



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Procedure:

Program and Course Delivery and Management

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1 PURPOSE

- 1.1 This procedure supports the *Policy: Programs and Courses* by stating requirements of the University of Notre Dame Australia (the University) for delivering and managing programs and courses.
- 1.2 The Interpretation and definitions section at the end of this procedure:
 - 1.2.1 states requirements for interpreting this procedure and
 - 1.2.2 explains its hierarchical relationship with other policy documents in the University's *Policy Framework*.
- 1.3 **Scope**
 - 1.3.1 This procedure applies to:
 - 1.3.1.1 all coursework programs and coursework courses of the University, including non-award courses, English language intensive course for overseas students programs, and courses in pathway programs
 - 1.3.1.2 staff who design or carry out assessment in coursework courses, and
 - 1.3.1.3 students enrolled in coursework courses.

2 RELATED POLICIES AND REGULATIONS

- 2.1 This procedure should be read alongside the *Policy: Programs and Courses*.
- 2.2 The University's research and research training policies and procedures state requirements for delivery and management of higher degree by research programs.
- 2.3 The *Procedure: Qualification Equivalence Assessment* states requirements for assessing a staff member's qualifications, experience and achievements as equivalent to a qualification at a higher level of the Australian Qualifications Framework.
- 2.4 The *Policy: Student Appeals* states the grounds and process for a student to appeal against a decision of a head of school not to allow them to go on a work integrated learning placement or to remove them from such a placement.
- 2.5 The *Policy: International Students* states the requirements for full-time study and online and distance learning that must be taken into consideration when coordination course offerings for programs registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

3 QUALIFICATIONS REQUIRED TO TEACH OR ASSESS

- 3.1 To teach or assess in a coursework program, or supervise students' research in a coursework program, a staff member must have a qualification one Australian Qualifications Framework (AQF) level higher than the highest award to which the program leads.
 - 3.1.1 The staff member's qualification should be:
 - 3.1.1.1 in the same discipline as the program as a whole, or a closely-related discipline; or
 - 3.1.1.2 where the staff member will teach, assess and/or supervise in a major, minor or specialisation, in the same discipline as the major, minor or specialisation, or a closely-related discipline.
 - 3.1.2 However:
 - 3.1.2.1 This requirement of a level of qualification does not apply to:
 - external supervisors of students' work placements, professional

- placements, clinical placements or clinical internships, or
 - guest lecturers or speakers who deliver three or fewer classes in a course.
- 3.1.2.2 A staff member who has a qualification at the same AQF level as the highest award to which a program leads, together with relevant experience, may be assessed as having the equivalent of the required level of qualification, by the process and subject to the conditions stated in the *Procedure: Qualification Equivalence Assessment*.
- 3.1.2.3 To teach or assess in an undergraduate certificate, diploma or associate degree program, however, a staff member must hold a qualification at AQF level 7 or above, unless the Deputy Vice-Chancellor, Learning and Teaching approves an exception to this minimum qualification requirement.
- 3.1.2.4 Where a student's professional internship, placement or practicum is assessed by a workplace supervisor, the University will rely on the qualification requirements for such supervision set by the professional body that accredits the program in which the student is enrolled.
- 3.2** Where a staff member neither holds the required level of qualification nor has been assessed as having a combination of a qualification and experience equivalent to the required level of qualification, they may nevertheless teach or assess, or supervise students' research, in a program under the following conditions.
 - 3.2.1 The staff member and their line manager must have agreed on a professional development plan with a time frame for the staff member to achieve the required level of qualification or experience equivalent to the required level of qualification.
 - 3.2.2 Until the staff member gains the required level of qualification, or is assessed as having a combination of a qualification, experience and achievements equivalent to the required level of qualification, they will be closely supervised and mentored by other staff with the required level of qualification or an approved assessment of equivalence to the required level of qualification.
 - 3.2.3 The head of the school in which the staff member works will:
 - 3.2.3.1 ensure that a professional development plan is in place
 - 3.2.3.2 monitor the staff member's achievement of the plan's outcomes in the expected time frame
 - 3.2.3.3 ensure that, until the staff member gains the required level of qualification or is assessed as having its equivalent:
 - they are receiving the required supervision and mentoring, and
 - records are kept of the supervision and mentoring, and
 - 3.2.3.4 keep a record of the staff member's professional development plan and mentoring and supervision arrangements.
- 3.3** It is recommended that staff at senior lecturer level and above do some first-year undergraduate teaching each year, to:
 - 3.3.1 expose commencing students to the teaching of very experienced staff and
 - 3.3.2 encourage all staff to teach accessibly.
 - 3.3.3 Heads of school are expected to encourage this practice.

