

# Course Management Procedure

## 1 Purpose

To set out the requirements for management of Courses.

## 2 Scope

This Procedure applies to all Courses.

This Procedure must be read in conjunction with the Coursework Curriculum Design Policy, the Coursework Curriculum Design and Structure Procedure, and the Academic Programs and Courses Quality Policy and its subordinate Procedures.

## 3 Procedure Overview

This Procedure outlines the management of Courses, including:

1. Information collected relating to a Course;
2. steps which must be undertaken to manage the flow of Course Information to Students and corresponding curriculum management and Student administration systems; and
3. roles and responsibilities of the Course Coordinator.

This Procedure aligns with the:

- *Higher Education Standards Framework (Threshold Standards) 2021: Standard 3.1 Program (Course) Design*

## 4 Procedures

The organisational unit (e.g., school, UniSQ College, College for First Nations, Graduate Research School) which has been assigned primary or majority ownership for the Course is responsible for the management of a Course.

### 4.1 Types of Courses

### **4.1.1 Academic Courses**

Courses are approved as part of the University's accredited programs for contribution towards an Australian Qualifications Framework (AQF) Award.

- Approval authority for new Courses in new programs are set out in the Program Accreditation Procedure.
- Approval authority for adding new Courses to existing programs are set out in the Program Change, Suspension and Discontinuation Procedure.
- Approval authority for discontinuing, adding or removing existing Courses are set out in the Program Change, Suspension and Discontinuation Procedure.
- Approval authorities for Course Level changes are set out in the Course Specifications Requirements Schedule.

Academic Courses require regular scheduling in relevant Study Periods for Students to enrol, have Information published publicly and are managed as per the requirements outlined in this Procedure from section 4.2 onwards.

### **4.1.2 Administrative Courses**

Administrative Courses are used to administratively manage, for example, program Teach-out or Transition, Cross-institutional Study or recognition of prior learning, and may not be subject to all the requirements of this Procedure. Such Courses are managed on a case-by-case basis and are normally approved by the relevant approval authority, in accordance with the Program Accreditation Procedure and the Program Change, Suspension and Discontinuation Procedure

## **4.2 Course Information**

### **4.2.1 Course Specifications**

Course Specifications provide Information about the Course and its delivery details and act as a record of regulatory compliance. Course Specifications are published for each offer, at the Study Period, location and mode Level.

Certain Information must be published in the public domain, including all regulated Course Information (such as Course code, title, campus, mode, fee structure etc.), the Course overview, the name of the Course Coordinator, Learning Outcomes (as accredited), topics to be covered, learning activities and resources and Assessment details.

Other Course-specific Information which may be publicly published includes, but is not limited to, the contact details of the Course Coordinator, Course Enrolment Requirements, such as Pre-requisites or inherent academic requirements, or additional requirements as relevant to the

Course or program.

#### **4.2.2 Course Specifications data fields**

The data fields used to capture required Information in the Course Specifications system are managed in accordance with the Course Specifications Requirements Schedule.

#### **4.2.3 Course Synopses**

When documenting new programs or making changes to an existing program, a Course outline must be developed for all proposed new Courses in the program. In accordance with the Program Accreditation Procedure, a Course synopsis can be substituted for the relevant Course outline to document Courses to be undertaken in the second or subsequent years of offer of the program. When approved, the Course outline becomes the Course Specification when published publicly. Consultation should be held by the discipline area with any relevant professional bodies to confirm the acceptability of this approach for meeting conditions for external accreditation of the program.

Where a new Course is documented only as Course synopsis, it is provisionally approved by the Deputy Vice-Chancellor (Academic Affairs) on the condition that the Course must subsequently be fully documented using the Course Specifications system and approved by the Deputy Vice-Chancellor (Academic Affairs).

### **4.3 Course management**

#### **4.3.1 Course Coordinator roles and responsibilities**

All Academic Courses, and Administrative Courses when used for Teach-out arrangements, require coordination for compliance with applicable regulations, Policies and Procedures.

Course coordination is undertaken by a Course Coordinator appointed for each applicable Study Period by the relevant Head of School/College.

