

HIGHER EDUCATION PROGRAM APPROVAL & REVIEW (DLI) PROCEDURE

Section 1 - Preamble

- (1) This Procedure is effective from 18 June 2025.

Section 2 - Purpose

- (2) This Procedure documents the approval and review of Higher Education Programs at DLI, including Quality Assurance mechanisms and the involvement of External Examiners in DLI programs.

Section 3 - Scope

- (3) This Procedure applies to Higher Education Programs offered at DLI.
- (4) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy & Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All academic policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy

- (5) This Procedure is pursuant to the Higher Education Programs & Assessment (DLI) Policy.

Section 5 - Procedure

Program Approvals

- (6) Authority for the approval of programs for offer at DLI, revisions to programs, continuations of existing programs and discontinuation of programs is solely delegated to the University Partners. Programs must be approved by each University Partner in accordance with relevant university partner regulation, policy and procedure.
- (7) Designated groups from within University Partners may develop and refine proposals initially, before formal approval by both institutions in accordance with relevant regulations, policies and procedure, and ratification by the DLI Joint Management Committee.
- (8) Any new program approved for offer at DLI will require mutual agreement of the Joint Management Committee.

Program revisions

- (9) Proposals for revisions to Higher Education programs may be proposed to University Partners by the DLI Rector.

- (10) University Partners are responsible for approving program revisions in accordance with relevant University regulations, policy or procedure.

Program and modules reviews

- (11) A tiered approach to program and module reviews is implemented to ensure the ongoing viability, quality and strategic alignment of DLI programs and modules.
- (12) University Partners will ensure that program and module reviews provide actionable insight into the quality of the DLI campus and programs and modules at an aggregate level, and University Partner level. This includes:
- a) ongoing monitoring and review of the quality of modules
 - b) ongoing monitoring of program development and delivery by program teams
 - c) annual reviews of programs, including moderation and liaison with External Examiners as set out in the Higher Education Assessment (DLI) Procedure
 - d) periodic comprehensive (major) reviews of programs which are required before program continuation (under clause 25)
- (13) Reviews may result in the discontinuation, suspension or revision of programs or modules in accordance with relevant University Partner regulation, policy and procedure.
- (14) Program teams will develop a plan for each program or group of related programs that includes evidence of student performance and priorities for improvement. Program and module reviews are conducted with reference to the program plan/s.
- (15) University Partners and DLI will collaborate in generating annual DLI monitoring reports to relevant bodies, to support DLI quality assurance.

Module monitoring and review

- (16) The quality of modules and programs will be monitored through the administration of a student survey approved by the Joint Management Committee, other evidence of student engagement and achievement, and advice of External Examiners and Program Advisory Boards.
- (17) Program teams will review the outcomes of the student survey and evidence of module performance each time a module is offered and the Module Chair will develop and implement a plan to address issues identified with reference to criteria stipulated by the DLI Rector and University Partners. Where negative outcomes are sustained, the module may be changed, discontinued or intakes into the module may be suspended in accordance with relevant regulation policy and procedure, until issues are addressed to the satisfaction of the Rector and University Partners.

Management of changes to modules delivered at DLI

- (18) Changes to modules delivered at DLI include but are not limited to:
- a) Customisation of curriculum and assessment that is appropriate for the local context that does not materially change approved assessment, assessment equivalence or module learning outcomes. Any changes of this kind must be approved by the Module Assessment Panel and reported to the Rector.

