new units of study and the discontinuation of existing units of study.
- d. The development of new units or the discontinuation of existing ones, whether as part of a new course or specialisation, or as a result of an internal review, must follow the procedures outlined in the *Course Development, Review and Approval Policy*.

### 4. Periodic Review and Amendment of Units

- a. The Deans or relevant Course Directors, in collaboration with the Area (Discipline) Heads will periodically review the units of study in their respective courses to keep the curriculum current and relevant.

- b. To ensure academic quality, currency, and compliance with the Higher Education Standards Framework (HESF) 2021, units reviews will occur through both comprehensive and regular monitoring processes.
- c. All units are comprehensively reviewed when required as part of course or unit reviews. This process involves evaluating the unit's alignment with learning outcomes, curriculum renewal, pedagogical innovation, assessment integrity, and learning resources. Unit reviews can also be prompted by unit performance such as enrolment, success rate, student experience, and academic integrity cases.
- d. Regular reviews may be conducted more frequently where student feedback or student performance outcomes indicate risk.

## 5. Minor Amendments

- a. **Definition:** Changes that do not alter course structure, AQF level, learning outcomes, credit points, duration of delivery, constructive alignment, and progression sequence including any prerequisites or corequisites.

### b. Examples of Minor Amendments:

- i. **Requiring Academic Regulations and Course Development Committee (ARCDC) Approval:**
  - Changes to assessment tasks, assessment methods, weightings, workload and changes in open or closed book exams.
  - Changes to the weekly session contents, including the addition or contents, where the changes impact the unit learning outcomes, and assessments
  - Changes to the unit description
  - Changes to specialised facilities, equipment, software, hardware, laboratories, or other specialist resources required for unit delivery.
- ii. **Requiring Dean or relevant Course Director approval:**
  - Editorial updates (spelling, formatting)
  - Updates to prescribed texts, readings, and learning resources to maintain currency, relevance, and accuracy, where no changes are made to Unit Learning Outcomes (ULOs), assessment requirements, or constructive alignment.
  - Non-substantive refinements to ULOs, such as minor rewording that does not alter the intended learning outcome, its scope or its alignment with assessment.

- c. Where students are impacted, the School will communicate changes promptly.

## 6. Major Amendments

- a. **Definition:** Changes that affect course structure, AQF level, learning outcomes, credit points, duration of delivery and progression sequence including any prerequisites or corequisites must be approved by the Academic Board (AB).

**b. Examples of Major Amendments:**

- Changes to unit identifiers including unit name and unit code, and credit points
  - Changes to structure, including AQF level, year level, duration, and delivery mode
  - Changes to unit type (core/elective), and pre- or co-requisite requirements
  - Material amendments to ULOs, including additions, deletions, or substantial revisions that affect constructive alignment
  - The inclusion, removal, or significant modification of Work Integrated Learning (WIL) components.
- c. All proposed major amendments to the unit outlines will be submitted to the ARCDC for review and onward recommendation to the AB.
- d. Where current students are impacted, the School will consult affected cohorts and communicate changes promptly.

**7. Timing of Amendments**

- a. Minor and major amendments must not occur after teaching has commenced.

**8. Amendments Arising from Internal Review Processes**

- a. Unit amendments identified as part of formal internal review processes (e.g., comprehensive course reviews, accreditation reviews, or scheduled curriculum evaluations) must be addressed through those structured review mechanisms. This ensures consistency, transparency, and alignment with institutional quality assurance and governance requirements.
- b. For formal internal reviews irrespective of resulting minor or major changes in the unit outlines, the complete set of updated unit outlines will be submitted to the ARCDC for review and onward recommendation to the AB for approval.

