

# Policy:

## Course Outlines

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Courses

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## 1 OBJECTS OF THE UNIVERSITY

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The University's Objects are defined in Section 5 of its Act of Parliament:

In pursuing these Objects, the University seeks to be an outstanding Australian university, and one of the best Catholic universities in the world.

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
  - i. teaching, scholarship and research;
  - ii. training for the professions; and
  - iii. pastoral care for its students.

## 2 PURPOSE

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- 2.1** This Policy specifies the University's expectations for the content and quality of Course Outlines.

## 3 SCOPE

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- 3.1** This Policy applies to all undergraduate, postgraduate, Tertiary Enabling Program and Foundation Year Program courses offered by the University or on behalf of the University by partnership entities, regardless of instructional delivery mode.

## 4 PRINCIPLES

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- 4.1** Course Outlines succinctly provide information which will guide and support high quality student-centred learning and teaching.
- 4.2** Course Outlines identify mutual obligations, expectations and responsibilities of students and staff of the University as a community of learners and teachers.
- 4.3** Course Outlines support practices for monitoring and assuring academic quality. These include: benchmarked comparisons for informing best practices in course design and curriculum development; moderation of assessment and academic standards; improvements based on self-review, peer review, and evaluations by students and other stakeholders.
- 4.4** Course Outlines provide evidence of development and improvement of approaches to learning and teaching over time.

## 5 POLICY STATEMENTS

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- 5.1** The compulsory elements have been represented in the University's Course Outline Template. The Course Outline Support Template (with notes) must be referred to for fuller explanations on these requirements, and complied with.
- 5.2** The Course Outline Template must be used for all of the University's courses except where:

- there are arrangements in place for directed individual study courses (including courses for supervised research) which are documented, managed and retained by the responsible Schools or Research Offices;
  - Vocational Education & Training courses on the Broome Campus must meet the requirements set out in the Standards for Registered Training Organisations (RTOs) 2015 (although use of the University's template with modifications is encouraged);
  - the Deputy Vice Chancellor (DVC), Academic has given documented approval for exemption (which is forwarded to Quality Management Office (QMO) for records).
- 5.3** If School, accreditation, discipline, course and/or individual-specific additions are necessary and appropriate, these can be incorporated into the Course Outline Template.
- 5.4** For the Course Outline cover, if the intention is to use other graphics rather than the specific School-relevant photographs provided by the University for this purpose, all consent/copyright or other such requirements need to have been considered met (e.g. the use of materials from the internet or other sources). In such cases and where intended variations require clarification or assistance, there should be consultation with the Senior Graphic Designer (Office of Marketing & Communications) to ensure relevance, accuracy of representation (e.g. facilities), consistency and appropriateness of presentation quality.
- 5.5** A handbook cannot be used as a Course Outline substitute. A Course Outline may be incorporated into the handbook document only where student payment is not required for the handbook.

## 6 ROLES AND RESPONSIBILITIES

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### 6.1 The Course Coordinator's responsibilities include but are not limited to the following:

- Develop the Course Outline for a new course or modify the Course Outline for an existing course to a high standard (e.g. currency, accuracy and accessibility of content).
- Ensure that the resources referred to are limited to those which are integral as opposed to extensive listings, cited in a consistent manner using the relevant style advocated by the School, and where applicable, have been cross-checked with the Library to ensure these are available.
- Embed sound pedagogical practices into the course (e.g. alternative perspectives on content and relevant social and professional contexts in teaching, stimulating intellectual challenges suitable to the level of the students, addressing the close relationship between theory, research and practice in the context of the changing nature of professional knowledge, integrated assessment based on real world problems with prompt and constructive feedback).
- Coordinate liaison with other lecturers/tutors for the course to ensure overall consistency (e.g. content, learning environment and activities, marking/assessment standards) and initiate liaison with other Course Coordinators of the same course offered on the other Campuses.
- Assure compliance with any discipline-specific, regional, professional, safety, ethical or externally mandated requirements and any legislated and University regulatory requirements.

- Ensure complete consistency with other University documentation (e.g. Course & Program Approval Committee [UCAC] documents, web information, brochures) and initiating (with Dean consent) the required University processes where changes to existing information are required.
- 6.2** The **Course Coordinator** has an obligation to ensure appropriate levels of parity (e.g. similar academic content and standards, the same course description, the same learning outcomes, similar assessment weightings, the same exam weighting) for courses of the same code which are delivered:
- on different Campuses,
  - in different delivery modes,
  - across non-standard teaching periods (e.g. intensive delivery),
  - by another entity on behalf of the University.
- 6.3** **Course Coordinators** must ensure that for cross-coded and double-coded courses:
- students have been advised, in each of the Course Outlines, of the shared teaching arrangements;
  - there are separate Course Outlines which consider cohort diversity (e.g. learning styles, prior knowledge, life experiences) and demonstrate pedagogically appropriate ways of managing this diversity (e.g. differentiated learning outcomes, volume/depth of content, different reading materials (and amount of), differentiated assessment requirements, separate tutorials).
- 6.4** **The Dean of School** has responsibility for the final approval of all Course Outlines before they are published to students in each new teaching period; this includes reviewing the appropriateness of any customisation or innovations made to the Course Outline Template. The Dean may delegate review responsibilities and receive advice from a relevant existing or especially formed School committee. In reviewing Course Outlines, consideration should be given to how the varying levels of changes will be managed (e.g. administrative changes, academic changes, new courses, changes which require UCAC processes).
- 6.5** **The Course Coordinator** must place a copy of the final approved Course Outline and any documents which supplement the Course Outline (e.g. handbook, assessment guides/handouts/grading rubrics, referencing guide) onto the University's Learning Management System (i.e. Blackboard). Printing of Course Outline hardcopies for distribution to students is discouraged.
- 6.6** **QMO** is responsible for liaising with the Senior Administrative Officer (or delegate) for each School (or equivalent) to collect sign-off evidence of Dean approval and to make archiving arrangements for each semester's Course Outlines (including summer and winter terms). It is imperative that only the exact Course Outline version published to students is sent to QMO.
- 6.7** Where it is necessary to re-publish a subsequent changed version to the same cohort, University Regulation [6.2.1] must be adhered to.
- 6.8** QMO does not require a copy of a Course Outline if the course is cancelled or if the course was offered but had no students enrolled.
- 6.9** **QMO** is responsible for undertaking a periodic audit of Course Outlines (including all

