

PROCEDURES FOR APPROVAL AND NOTIFICATION OF CHANGES TO PROGRAM

In the event of changes being made to programs delivered by Eynesbury Institute of Business and Technology, the following procedures will be followed

1 Approval of Change

In the event of a minor program change the EIBT Academic Director will apply to DFEEST for approval of the program change as a curriculum customisation. In the event of a major program change the academic Director will apply to DFEEST for re-accreditation of the program.

The EIBT Academic Director will ensure that the program change will not adversely current students enrolled in the program and, where necessary, develop and a transition program for the approval of the Academic Board.

The EIBT Academic Director will also seek approval of the program change from partner universities and obtain revised articulation arrangements in writing.

2 Notification of Students ad Staff

The EIBT Academic Director will notify students and staff as soon as possible using the following procedures:

- email all lecturing staff and notify of the change;
- write to all students and notify of the changes and transition program;
- meet with students, as required, to ensure that they understand and accept any transitioning arrangements;
- advise all Eynesbury International marketing and Admissions staff and notify of the changes. Subsequently, marketing staff in each regional area will be responsible for advising all agents in their region and update all marketing collateral;
- post a notice on EIBT website homepage and the EIBT student portal homepage notifying of all changes.
- ensure that a notice of change to the program is included in handout material for the Orientation of the trimester immediately following the change.

Policy Name	RELEASE POLICY
Reference Authority	Director
Date of Approval	
Amendments	