4 CONSULTATION TIME

- 4.1** Academic staff who teach in courses will make time for students to consult them about their studies, as follows.

- 4.1.1 A staff member on an ongoing or fixed-term contract will allocate time for student consultation and pastoral care of students in accordance with the University's *Academic Workloads Model*.
- 4.1.2 A staff member engaged to teach on a casual basis (a sessional staff member) is requested to make time available for students to consult them: for example, for at least 15 minutes after each session they teach.

5 COORDINATING COURSE OFFERINGS

- 5.1 Program coordinators are expected to coordinate offerings of required courses and prescribed electives courses for a program for which they are responsible, in each academic year, to ensure that students enrolled in the program:
 - 5.1.1 are able to continue making progress towards completing the program, and
 - 5.1.2 have a reasonable choice of courses.
 - 5.1.3 For programs registered on the *Commonwealth Register of Institutions and Courses for Overseas Students* (CRICOS), program coordinators must coordinate course offerings to ensure student visa holders are able to meet the requirements for full-time study and online or distance learning in the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018* (National Code). For details refer to clause 5.2 in the *Policy: International Students*.
 - 5.1.4 In accordance with in the *Policy: International Students*, where a course in a CRICOS registered program is delivered online or via distance learning, program coordinators and course coordinators will ensure arrangements are in place for teaching staff:
 - 5.1.4.1 to maintain regular contact with any student visa holders enrolled in the course, and
 - 5.1.4.2 to inform student visa holders of the support services they can access if needed.
- 5.2 Where a course managed by one school is required for a program managed by another school, and the first school intends to change the teaching period in which the course is offered, the National Head of School will first consult the National Head of the second school to ensure that the change does not cause problems for students' enrolment and progress in the other school's program.

6 PUNCTUALITY AND CLASS CANCELLATIONS

- 6.1 Teaching staff are expected to:
 - 6.1.1 attend their scheduled classes punctually, and
 - 6.1.2 ensure each class starts and finishes on time.
- 6.2 A teaching staff member should not cancel a class unless circumstances outside their control prevent them from delivering it. In such a case, the teaching staff member will:
 - 6.2.1 if possible, inform students affected by the cancellation that the class has been cancelled before the class was scheduled to start
 - 6.2.2 promptly inform the relevant program coordinator of the cancellation and the reason for it, and
 - 6.2.3 arrange with the students affected by the cancellation to hold the class at a different time; or, where that is not practicable, provide the students with a another means of completing the learning that the class would have provided.

- 6.2.3.1 Where the arrangement involves a change from face to face to online delivery, the National Head of School must approve.

7 COPYRIGHT

- 7.1** Staff should be aware that the use of any content they do not create themselves will be covered by copyright and must be attributed and used within the limits of copyright legislation.
- 7.2** Teaching staff will ensure that course materials (readings, images, audio-recordings and video recordings) they provide to students or present to students in classes do not breach the University's obligations under copyright legislation.
- 7.2.1 Teaching staff should use the University Library Reading Lists service to compile and publish reading lists for courses.
- 7.2.2 If third party content where either the University or the staff member is not the copyright owner is used for teaching purposes, it should be made available to students via the University Library as either a purchased or subscribed item (and linked), or a legally obtained copy that has been placed in University Library Reading Lists service (and linked).
- 7.2.3 The Library's Copyright Portal provides guidance on compliance with copyright obligations, and the Copyright Officer provides advice on these matters.
- 7.3** The *Policy: Intellectual Property* states that the University owns the copyright in all materials created by a staff member for use in or in connection with a course. Accordingly:
- 7.3.1 Program coordinators will ensure that, in a compulsory introductory course of the program, the course coordinator explains to students that, where they are provided with course materials, it is subject to the following conditions:
- 7.3.1.1 Use of these materials or recording for any other purpose, or distribution or sharing of this material without the University's express permission will infringe the University's copyright.
- 7.3.1.2 Students are not permitted to record these materials on personal devices without first obtaining permission from the staff member teaching the lecture.
- 7.3.1.3 If a student has downloaded a university recording of a lecture to their own computer or device, they must delete it when they no longer need it for study purposes.

