

PROGRAM MANUALS POLICY

Purpose The purpose of this policy is to describe the processes whereby changes are made to the course manuals whether due to housekeeping requirements or changes to academic or administrative policy.

Applicability The policy applies to all Governors, Academic Board members, part-time, full-time and casual College employees and any other stakeholders in The College of Law Limited's (College) delivery of Higher Education award Programs.

Introduction The Program Manuals (both Practical Legal Training and Applied Law Programs) are the means via which academic and administrative policies which impact on students are published to students.

Responsibility for the Program Manuals The General Manager Education is responsible for the Program Manuals, however, the day to day maintenance of the manuals is co-ordinated by the Director, Academic Policy & Quality (DAPO).

Changes to Academic Policy COLAB has responsibility for oversight of academic policy, curriculum and quality. Wherever relevant, academic policies that apply to students are published in the Program Manuals.
Changes to academic policy may occur when:

- COLAB amends the effect of a policy within the constraints of existing policy and/or makes a change to policy later endorsed by the Board.
- Group Program Committee (GCC) amends the effect of a policy within the constraints of existing policy and/or makes a change to policy later endorsed by COLAB
- Program Directors acting within their field(s) of responsibility amend the effect of a policy within the constraints of existing policy and/or make a change to policy later endorsed by COLAB
- The DAPO has authority to make amendments or clarifications within the constraints of existing policy, or as required by regulatory policy, later endorsed by COLAB.

Name of Policy	Program Manuals	Document Type	Policy
Category	Academic Policy & Quality	Information Classification	CLOSED
Policy Owner	Adrian Deans	Last Updated (version)	16 January 2014

**Changes to
Administrative
Policy**

Any changes to administrative policy must be approved by the General Manager, Education, and any manager whose authority is intersected by the change, and any Committee whose terms of reference might be affected by the policy change. In particular, the GCC must be consulted before any substantive change is made.

Once an amendment to policy is approved, the relevant person or Committee should consult the Director, Academic Policy & Quality (DAPQ) regarding the amendment of relevant policy or procedural documents.

Note:

If there is a related Procedure that your Policy relates to please insert the name of the procedure within the document as a ["hyperlink"](#).

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