Course Coordinator responsibilities include, but are not limited to:

1. Course planning, design and development
2. ensuring that the Course Information, including the Course Specifications for Academic Courses, and all Course materials comply with relevant University Policies and Procedures
3. consulting with the Program Director to develop and revise Course Specifications which are informed by evidence as observed from Student experiences and feedback, and which maintain constructive alignment with Program Learning Outcomes (see Coursework Curriculum Design Policy)

4. ensuring that Course delivery is consistent with the accredited Course and program requirements, including populating StudyDesk with Course content and all Assessment Item details, in accordance with the Minimum Requirements for Online Learning and Teaching
5. ensuring teaching staff are available to Students seeking individual assistance with their studies, in accordance with the Learning and Teaching Policy
6. referring incidents of suspected Academic Misconduct to the Academic Integrity Officer and the Academic Integrity Unit, in accordance with the Student Academic Misconduct Procedure
7. monitoring, supporting and reflecting on Students' learning experiences as they pertain to Course delivery, including the monitoring of work integrated learning or other industry-based experiences and requirements
8. overseeing Course Level Assessment design, implementation and marking, and moderating Assessment Item Marks, in accordance with the Assessment Policy, Assessment Procedure and Assessment and Grades - Roles and Responsibilities Schedule;
9. completing quality assurance and quality enhancement requirements for the Course, in accordance with the Course Quality Assurance and Review Procedure, and providing recommendations to the to Discipline Lead, Program Director and Head of School/College on outcomes observed during the delivery of the Course relating to Student Enrolment and progression and Course resource planning matters
10. facilitating and guiding Employees involved in delivering the Course
11. engaging with academic, professional and industry-based practices pertinent to Course Learning Outcomes to maintain currency of disciplinary and content knowledge and expertise.

#### **4.3.2 Appointment of Course Coordinator**

Course Coordinators are normally University academic Employees appointed on a continuing or fixed-term basis. While the University aims to appoint Course Coordinators on a continuing or fixed-term basis, exceptions for casual appointments are made as needed and approved by the relevant Head of School/College.

In accordance with the *Higher Education Standards Framework (Threshold Standards) 2021* Sub-domain 3.2 Staffing, the Course Coordinator must:

1. have knowledge of contemporary developments in the relevant discipline or field, which is informed by continuing Scholarship or Research or advances in practice

2. have skills in contemporary teaching, learning and Assessment principles relevant to the discipline, their role, modes of delivery and the needs of particular Student cohorts
3. possess an AQF qualification in a relevant discipline at least one Level higher than is awarded for the parent program of the Course, or equivalent.

Normally, a Course will only have one Course Coordinator appointed for the applicable Study Period. For a large Course taught across multiple locations and modes, the responsible organisational unit can appoint an Offer Coordinator for each offer. Course Coordinators must work in collaboration with Offer Coordinators to deliver the Course consistently across the multiple locations and modes.

The Course Coordinator is normally appointed no later than 21 Calendar Days prior to the commencement of the Study Period and continues in the role until all Course Assessment has been completed and submitted, and the Course has been officially closed.

The Deputy Vice-Chancellor (Academic Affairs) or Provost, in consultation with the relevant Head of School/College has authority to approve exemptions from, or variation to, the requirements for the appointment of a Course Coordinator.

#### 4.3.3 Conflicts of Interest

Employees involved in marking Assessment Items have a responsibility to assess Student work fairly, objectively and consistently for all Students enrolled in a Course.

In situations where an academic Employee is involved in assessing a Student who is a relative or family or friend, the relationship must be disclosed to their supervisor and managed in accordance with the Conflict of Interest Policy.

## 5 References

Nil.