8 RECORDING LECTURES AND ORAL ASSESSMENT TASKS

- 8.1** The University owns the copyright in any recording of a lecture, whether it is made by a staff member or a student is permitted to make such a recording themselves.
- 8.1.1 To ensure the use of any materials presented in a lecture, or any recording of the lecture, does not infringe copyright, they may only be used by students for their personal study.
- 8.1.2 Where a lecture is recorded, and the recording includes images of students or voices of students participating in a learning activity, it will only be provided to:
- 8.1.2.1 students enrolled in the lecture for the purpose of their personal study, or
- 8.1.2.2 other teaching staff for a purpose such as giving feedback on the staff member's teaching or sharing good teaching practice.
- 8.1.2.3 Where a teaching staff member wishes to use a recording of their presentation to a lecture in other lectures, they may do so, provided that any images of

students and voices of students participating in a learning activity are first removed from the recording.

- 8.2** Where a recorded lecture includes third party content (such as for example, video or audio), for which the copyright is not owned by the University, the content will be removed from the recording before it is made available to students.
- 8.3** Staff are expected to record lectures they deliver or lead, in which they present information to students, where:
 - 8.3.1 the lecture is delivered face to face, and the teaching space has functionality to record it, or
 - 8.3.2 the lecture is delivered online.
- 8.4** The purposes of recording lectures are so that:
 - 8.4.1 students can access the recordings when revising for assessment tasks
 - 8.4.2 students who are prevented from attending the lecture are nevertheless able to experience the lecture
 - 8.4.3 students with unavoidable timetable clashes (for example, students in certain double degree programs) are nevertheless able to experience the lecture, and
 - 8.4.4 students with certain disabilities, who need recordings of lectures to study on an equal basis with other students, receive these recordings.
- 8.5** A staff member may opt out of recording their lectures in a course, provided the course coordinator and the head of the school that manages the course has approved this before the start of the relevant teaching period.
 - 8.5.1 However, where a student in the course has a learning access plan which requires that they receive recordings of lectures, the staff member must record their lectures and provide the recordings to that student.
- 8.6** At the start of the relevant teaching period, the course coordinator will advise students enrolled in a course which lectures will be recorded and which (if any) will not. Where practicable, this information should be provided in the course outline.
- 8.7** Program coordinators will ensure that, in a compulsory introductory course of the program, the course coordinator explains to students that, where they are provided with recordings of lectures in a course, it is on the conditions stated in clauses 8.1.1–8.1.2 and their subclauses.
 - 8.7.1 Where students miss this explanation of copyright and conditions for use of recordings of lectures, or the program does not provide the explanation, these circumstances do not constitute a waiver of the University's position, and students are still bound by the requirements of this procedure.
- 8.8** The *Procedure: Program and Course Information* states the text that must appear in the course outline of courses, to explain copyright considerations and the conditions on which students are provided with recordings of lectures.
 - 8.8.1 At the start of any lecture that will be recorded, before the recording starts, the staff member teaching the course will remind them that the course outlines states the conditions on which the University will provide them with the recording.
- 8.9** A teaching staff member may:
 - 8.9.1 pause recording of a lecture when they consider that the content of the lecture is inappropriate for recording, or
 - 8.9.2 edit a recording of a lecture afterwards.
 - 8.9.2.1 Where, however, editing changes the substantive content covered in the lecture, the teaching staff member will as soon as possible inform the students in the course of the change.