**9. Approval and Reporting**

- a. The approval authority and associated reporting requirements for each amendment type are set out in the table below:

| <b>Amendment Type</b>            | <b>Approval Authority</b>        | <b>Reporting Requirement</b>                                |
|----------------------------------|----------------------------------|-------------------------------------------------------------|
| <b>Minor (Dean-level)</b>        | Dean or relevant Course Director | Reported to ARCDC by the Deans or relevant Course Directors |
| <b>Minor (ARCDC-level)</b>       | ARCDC                            | Reported to Academic Board                                  |
| <b>Major</b>                     | Academic Board                   | Reported to Academic Board                                  |
| <b>Development of New Unit</b>   | Academic Board                   | Reported to Academic Board                                  |
| <b>Discontinuation of a Unit</b> | Academic Board                   | Reported to Academic Board                                  |

## 10. Quality Assurance and Central Repository Arrangement

- a. S P Jain maintains a structured and consistent unit review process to safeguard academic integrity and quality.
- b. The Deans or relevant Course Directors are accountable for ensuring that unit quality and standards align with the Australian Qualifications Framework (AQF) and that all approved changes are implemented effectively and within agreed timeframes.
- c. The Director - Accreditation and Regulatory Compliance (DARC) oversees all unit development and changes in accordance with policy which requires ARCDC and/or AB approval and coordinates formal approval of all such unit changes through the ARCDC and AB.
- d. The Deans or relevant Course Directors will provide the Director – Faculty and Program Administration Management, the Registrar and DARC with the revised unit outlines approved by them and area heads/specialists, along with details of the approved changes.
- e. The Office of the DARC will provide the Director – Faculty and Program Administration Management and the Registrar with the unit outlines approved by ARCDC or AB for implementation.
- f. The Director – Faculty and Program Administration Management maintains a central repository of the approved unit outlines, version control of unit outlines and related documentation to ensure currency and traceability.

### Related Documents

- a. Assurance of Learning Policy
- b. Course Development, Review and Approval Policy

### Policy version history and updates approved by the AB

| Version | Date Executed  | Revisions  | Approval       |
|---------|----------------|------------|----------------|
| 1       | 12 August 2026 | New Policy | Academic Board |

## Appendix 1: Approving Authority Schedule for Amendment to Units of Study

| Unit Outline Component                                              | Type of Change | Approving Authority              | Any Additional Details                                                                                                                                                                                                |
|---------------------------------------------------------------------|----------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name / Code                                                         | Major          | Academic Board                   | -                                                                                                                                                                                                                     |
| Duration of delivery                                                | Major          | Academic Board                   | -                                                                                                                                                                                                                     |
| Credit Points                                                       | Major          | Academic Board                   | -                                                                                                                                                                                                                     |
| AQF Level                                                           | Major          | Academic Board                   | -                                                                                                                                                                                                                     |
| Year Level                                                          | Major          | Academic Board                   | -                                                                                                                                                                                                                     |
| Delivery Mode                                                       | Major          | Academic Board                   | -                                                                                                                                                                                                                     |
| Unit Type (core / elective)                                         | Major          | Academic Board                   | -                                                                                                                                                                                                                     |
| Pre-requisites / co-requisites                                      | Major          | Academic Board                   | -                                                                                                                                                                                                                     |
| Unit Learning Outcomes                                              | Major          | Academic Board                   | Including additions, deletions, or substantial revisions that affect constructive alignment.                                                                                                                          |
| Work Integrated Learning (if applicable)                            | Major          | Academic Board                   | Adding, removing, or significantly changing a WIL component.                                                                                                                                                          |
| Specialised facilities, equipment, software, hardware, laboratories | Minor          | ARCDC                            | Including other specialist resources required for unit delivery.                                                                                                                                                      |
| Assessment Tasks, Rubrics                                           | Minor          | ARCDC                            | Changes to the number, type, weighting, format, or length of assessment tasks, including the use of equivalent alternative assessment tasks to support academic and assessment integrity.                             |
| Weekly sequence or content of topics                                | Minor          | ARCDC                            | Including the addition or removal of topics, where the changes impact the unit learning outcomes, assessments, or constructive alignment.                                                                             |
| Unit Description                                                    | Minor          | ARCDC                            |                                                                                                                                                                                                                       |
| Editorial changes                                                   | Minor          | Dean or relevant Course Director | -                                                                                                                                                                                                                     |
| Prescribed Texts, Readings and Learning Resources                   | Minor          | Dean or relevant Course Director | Updates to prescribed texts, readings, and learning resources to maintain currency, relevance, and accuracy, where no changes are made to unit learning outcomes, assessment requirements, or constructive alignment. |
| Unit Learning Outcomes (ULOs)                                       | Minor          | Dean or relevant Course Director | Non-substantive changes such as minor rewording that does not alter the intended learning outcome, its scope or its alignment with assessment.                                                                        |