## 6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Procedure Information

<b>Accountable Officer</b>	Provost
<b>Responsible Officer</b>	Deputy Vice-Chancellor (Academic Affairs)

<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Academic Programs and Courses Quality Policy</a>
<b>Subordinate Schedules</b>	<a href="#">Course Specifications Requirements Schedule</a>
<b>Approved Date</b>	13/3/2023
<b>Effective Date</b>	13/3/2023
<b>Review Date</b>	1/1/2028
<b>Relevant Legislation</b>	<a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	<a href="#">Assessment Policy</a> <a href="#">Award Eligibility and Graduation Policy</a> <a href="#">Conflict of Interest Policy</a> <a href="#">Coursework Curriculum Design Policy</a> <a href="#">Enrolment Policy</a> <a href="#">Learning and Teaching Policy</a> <a href="#">Student Academic Integrity Policy</a> <a href="#">Student General Conduct Policy</a>
<b>Related Procedures</b>	<a href="#">Assessment Procedure</a> <a href="#">Course Quality Assurance and Review Procedure</a> <a href="#">Coursework Curriculum Design and Structure Procedure</a> <a href="#">Coursework Program Quality Assurance and Review Procedure</a> <a href="#">Enrolment Procedure</a> <a href="#">Grades Procedure</a> <a href="#">Program Accreditation Procedure</a> <a href="#">Program Change, Suspension and Discontinuation Procedure</a> <a href="#">Student Academic Misconduct Procedure</a>

	<p><a href="#">Student Academic Progress Procedure</a></p> <p><a href="#">Work Integrated Learning Activities Procedure</a></p>
<p><b>Related forms, publications and websites</b></p>	<p><a href="#">Australian Qualifications Framework</a></p> <p><a href="#">11 Minimum Requirements for Online Teaching and Learning</a></p> <p><a href="#">Assessment and Grades - Roles and Responsibilities Schedule</a></p> <p><a href="#">Coursework Curriculum Design and Structure Schedule</a></p>
<p><b>Definitions</b></p>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Academic Integrity</a></p> <p>Academic Integrity means acting with the values of honesty, trust, fairness and respect in learning, teaching and Research. It is important for Students, academics, Researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Staff should be role models to Students. Academic Integrity is important for an individual's and an institution's reputation (EAIP, 2013).</p> <p><a href="#">Academic Misconduct</a></p> <p>Academic Misconduct encompasses all behaviours, including doing as well as attempting to do, any of the acts, omissions or activities that constitute Academic Misconduct: involving the misrepresentation of academic achievement; or undermining the core values (honesty, trust, fairness and respect) of Academic Integrity; or breaching Academic Integrity; whether intentional or unintentional. Academic Misconduct includes, but is not limited to the following: Plagiarism and Self-plagiarism; using (including for Assessment or review) the work prepared by another person or software, including generative artificial intelligence, as their own without appropriate attribution; Collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied by others; all forms of Cheating in examinations and other Assessment tasks; Contract Cheating; Promoting ways to breach Academic Integrity or using University resources to support others in breaching Academic Integrity; offering or accepting bribes (money or other favours), e.g. for Admission or for Marks/Grades; and fabrication or falsification of information or Student identity (TEQSA Guidance Note: Academic Integrity, Version 1.2, 28 March 2019).</p> <p><a href="#">Administrative Course</a></p> <p>A Course used by the University to: Award a Student Credit or</p>



recognition of prior learning; Record a Student's progress in their Thesis; Manage program Teach-out or Transition; Record cross-institutional study. Administrative Courses are not scheduled for Enrolment per Study Period and not requiring Course Specifications.

### [Assess](#)

The process used to determine Student's achievement of expected Learning Outcomes and may include a range of written and oral methods and practice or demonstration.

### [Assessment](#)

The process of evaluating the extent to which Students have achieved the Learning Outcomes of a Course.

### [Assessment Item](#)

An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may be formal, informal, Formative or Summative in nature.

### [Award](#)

The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule.

### [Calendar Day](#)

Every day on the calendar is a calendar day including Saturdays, Sundays and public holidays.

### [Conflict of Interest](#)

If a University Member has an interest that conflicts or may conflict with the discharge of the University Member's duties the University Member should Declare the nature of the interest and the conflict to the University Member's Supervisor as soon as practicable after the relevant facts come to the University Member's knowledge and must not take action or further action relating to a matter that is or may be affected by the conflict until authorised. An Executive Leader may direct a University Member to resolve a conflict or possible conflict between an interest of the University Member and the University Member's duties. A reference to an interest or to a Conflict of Interest is a reference to those matters within their ordinary meaning under the general law, and, in relation to an interest, the definition in the Acts Interpretation Act 1954, Schedule 1, does not apply. A Conflict of



