

# Material Change Notifications - Procedures

## 1. Purpose of procedures

1.1 The following procedures identify the processes to be followed in developing, approving, recording and submitting documentation of material change notifications from the University to the Tertiary Education Quality and Standards Agency (TEQSA) pursuant to the *Tertiary Education Quality and Standards (TEQSA) Act 2011* (Cth).

## 2. Scope and application

2.1 These procedures apply to all members of the University community.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to this policy and are critical to its effectiveness:

A material change is defined by TEQSA as "incidents or events that may significantly affect a provider's ability to comply with the *Higher Education Standards Framework (Threshold Standards) 2021* or that require changes to the National Register". Examples are found in Appendix A of these procedures.

A material change notification is a submission to TEQSA to advise a material change.

## 4. Overview

4.1 The University must notify TEQSA of any events that happen, or are likely to happen, that will either significantly affect the University's ability to meet the Higher Education Standards Framework or require updating of the University's entry on the National Register of Higher Education Providers.

4.2 The Vice-Chancellor and President has responsibility for approving the content of any material change notification.

4.3 The notification must be given no later than 14 calendar days after the day that the University would reasonably be expected to have become aware of the change/event.

## 5. Material Changes related to the National Register of Higher Education Providers and the Higher Education Standards Framework

5.1 The Quality Office in the Office of the Deputy Vice-Chancellor (Academic) has responsibility for ensuring information about the University is recorded in the National Register of Higher Education Providers is correct, and action any material change notifications pertaining to that information.

5.2 Members of the University community who identify possible material changes related to the University's ability to meet the Higher Education Standards Framework and that may need to be notified to TEQSA, should advise the Quality Office by email of those matters in the first instance.

5.3 The Quality Office will investigate and determine if there is a need for a material change notification to be made to TEQSA.

5.4 Where a material change notification to TEQSA is required, the Quality Office will draft documentation according to TEQSA requirements and return to the originating area for endorsement before providing the notification to the Vice-Chancellor and President for approval and submission to TEQSA.

5.5 The Vice-Chancellor and President will inform the Council of any material change notifications submitted to TEQSA.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

### DESIGNATED OFFICER

Deputy Vice-Chancellor (Academic)

### FIRST APPROVED

13 June 2012

### LAST AMENDED

28 October 2022

### REVIEW DATE

27 October 2027

### STATUS

Active

5.6 A copy of any notification of material change submitted to TEQSA will be recorded in the University's corporate records management system by the Quality Office. Any subsequent documentation from or to TEQSA related to the notification will be forwarded to the Quality Office for recording.

## 6. Authorities/Responsibilities

6.1 The following authorities/responsibilities are delegated under these procedures:

| ACTIVITY  | UNIVERSITY OFFICER/COMMITTEE            |
|---|---|
| Email the Quality Office of any suspected material change.  | All members of the University community |
| Review and investigate a suspected material change and determine whether a material change notification is required.  | Quality Office                          |
| Review and approve the content within a material change notification.   | Vice-Chancellor and President           |
| Ensure information about the University is recorded in the National Register of Higher Education Providers is correct, and action any material change notifications pertaining to that information. | Quality Office                          |
| Advise Council of material change notifications.  | Vice-Chancellor and President           |

## Appendix A

The table below provides an indicative (not an exhaustive) list of the types of events that should and shouldn't be reported to TEQSA. This table can be found, together with further guidance at: <https://www.teqsa.gov.au/material-changes>.

| EVENT OR CHANGE          | NOTIFICATION IS REQUIRED  | NOTIFICATION IS NOT REQUIRED  |
|--------------------------|---|---|
| Financial standing       | A major shareholder enters into administration.<br><i>Why?</i> There is a risk to continued operation and quality of the student experience (Standards 6.2.1c-d)  | A provider institutes a change to an accounting period for financial reporting.   |
| Reputation/Good standing | A provider is advised of an unscheduled compliance audit by another regulator.<br><i>Why?</i> There is a risk that the provider is not complying with all legislative requirements (Standard 6.2.1a)      | A provider becomes aware that a public interest disclosure has occurred.  |
| Governance               | There are changes to the membership of a governing body in a provider not established or recognised by Acts of Parliament.<br><i>Why?</i> There is a risk to a provider's corporate governance (Domain 6) | The terms of reference for the Academic Board are updated.  |
| Academic Integrity       | A contract cheating incident involving multiple students is discovered.<br><i>Why?</i> There is a risk to academic integrity (Section 5.2, Standards 6.2.1j, 6.3.2d)                                      | A single case of contract cheating is identified.   |
| Safety and wellbeing     | An investigation into a sexual assault on campus identifies failures in policies and processes designed to protect students.<br><i>Why?</i> There is a risk to wellbeing and safety (Standard 2.3)        | A student is injured on campus. The incident is managed by staff following the provider's relevant policies and procedures. |
| Third party arrangements | A provider becomes aware of serious mismanagement by a third-party provider.<br><i>Why?</i> There is a risk to the quality of the student experience (Section 5.4, Standards 6.2.1i, 6.2.1k)              | Delivery arrangements with a third party previously approved by TEQSA are extended.   |
| Courses                  | A provider fails to obtain professional accreditation for a course of study.  | Major changes to a course have been made, including changes to the requirements for   |

|                      |   |  |
|----------------------|---|--|
|                      | <p><i>Why?</i> There is a risk that students may not complete the course in the expected timeframe or be eligible to practise (Section 3.1, Standards 6.2.1i, 7.2.4)</p>                  | <p>completing a course.</p> <p><i>Why?</i> This requires a course accreditation application</p>  |
| Information security | <p>A phishing attack disrupts a provider's IT systems and key services.</p> <p><i>Why?</i> There is a risk to information security which could compromise operations (Standard 7.3.3)</p> | <p>Personal information relating to one student is disclosed without authorisation and corrective action is implemented immediately.</p> |

END

#### RELATED DOCUMENTS

- Compliance Management Framework - Governing Policy
- Governance Framework - Governing Policy

#### LINKED DOCUMENTS

- Governance Framework - Governing Policy

#### SUPERSEDED DOCUMENTS

- Notification of Material Changes - Managerial Policy
- Notification of Material Changes - Procedures

#### RELATED LEGISLATION / STANDARDS

- Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021 (Cth)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018