- 8.10** Where a teaching staff member has recorded a lecture, they are expected to provide it to students via the learning management system course site within two working days of the teaching session.
- 8.11** A teaching staff member will only provide a recording of their lecture to students enrolled in the relevant course, in the teaching period in which the recording is made.
- 8.12** Recordings of lectures in a course will remain available to students until the end of the relevant teaching period (including the final exam period, if there is one).
- 8.13** After the end of the teaching period, the recordings will remain archived in the learning management system, and a student who was enrolled in the course during the teaching period can ask the course coordinator to provide the recordings to them.
- 8.14** A school may use a recording of a lecture to provide continuity of teaching in exceptional circumstances such as disruption from a pandemic, natural disaster, unforeseen damage to a building, or where the staff member who teaches the lecture is unexpectedly prevented from doing so.
- 8.14.1 The school will, where reasonably possible, inform the teaching staff member that it is intended to use the recording and for what purpose.
- 8.14.2 If the teaching staff member objects to the use for this purpose, the school will not use the recording.
- 8.15** A staff member may use a recording of a lecture they have taught in peer review of their teaching or to show other teaching staff what they consider good practice.
- 8.16** Recordings of a staff member's teaching will not be used:
- 8.16.1 by managers to review the staff member's teaching as part of the performance review process, or
- 8.16.2 to provide a lecture where the staff member who was to teach it is exercising their legal right to take industrial action, and has not consented to this use.
- 8.17 Students' recordings of classes**
- 8.17.1 Where a class will not be recorded using the functionality of the teaching space, a student may record it if they agree to the conditions below, and if the teaching staff member gives permission for them to record the class.
- 8.17.2 The conditions on which a student may record a class are as follows:
- 8.17.2.1 The recording of the class does not cause any disruption to other students or the teaching staff member.
- 8.17.2.2 The student understands that although the teaching staff member is permitting them to record the class, the copyright in the class belongs to the University and in some circumstances to the teaching staff member (if they own the copyright for any content included in the recording).
- 8.17.2.3 The student will use the recording only for the purposes of studying or revising the material covered in the class.
- 8.17.2.4 The student will not:
- distribute the recording or any part of the recording to, or share it with, any other person, or
 - use the recording in any way to embarrass or harm the reputation of any teaching staff member or student whose voice or image is recorded.
- 8.17.2.5 The student will delete the recording after the end of the teaching period in which the course is delivered, of which the class is part.
- 8.17.2.6 The student understands that if they breach the conditions for use of the recording, they may be subject to disciplinary action for student misconduct.

- 8.17.3 Where a student requests permission to record a class that involves student interaction, such as a tutorial, laboratory, seminar or workshop, the teaching staff member will advise the other students in the class of the request, and seek their consent.
- 8.17.3.1 The teaching staff member will only give permission for the student to record the class if no other student in the class declines to give their consent.
- 8.17.3.2 A teaching staff member will not unreasonably withhold permission for a student to record a class.
- 8.17.3.3 If while the class is being recorded a student asks that the recording be stopped, the tutor may direct the student who is recording to stop doing so.
- 8.17.3.4 The tutor may themselves direct the student to stop recording as they see fit.

8.18 Recording oral assessment work

- 8.18.1 A staff member may record students' oral assessment work, such as a presentation or seminar, for the purpose of assessing it and/or providing it to an external examiner for examination.
- 8.18.2 Where a staff member records a student's oral assessment work, they will:
- 8.18.2.1 inform the student before they start recording that they are going to record the oral assessment work for the purposes of (as relevant) assessing it and/or sending it to an external examiner to be examined, and
- 8.18.2.2 only share the recording with another staff member or external examiner who is to assess/examine the work.

9 WORK INTEGRATED LEARNING PLACEMENTS

- 9.1 Work integrated learning (WIL) placements include practicums, internships and other work placements required for a course.
- 9.2 Where a program organises WIL placements for students, the program coordinator and course coordinator of the WIL placement course will take the following measures to ensure the quality of the placements and that they are as far as possible a positive learning experience for students.
- 9.2.1 They will assess the capacity of a potential placement provider organisation and be confident that it is able to supervise students and provide the expected learning outcomes, and ensure students' safety, before sending students to the organisation for placements.
- 9.2.2 They will ensure that placement arrangements are consistent with:
- 9.2.2.1 for placements in Australia, Fair Work Australia guidance on work experience and internships, or
- 9.2.2.2 for placements outside Australia, relevant local employment, workplace and safety legislation.
- 9.2.3 They will ensure that students undertaking a placement, and placement provider organisation staff who supervise placements, understand what is expected of them and the expected learning outcomes of the placement. This will entail a written individual placement agreement signed by the parties.
- 9.2.4 They will ensure that:
- 9.2.4.1 when students are on placement:
- a staff member is designated as the contact person for students who need urgent support, and
 - the staff member is informed about how to support a student experiencing