Interest will arise when a University Member's Private Interests conflict with their duty to the University or to serve the public interest as a University Member. The risk of having a conflict of interest increases where a University Member's responsibilities include the authority to make decisions. A conflict of interest may be potential, perceived or actual - when a University Member is in a role where future decision making may be influenced by their Private Interests if a certain condition is fulfilled, they have a potential conflict of interest; a perceived conflict of interest arises where it appears that decisions a University Member make in the course of their University employment may be influenced by their Private Interests, whether or not this is in fact the case; an actual conflict of interest exists where a University Member's actions could be unduly, improperly or excessively influenced by their Private Interests. Serious misconduct can occur when a conflict of interest is concealed, understated, mismanaged or abused.

### [Course](#)

A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.

### [Course Coordinator](#)

Responsibilities of Course Coordinators include but are not limited to: Course planning, design and development Course Specifications and alignment with Program Learning Outcomes Assessment design, implementation and marking Course delivery and Student learning experiences by providing Student support leadership and guidance of teaching teams engagement with professional and accreditation bodies ensuring currency of disciplinary and content knowledge and expertise reflecting on evaluations for the purpose of quality enhancement of Courses.

### [Course Learning Outcomes](#)

Course Learning Outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of completing a Course.

### [Course Specification](#)

A written specification of the objectives, content, assessment methods, and other relevant details of a Course.

### [Coursework](#)

A method of teaching and learning that leads to the acquisition of skills and knowledge and does not include a major research component.

#### [Cross-institutional Study](#)

Study comprising a course or a set of Courses being undertaken with one provider (the host provider) as part of a program of study for which the Student is enrolled with another provider (the home provider).

#### [Employee](#)

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

#### [Enrolment](#)

The process of admitting Students to one or more Courses for the current Academic Year.

#### [Enrolment Requirement](#)

A requirement that must be satisfied by a Student before the Student can enrol in a particular Course. It is possible to have Pre-requisite requirements, Co-requisite requirements or other requirements.

#### [Grade \(noun\)](#)

A Grade is a code that indicates the status of the Assessment of Student performance against the Learning Outcomes of a Course.

#### [Head of School/College](#)

An academic staff member responsible for the administration of the Course offerings in one or more discipline areas.

#### [Information](#)

Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical

form.

### [Learning Outcomes](#)

The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

### [Level](#)

The stage of a program specified for completion during the equivalent of a single Academic Year of Full-time Study.

### [Mark](#)

An indication of mastery or non-mastery of an Assessment Item that takes the form of a numerical value.

### [Policy](#)

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

### [Pre-requisite](#)

A Pre-requisite Course encompasses specific knowledge and skills the Student needs to possess in order to progress to a subsequent nominated Course. As such, it must be completed prior to undertaking the subsequent Course.

### [Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

### [Program Learning Outcomes](#)

Program Learning Outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of completing a Program.

### [Research](#)

Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the

synthesis and analysis of previous research to the extent that it is new and creative.

### [Scholarship](#)

A Scholarship is Student recognition, typically based on Academic Merit, which provides a financial grant to a Student to undertake or complete a program of study at the University over a nominated period of time, in accordance with the selection criteria. A Scholarship may take the form of periodic payments to the Student or a reduction in specified costs, such as tuition fees for the duration of the Scholarship.

### [Student](#)

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

### [Study Period](#)

The period during which a Course or study unit is offered. Examples of Study Period include, but are not limited to, semesters, trimesters, blocks, intensives and sessions.

### [Teach-out](#)

An arrangement that has been put in place for a prescribed period to provide a reasonable opportunity for Students to complete a discontinued program, without disadvantage.

### [Transition](#)

Refers to the whole of the Student journey across flexible pathways and programs, moving into University and out into the professional workforce, and the transitions in between. The University's transition pedagogy fosters Student success and engagement and supports Students on their journey as they transition within varied contexts of learning environments, study, diversity, community and work integrated learning.

### [University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

	<b>Definitions that relate to this procedure only</b>
<b>Keywords</b>	Program management, academic quality, program and Course Learning Outcomes, roles and responsibilities, course coordination and Assessment, Course Specifications, Administrative Course
<b>Record No</b>	22/297PL