- b) Changes to modules arising from changes to a University Partner's home curriculum, including but not limited to module learning outcomes, or termination of modules, that have a material impact on achievement of course learning outcomes for DLI dual awards.
 - c) Changes to module specifications that are purposefully agreed to by partners in accordance with relevant regulations, policies and procedures.
- (19) University Partners and the Joint Management Committee will consider a report that collates module changes outlined in clause 18 a)-c), on an annual basis and ensure that policies and procedures are updated to ensure the coherence of DLI program offerings and ensure the integrity of DLI program learning outcomes.
- (20) Where changes of a material impact are proposed for modules offered by a University Partner that are critical to fulfilling course learning outcomes of the other University Partner's course, all reasonable care must take place prior to changes being approved or implemented to consult with University partners. This consultation must include DLI academic staff, and relevant academic staff from the other institution, to ensure the program learning outcomes of the DLI program are not compromised by the changes.
- (21) To ensure this consultation takes place, mechanisms must be in place at home campuses to flag in relevant policies, procedures, systems and processes where modules contribute to DLI awards, and approval for changes cannot be sought until queries are satisfactorily resolved.
- (22) In the first instance, resolution can be informal, via meetings of program teams, unit chairs and program leaders from DLI, Deakin and Lancaster. If this does not provide a satisfactory resolution, changes should be formally escalated to the Yayasan Governing Board for resolution. Only once agreement has been given in principle to the changes can these be taken further for approval.
- (23) Where changes are proposed to modules designated as 'non-core' or 'optional', consultation is not required but is encouraged, to ensure that the proposed changes do not repeat learning in other modules or areas of the program.
- (24) Where changes at either University Partner's home campus(es) are proposed to modules which contribute to DLI awards, all reasonable care must be taken to ensure that the impact on delivery at DLI is considered.

Major program reviews

- (25) DLI programs will be subject to re-approval in accordance with University Partner regulation, policy and procedures. Re-approval will take place usually every six years and at least every seven years. The reviews will be informed by mechanisms that include but are not limited to recommendations from DLI Program Advisory Boards.

Program continuations

- (26) All existing programs must be approved for continuation before the expiry of the previous approval period (normally six years), in accordance with University Partner regulation, policy and procedures.

Role of External Expertise in DLI awards and quality assurance

- (27) Both University Partners acknowledge the value of external expertise, and the use of external reviewers and examiners as a key quality assurance mechanism for their respective awards. External expertise is sought with the understanding that both University Partners are mature institutions, with robust quality assurance processes of their own; there is a culture of trust for, and due respect paid to, the specifics of

each University Partner's own home context. External expertise should therefore be understood to be that of a critical friend.

- (28) The appointment of External Examiners for Lancaster awards shall be made in accordance with Lancaster University's [External Examiner Procedures \(Taught Programmes\)](#) regulations, with the understanding that external examiners are a fundamental part of the UK Higher Education landscape.
- (29) Every higher education program at DLI will have at least one external examiner. Where programs of study involve modules across disciplines or subject areas, and multiple external examiners are required, one external examiner will be nominated as the lead for this program.
- (30) External examiners will engage in the duties listed in [Lancaster Manual of Academic Regulations and Procedures External Examiner Procedures \(Taught Programmes\) chapter, clause 3.1.6](#), including the completion of a report for every program. This report will be necessarily retrospective, and external examiners are encouraged to sample across modules. The purpose of this report is to assure that the delivery at DLI is comparable with UK HEI sector norms.
- (31) External Examiners must attend Examination Boards for graduating DLI students, and may attend Module Assessment Panels and end of trimester or coterminous Academic Progress Committee meetings. Attendance includes attendance via videoconferencing technologies.
- (32) The external referencing of assessment is a key quality assurance component for DLI. University Partners will agree on an appropriate mechanism to ensure the validity and reliability of assessment.
- (33) A report on the outcomes and resulting improvements to assessment arising from external referencing will be included in the next major program review report.

Program discontinuations and suspensions of intake

- (34) Proposals to suspend intake or to permanently discontinue a program may arise from program reviews or other DLI or University Partner reviews.
- (35) University Partners will develop mechanisms to manage proposals for program discontinuation or suspension of intake in accordance with an approved template. Any discontinuations must include a transition plan, must be endorsed by the University Partners through the DLI Joint Management Committee, and ensure that students are not disadvantaged by any change.

