



Subject Outline Policy

1. Purpose

The subject outline is a contract between King's Own Institute (KOI) and its students, describing the subject and its assessment as well as setting out the requirements for students to pass the subject.

Teaching in the classroom and teaching resources on Moodle must be aligned with the subject outline.

The Vice-President (Academic) is responsible for the integrity of the subject outlines and the oversight of teaching. Heads of Program are responsible for the management of teaching in their programs, ensuring that subjects are current and teaching and supporting resources align with the subject outlines.

Lecturers and tutors are responsible for engaging students in current knowledge and scholarship consistent with the approved learning outcomes in the subject outline. Subject Coordinators are responsible for maintaining the currency of the subject, refreshing the assessment items for each trimester and responding to feedback from students. Resulting changes are reviewed by the Heads of Program, Course Advisory Committees and the Academic Board as explained below. Changes made as a result of student feedback should be recorded in the subject outline.

KOI has a systematic moderation procedure to test the standards and alignment of the learning outcomes, the methods for assessment of the learning outcomes and the extent of students' achievement of learning outcomes and to ensure that its programs take account of emerging developments and the needs of students.

2. New subjects and major variations to existing subjects

The proposal for a new subject or a major variation to an existing subject should detail the contribution which the subject makes to the program learning outcomes in the programs in which it is offered, the learning outcomes for the subject, the assessment requirements for the subject, how the assessment confirms the subject learning outcomes, the relationship of the subject to other subjects, the resources required to deliver the subject and when and how the subject is to be taught.

All assessment tasks must be fully documented in the subject outline and should not rely on supplementary details and marking guides on Moodle.

A major variation is one that changes the level, credit points, subject overview, subject learning outcomes, curriculum content, assessment (type, timing, weighting, word length/duration) and/or prescribed text.

All subject proposals must adhere to the provisions of the Course Development and Review Policy and the Assessment and Assessment Appeals Policy.

Proposals for new subjects and major variations require a resource assessment and proposers must consult with the supporting service areas (eg Library, Student Administration and Information Technology Services) affected by the changes.

Proposals to retire a subject also fall under this policy. Proposals to retire or replace a subject must also take into consideration the impact on students and on other subjects in the courses in which the subject is offered.

Proposals to retire or replace a core subject in a course must detail the arrangements to accommodate students currently enrolled in the course. Any continuing students affected by the decision to retire a core subject should be given a minimum of one trimester's notice that the change will occur.

3. Approval

New subjects and major changes to existing subjects require the approval of the Academic Board. Wherever possible, the Academic Board will seek and receive advice from the relevant Course Advisory Committee(s) before the changes are scheduled to take effect. If meeting schedules make this difficult, the advice from the Course Advisory Committee will be factored into the subject reviews for the following trimester.

The Head of Program will report each trimester to the relevant Course Advisory Committee on the performance of the subjects in the program and the plans for changes to subjects. The Course Advisory Committee will provide advice on the report for the Academic Board.



There may be circumstances where a subject requires a 'fast-track' process for approval, such as, where a new subject is required to maintain course accreditation. In such cases, the proposal may be approved by the Executive of the Academic Board and reported to the next meeting of the Academic Board.

Major changes to subjects which affect course progression (eg changes to the recommended sequence in a course, changes to prerequisites, replacement of an existing subject) should be approved six months ahead of the time at which the change takes effect to allow time for proper notice to students and adjustment of course planning documents.

4. Stages of review and approval during each trimester

The Subject Coordinator and teaching team review their subject during the first half of the trimester.

The Subject Coordinator should seek the advice of the Librarian who will check the latest edition of all proposed texts and their availability and advise Subject Coordinators where these require updating in the Subject Outline.

The Subject Coordinator prepares a request for variations for the next trimester and sends it to the Head of Program by the mid-trimester break. The changes should be summarised on the Subject Outline Changes Form. Proposals for changes to a subject require a brief justification of each variation.

Proposals for new subjects are made on the same form by completing all sections.

The Head of Program discusses the proposed changes with the Vice-President (Academic) by week 9 of the trimester. The Vice-President (Academic) approves minor changes and recommends major changes to the Academic Board with advice from the relevant Course Advisory Committees.

The process is facilitated and managed by the Academic Services Manager. Approved changes for the next trimester must be finalised by week 12 of the trimester.

5. Distribution of the approved subject outlines at the start of each trimester

The Academic Services Manager maintains the collection of approved subject outlines. The master file of approved subject outlines for the current trimester is held on the Academic Drive with restricted access to the CEO and President, Vice-President (Academic), Vice-President (Professional Services), Vice-President (Academic Services), Registrar, Academic Services Manager and Chair of the Academic Board. Approved subject outlines for previous trimesters are held in an archive file on the same drive.

An abridged version of the current subject outline is published on the KOI website as soon as it is approved to provide information for prospective students and cross-institutional students.

The approved subject outlines should be available in Moodle in the week before the start of teaching. The Director of Information Services is responsible for uploading the approved subject outlines to Moodle. After their publication on Moodle, the subject outlines are final and cannot be modified unless there are exceptional circumstances which require a correction to be made.

In such exceptional circumstances, changes to subject outlines after publication may be permitted. The changes require the approval by the Vice-President (Academic) on the recommendation of the Head of Program. The Subject Coordinator must ensure that notice of the change is provided to all students affected by it. Advice of the change should be provided to the Academic Board as soon as possible.

Document control

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*****END OF POLICY*****