instructional delivery modes) to monitor their quality and compliance with University expectations based on compliance with this Policy and the *Course Outline Template*.

**6.10 Learning and Teaching Office (LTO)** is responsible for supporting peer review of Course Outlines and for updating Course Outline templates.

**6.11 QMO** is responsible for maintaining the Institutional Course Outline Repository.

**6.12 The University** owns the Intellectual Property, including copyright ownership, on all Course Outlines and course/program materials created by an employee in the course of their employment with the University for the purpose of course/program delivery at or under the auspices of the University.

**6.13 The Course Coordinator** is responsible for version control of the Course Outline, managing, documenting and providing historical records relating to course quality processes (gathering regular, valid, reliable feedback/evidence to identify areas for revision/improvement, planning, reviewing and implementing changes, monitoring the effect of changes) and showing evidence of this in subsequent Course Outlines, as informed by (for example):

- Feedback from student evaluations and peer review of teaching in the course;
- program and curriculum review information which may have come to light;
- developments within the discipline (e.g.) new books, journals, emerging practices;
- feedback from external reviews/accreditation processes.

## 7 RELATED DOCUMENTS

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A number of related University documents must be applied and drawn together with this Policy for the development or modification of Course Outlines:

### 7.1 General Regulations

- 7.1.1 Attendance Requirements
- 7.1.2 Course Outlines and Submission of Items of Assessment (excluding examinations)
- 7.1.3 Changes to Published Course Outlines
- 7.1.4 Assessment
- 7.1.5 Invigilated Examination
- 7.1.6 Grade Determination
- 7.1.7 Final Grades
- 7.1.8 Directed individual Study Courses
- 7.1.9 Breach of Academic Integrity

### 7.2 Related Policies/Procedure

- 7.2.1 *Policy: Examinations*
- 7.2.2 *Policy: Double-Coding and Cross-Coding of Courses*
- 7.2.3 *Policy: Student Academic Integrity*
- 7.2.4 *Policy: Ethics Approval for Research Involving Human Participants*
- 7.2.5 *Policy: Ethics Approval for Research Involving Animals*
- 7.2.6 *Policy: Intellectual Property*
- 7.2.7 *Policy: Teaching*
- 7.2.8 *Policy: Students with a Disability*
- 7.2.9 *Policy: Assessment in Coursework Units*
- 7.2.10 *Procedure: Third Party Collaborative Coursework Arrangements*

### 7.3 Other Documents

- 7.3.1 Higher Education Standards Framework
- 7.3.2 Australian Qualifications Framework (AQF)
- 7.3.3 School Regulations and School Policies as applicable
- 7.3.4 Program Regulations
- 7.3.5 Research Degree Regulations
- 7.3.6 *Copyright Act 1968 (Commonwealth)* (also refer to the University's Copyright Coordinator for assistance)

### 7.4 Forms

- 7.4.1 [Course Outline Template](#)

## 8 DEFINITIONS

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### 8.1 For the purpose of this Policy, the following definitions apply:

**Course** means a discrete component of study which is part of a Program.

**Course Outline** means the University's official summary document of essential and approved information relating to the course being studied, which is made available (i.e. "published") to students enrolled in the course.

**Course Coordinator** means the staff member responsible for the administration and management of a particular course(s) of study.

**LTO** means the University's national Learning and Teaching Office.

**Program** means a program of study approved by the University, the completion of which leads to the awarding of a degree, diploma or certificate at undergraduate or postgraduate level.

**QMO** means the University's national Quality Management Office.

**Course Outline Template** means the official and current template which incorporates the compulsory elements for the University's Course Outlines.

**Course Outline Support Template (with notes)** means the annotated version of the University's Course Outline Template which has support information to assist in the modification or development of Course Outlines, in line with the University's expectations.

**University** means The University of Notre Dame Australia.

Version	Date of approval	Approved by	Amendment
1	13 April 2012	Vice Chancellor	New Policy, effective 8 June 2012
2	September 2016	Vice Chancellor	Updated.
3	11 July 2019	DVC, Academic	Minor changes - updated to new Policy template and updated nomenclature.