Responsibilities to students affected by program discontinuations or revisions

- (36) Students affected by program discontinuations or revisions include those enrolled in the program, on intermission from the program, who have been offered a place in the program or who have deferred an offer of a place in the program.
- (37) Students affected by the revision of a program will be transferred to the revised version of the program at the earliest opportunity where practical.
- (38) Students affected by the discontinuation of a program will be provided with reasonable opportunities to complete the program, or to transfer to an equivalent or suitable alternative program. The period during which students must complete a discontinued program will be determined by the Joint Management Committee. This will be the time needed for enrolled part-time students to complete the program, up to twice the full-time equivalent duration of the program.
- (39) DLI will contact students affected by the discontinuation or revision of a program to provide reasonable notice of the change and advise them of available options and the maximum period for completion (in the case of discontinued programs).

- (40) Individual study plans will be developed for students enrolled in a discontinued program or whose progress may be affected by a program revision.
- (41) When approval is granted for the discontinuation of a program or suspension of intake, no new offers will be issued for places in the program for enrolment periods from the date of approved suspension or discontinuation. The DLI Rector may make exceptions for students who are likely to incur significant costs as a result of the discontinuation or suspension of the program.
- (42) Students who transfer to an alternative program will be granted credit for modules deemed equivalent that they have completed as part of the discontinued program, in accordance with relevant DLI policies and procedures.
- (43) Students who do not wish to continue at DLI will be refunded fees they have paid for the discontinued or suspended program, except for any modules they have attempted.

Section 6 - Definitions

(58) For the purpose of this Procedure:

- a) **Examination Boards:** Examination Boards are a committee established to review the results of examinations and final marks and make recommendations to the Lancaster University Committee of Senate and Deakin University Council for the award of degrees, and the class of degree to be awarded.
- b) **External Examiner:** an academic from a comparable UK Higher Education Institution, working in a related or cognate field to the program for which they are examining, appointed by Lancaster University to provide assurance of quality and standards for a given program, and assure comparability across the UK Higher Education sector. This role is also a key component in the conferral of classified awards. Full details on the external examiner role can be found in clauses 1.3 and 2.1 of the [External Examiner Procedures \(Taught Programmes\) chapter](#) of Lancaster University's MARP.
- c) **Program:** a program of study excluding higher degrees by research.
- d) **Program team:** a group of at least four continuing or fixed-term (term of three years or greater) Academic staff members, including representatives from each campus on which the program is offered and at least one active researcher, appointed by University Partners and DLI to coordinate the design, ongoing development and review of a program.
- e) **Higher Education Program:** A program approved by Deakin University or Lancaster University that leads to:
 - i. a diploma, advanced diploma, associate degree, bachelor degree, graduate certificate graduate diploma, masters degree or doctoral degree;
 - ii. a qualification covered by level 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework and level 4, 5, 6, 7, or 8 of the UK Framework.
- f) **University Partners:** Deakin University (Australia) and Lancaster University (United Kingdom).

Associated documents

These associated documents are available on the DLI Policy page:

- Higher Education Programs & Assessment (DLI) Policy

- Higher Education Assessment (DLI) Procedure

Status and Details

PROCEDURE DETAIL	
Name of procedure	Higher Education Program Approval & Review (DLI) Procedure
Overarching policy	Higher Education Programs & Assessment (DLI) Policy
Approved by	Yayasan Governing Board
Approval date	18 June 2025
Date of effect	upon promulgation
Version	Version 2.1
Date of review	Within 12 months
DLI Approval Authority	Joint Management Committee 13 June 2025
Deakin University Approval Authority	International Branch Campus Working Group under the delegated authority of the Academic Board 2 June 2025
Lancaster University Approval Authority	Academic Standards and Quality Committee 25 th April 2025 Meeting number 2 / Agenda Item 3
Responsible Executive	Senior Deputy Vice-Chancellor Academic (Deakin University) University Academic Dean (Lancaster University)
Implementation Officer	DLI Rector
Policy/procedure superseded	Interim Joint DLI Higher Education Courses Policy Interim Joint DLI Assessment Policy
Associated documents	Higher Education Programs & Assessment (DLI) Policy