- bullying, harassment or sexual harassment, and
- 9.2.4.2 students going on placement are informed of:
 - how to handle instances of bullying, harassment or sexual harassment, and
 - the contact details of the staff member who is designated to support them in such circumstances.
- 9.2.5 They will have a plan to manage incidents that pose a risk to the safety or wellbeing of the student, placement partner staff or clients of the placement provider organisation, or that pose a risk to the relationship with the placement provider organisation.
- 9.2.6 They will ensure that students on placement:
 - 9.2.6.1 can communicate with other students in the course, and
 - 9.2.6.2 have access to their information technology student user account, the learning management system and student support services.
- 9.2.7 They will monitor the quality of placements and whether the terms of the individual placement agreement are being met by:
 - 9.2.7.1 communicating regularly with each student and with their placement host supervisor during the placement, and
 - 9.2.7.2 after each placement, debriefing the student and obtaining their feedback on the placement.
- 9.2.8 They will keep a file of the individual student placement agreements, records of communications with students and their placement supervisor during each placement, and records of post-placement student debriefings.
- 9.3** Where students are required to arrange their own WIL placement independently, the program coordinator, and course coordinator, will:
 - 9.3.1 brief the students on how to go about this
 - 9.3.2 make themselves available for consultation if students need advice when arranging their placements, and
 - 9.3.3 brief the students on how to handle instances of bullying, harassment or sexual harassment if they experience these during the placement.

10 REFUSING PERMISSION TO UNDERTAKE OR CONTINUE A PLACEMENT

- 10.1** The head of the school that manages a student's program may refuse a student permission to undertake or continue a work placement, internship or other work experience arrangement (a placement) for reasons such as the following.
 - 10.1.1 The student has failed a course that the head of school considers the student must pass in order to be adequately prepared to undertake the placement (whether the student is in process of appealing against the fail in the course or not).
 - 10.1.2 The head of school considers that the student undertaking or continuing the placement may result in:
 - 10.1.2.1 harm to the student or another person
 - 10.1.2.2 disruption to the activities of the external organisation hosting the placement (the placement provider), or
 - 10.1.2.3 harm to the University's reputation or to its relationship with the placement provider.
 - 10.1.3 There is an allegation of misconduct against the student that brings into doubt their suitability to undertake the placement.
- 10.2** Where a head of school refuses a student permission to undertake or continue a placement,

the head of school may:

- 10.2.1 approve a postponement of the student undertaking or continuing the placement
- 10.2.2 approve an alternative placement or other arrangement to enable the student to achieve the same learning outcomes, or
- 10.2.3 recommend to the relevant board of examiners that the student receive a fail grade for the placement course.

10.3 A student may appeal the decision of a head of school to refuse them permission to undertake or continue a placement, in accordance with the *Policy: Student Appeals*.

10.4 A placement provider may terminate a student's placement at their discretion.

11 RESEARCH ETHICS CLEARANCE

11.1 Where a coursework course requires students to undertake research with human or animal subjects, the course coordinator will ensure that the research has received ethics approval by the process stated in the University's research policies and procedure.

11.1.1 Where a course requires students to undertake similar research projects, there may be the option of submitting a single whole-course ethics application.

12 RESPONSIBILITIES AND DECISION-MAKING AUTHORITIES

12.1 This section summarises the requirements and decision-making authorities stated in this procedure that apply to each of the positions, committees or roles listed below.

12.1.1 Should any decision-making authority stated in this procedure be inconsistent with a delegation in the schedule of academic delegations to the *Standing Delegations of Authority*, the *Standing Delegations of Authority* states the correct delegation of the decision-making authority.

12.2 Copyright Officer

12.2.1 The Copyright Officer will advise teaching staff on how to comply with copyright obligations (see clause 7.1.1).

12.3 Course coordinators

12.3.1 Course coordinators:

12.3.1.1 at the start of a teaching period will advise students enrolled in a course which classes will be recorded, where practicable via the course outline (see clause 8.9)

12.3.1.2 if they coordinate a course in which students are required to go on a work placement, will (in collaboration with the program coordinator) take measures to ensure the quality of placements and that they are as far as possible a positive learning experience for students (see detailed requirements in section 9), and

12.3.1.3 if they coordinate a course that requires students to undertake research with human or animal subjects, will ensure the research has ethics clearance (see section 11).

12.3.2 See also the responsibilities of teaching staff below.

12.4 Curriculum and Quality

12.4.1 Curriculum and Quality will:

12.4.1.1 advise teaching staff annually that, where a lecture or (in another type of class) a presentation that is being recorded, they must show students the standard

copyright warning (see clause 8.10 and its subclauses).

12.5 Deputy Vice-Chancellor, Learning and Teaching

12.5.1 The Deputy Vice-Chancellor, Learning and Teaching may approve an exception to the requirement that, to teach or assess in an undergraduate certificate, diploma or associate degree program, a staff member must hold a qualification at AQF level 7 or above (see clause 3.1.2.3).

12.6 Heads of school

12.6.1 Heads of school:

12.6.1.1 where a member of the school's staff teaches, assesses or supervises students' work in a program although they do not have the required level of qualification to do so, will ensure that:

- a professional development plan is in place and the staff member's progress against the plan is monitored
- the staff member is supervised and mentored in their teaching, assessment and/or supervision in the program, and
- records of these arrangements are kept (see clause 3.2 and its subclauses)

12.6.1.2 are expected ensure that senior academic staff undertake some first-year teaching (see clause 3.3 and its subclauses)

12.6.1.3 may refuse a student permission to undertake or continue a placement where they consider that this would pose a significant risk (see section 10), and

12.6.1.4 where they have refused a student permission to undertake or continue a placement, may:

- approve various measures to enable the student to complete the placement course, or
- recommend to the relevant board of examiners that the student receive a fail grade for the placement course (see clause 10.2 and its subclauses).

12.6.2 See also the responsibilities of schools below.

12.7 Managers of teaching staff

12.7.1 Managers of teaching staff:

12.7.1.1 where a staff member is to teach, assess and/or supervise students' work in a program although they do not have the required level of qualification to do so, will in consultation with the staff member establish a professional development plan for them (see clause 3.2 and its subclauses), and

12.7.1.2 will not use recordings of a staff member's teaching as part of the performance review process (see clause 8.8).

12.8 Program coordinators

12.8.1 Program coordinators:

12.8.1.1 will coordinate offering of courses in each teaching period for a program for which they are responsible, to ensure students are able to make progress towards completing the program and have a reasonable choice of courses (see clause 5.1 and its subclauses)

12.8.1.2 will coordinate course offerings for CRICOS registered programs to ensure student visa holders are able to meet the requirements for full-time study and online or distance learning in the National Code (see sub-clause 5.1.3)

12.8.1.3 will ensure that, in a compulsory introductory course of the program, the course coordinator or another teaching staff member explains to students the conditions on which students will be provided with recordings of classes (see

clauses 8.6 and 8.7 and their subclauses

12.8.1.4 where a program requires students to go on a work placement, will (in collaboration with the placement course coordinator) take measures to ensure the quality of placements and that they are as far as possible a positive learning experience for students (see detailed requirements in section 9).

12.9 Schools

12.9.1 Schools will consult another school before changing the teaching period in which a course is offered, where the course is required for a program managed by the other school (see clause 5.3).

12.10 Students

12.10.1 Students:

12.10.1.1 will only use a recording of a class for their own personal study

12.10.1.2 will not provide a recording of a class or any part of such a recording to anyone else or share it with anyone else

12.10.1.3 will delete a recording of a class that they have downloaded, when they no longer need it for study purposes, and

12.10.1.4 where a class is not already being recorded, and the teaching staff member allows them to record it themselves, must comply with the conditions on which they are permitted to record a class (see clause 8.18.2 and its subclauses).

12.11 Teaching staff

12.11.1 Staff who teach, assess or supervise students' research work must normally either:

12.11.1.1 hold the required level of qualification (see clause 3.1), or

12.11.1.2 have been assessed as having a qualification, experience and achievements that are equivalent to the required level of qualification (see clause 3.1.2.2).

12.11.1.3 However, on certain conditions a staff member who does not hold the required level of qualification can teach, assess or supervise students' research work in a coursework program (see clause 3.2 and its subclauses).

12.11.2 Teaching staff:

12.11.2.1 will allocate time for student consultation and pastoral care of students (see clause 4.1.1)

12.11.2.2 are expected to attend their classes punctually and ensure the classes start and finish on time (see clause 6.1 and its subclauses)

12.11.2.3 should not cancel a class other than because of circumstances outside their control, in which case they will:

- promptly inform the students in the class and the relevant program coordinator or discipline coordinator and
- where practicable, arrange to hold the class at a different time, or else provide the students with a another means of completing the learning (see clause 6.2 and its subclauses)

12.11.2.4 will ensure that their course materials are not in breach of copyright (see section 7)

12.11.2.5 are expected to record classes in which they present information to students, where the teaching room has recording functionality (see section 8), but

12.11.2.6 may opt out of recording classes provided that they meet certain conditions (see clause 8.4 and its subclauses)

12.11.2.7 where a class is being recorded:

- will advise students when they are about to start recording and remind the students that the course outline states the conditions on which they will be provided with the recording (see clause 8.1.1 and its subclauses)
- if they later edit the recording and this changes the substantive content, will promptly advise students of this (see clauses 8.9 and its subclauses)
- will promptly provide the recording of a class to the students enrolled in the course (see clause 8.10)

12.11.2.8 where a student requests permission to record a class that involves student interaction, will:

- seek the consent of other students in the class to the recording, and
- only give permission for the recording if none of the other students declines to give their consent (see clause 8.18.3 and its subclauses), and

12.11.2.9 where they record a student's oral assessment work, will advise the student the purposes for which they will use the recording (see clause 8.18.2 and its subclauses).

13 RELATED DOCUMENTS

13.1 [Copyright Portal](#).

14 INTERPRETATION AND DEFINITIONS

14.1 Interpretation

14.1.1 The following rules of interpretation apply to this procedure:

14.1.2 The University's *Policy Framework* sets out the hierarchy of the University's policy documents.

14.1.3 Should any provision in this procedure be inconsistent with a provision of a document higher in the University's hierarchy of policy documents as stated in the [Policy Framework](#), the higher document prevails and overrules this procedure to the extent of the inconsistency.

14.1.4 This procedure must be read alongside other closely-related policy documents:

14.1.4.1 the policy that it supports, identified in the Purpose section

14.1.4.2 closely-related policies and regulations listed in the Related policies and regulations sections

14.1.4.3 the *Code of Conduct (Staff)* and *Code of Conduct (Students)*, which include a requirement to comply with policy documents of the University, and

14.1.4.4 any other documents listed in the Related documents section.

14.1.5 Where this procedure uses:

14.1.5.1 the verbs 'will' or 'must', it states a requirement

14.1.5.2 the phrases 'cannot', 'must not' or 'only [position title] can', it states a prohibition

14.1.5.3 the words 'include', 'includes; or 'including' followed by a list, the words 'without limitation' are taken to follow immediately

14.1.5.4 the phrase 'for example' or 'such as' followed by a single instance or list, the instance or list is not exhaustive

- 14.1.5.5 the phrases ‘described in’, ‘set out in’, ‘specified in’ or ‘stated in’, it will be read as if the words ‘expressly or impliedly’ appeared immediately before them;
- 14.1.5.6 the singular, it also means the plural, and vice versa
- 14.1.5.7 any gender, it includes the other genders, and
- 14.1.5.8 a reference to a statute, ordinance, code or other law, it includes regulation, by-laws, rules and other statutory instruments under it for the time being in force and consolidations, amendments, re-enactments, or replacements of any of them.

14.2 Definitions

- 14.2.1 The definitions section of the *Policy: Programs and Courses* defines many of the terms used in this procedure.
- 14.2.2 The following additional terms have the meanings stated below.
- 14.2.2.1 **Class** means a scheduled learning activity such as a lecture, tutorial, lab, seminar or workshop.
- 14.2.2.2 **Offering** in relation to a course has the meaning stated in the *Procedure: Program and Course Life Cycle*.
- 14.2.2.3 **Pathway program** means a program that enables students to meet the academic entry requirements of an undergraduate coursework program.
- 14.2.2.4 **Work integrated learning** has the meaning stated in the *Procedure: Program and Course Design*.

Version	Date of approval	Approved by	Amendment
1	13 January 2023	Vice Chancellor	New procedure.
2	26 April 2023	Deputy Vice-Chancellor, Learning and Teaching	Minor amendments to clarify ESOS requirements