Policy:

Programs and Courses

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Audience: staff, students

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Key words:	Course, program
Policy owner:	Deputy Vice-Chancellor, Learning and Teaching
Responsible officer:	Head, Curriculum and Quality
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Fremantle   Broome   Sydney

Contents

1   OBJECTS OF THE UNIVERSITY

1.1   The Objects of the University of Notre Dame Australia (the University) are defined in Section 5 of *The University of Notre Dame Act* 1989 (WA)

1.2   The Objects of the University are:

1.2.1   the provision of university education, within a context of Catholic faith and values; and

1.2.2   the provision of an excellent standard of:

1.2.2.1   teaching, scholarship and research

1.2.2.2   training for the professions, and

1.2.2.3   pastoral care for its students.

2   PURPOSE

2.1   This policy defines the University's objectives and standards for its programs and courses.

2.2   The Definitions and interpretation section below:

2.2.1   states requirements for interpreting this policy and

2.2.2   explains its hierarchical relationship with other policy documents in the University's *Policy Framework*.

2.3   Later effective dates of some requirements

2.3.1   Some clauses of the procedures that support this policy will take effect at a later date than the policy and its procedures as a whole, to allow enough time to implement new requirements or changes to current requirements introduced by those clauses.

2.3.1.1   Where this is the case, the procedure will state:

- the date at which the clause takes effect, and
- where the clause replaces a different requirement in a current policy document, the current requirement and the date until which it remains in effect.

3   SCOPE

3.1   The scope of this policy includes all programs and courses of the University, including non-award courses, English language intensive course for overseas students programs, courses in pathway programs, short courses and microcredentials, and it applies to:

3.1.1   staff and students of the University

3.1.2   students enrolled in a program or course of the University delivered in partnership with a third-party organisation, and

3.1.3   staff of a third-party organisation who deliver a program or course of the University on behalf of the University.

3.2   Procedures that support this policy have the same scope as this policy unless they state a more restricted scope.

3.3   The *Policy: Assessment in Higher Education Coursework, ELICOS and Enabling Courses* and the *Procedure: Assessment in Higher Education Coursework, ELICOS and Enabling Courses* states assessment requirements to support enhancement of student learning.

3.4   The *Policy: Academic Integrity* and *Procedure: Academic Integrity* state requirements to ensure academic integrity of students' assessment work.

3.5   The University's policy documents on research training state further objectives, standards and requirements specific to research training programs and theses.

3.6   The *Procedure: (VET) Course Approval, Amendment, Review and Discontinuation* states requirements for approving new VET courses, to make amendments to courses, and to discontinue courses.

3.7   The *Procedure: (VET) Student Progress* states the requirements for monitoring progress of student enrolled in VET courses.

3.8   The *Policy (VET) Assessment* states principles and requirements for assessment in vocational education and training programs and units of competency.

4   PRINCIPLES

4.1   Objectives for programs and courses

4.1.1   Programs of the University will:

4.1.1.1   contribute to the University achieving its Objects and strategic goals

4.1.1.2   equip graduates to meet the needs of employers and the community, and

4.1.1.3   be viable, unless a University decision is made to run them otherwise for reasons of strategy or to fulfil the University's mission.

4.1.2   A program and any award to which it leads will be consistent with specifications for that qualification of the Australian Qualifications Framework, including:

4.1.2.1   the program volume of learning, requirements to gain the award and learning outcomes, and

4.1.2.2   the award name.

4.1.3   Marketing and advertising of programs, and published program and course information, will be accurate and timely, so that:

4.1.3.1   applicants for admission are informed of program requirements

4.1.3.2   students are well informed in choosing courses in which to enrol, and

4.1.3.3   students receive a detailed outline of course requirements before the start of a course.

4.1.4   To assure the quality of programs:

4.1.4.1   Courses are based on current research and practice in the field.

4.1.4.2   Employer and community advice will inform initial design and continuous improvement of programs.

4.1.4.3   Student feedback on programs and courses will be gathered and used to improve them.

4.1.4.4   Teaching Staff are encouraged to recognise, develop and record excellence in teaching through peer review of teaching, professional development, scholarship and applying for citations and awards.

4.1.4.5   Programs will be monitored annually to ensure improvement and identify any risks to program quality.

4.1.4.6   A program will be considered for reaccreditation by Academic Council every five years, following a comprehensive review of the program, which involves external referencing.

4.1.5   If a program is accredited by and/or enables students to achieve registration with an external professional body, it will continue to meet requirements for that accreditation or registration.

4.1.6   The University may form an arrangement with a third-party organisation to deliver a program or course accredited by the University, or a vocational education and training program, where:

4.1.6.1 this will enable the University to:
- meet its Objects and enhance its reputation, and
- expand its networks, recruit more students and/or deliver the curriculum more efficiently; provided that

4.1.6.2 arrangements are in place to ensure the academic quality and regulatory compliance of the delivery in the form of:
- assessment of the third-party organisation before entering a partnership agreement with them
- an agreement for the arrangement that specifies how the quality of the delivery will be assured
- management and monitoring of the arrangement
- management of risks identified in monitoring the arrangement, and
- annual review of the arrangement and follow-up on corrective actions.

4.1.7 Where it is necessary to discontinue a program, this will be managed so as to minimise disadvantage to students.

4.1.8 As far as practicable, teaching staff will record lectures in which they present information to students, so that:

4.1.8.1 students can review a lecture to deepen their learning or revise for assessment work

4.1.8.2 students who are prevented from attending a lecture can view a recording of it, and

4.1.8.3 students with certain types of disability, who need recordings of lectures to participate on an equal basis with other students, can have these recordings.

4.1.9 Students will normally complete their program within a maximum duration of enrolment, so that graduates have the currency of skills and knowledge indicated by the award to which the program leads.

4.1.10 The University will offer microcredentials to enable students to:

4.1.10.1 meet specific learning needs

4.1.10.2 meet the needs of an industry or profession and/or

4.1.10.3 engage in life-long learning.

4.1.11 Schools of the University may also offer short courses to meet professional or community needs.

4.2 Standards for programs and courses

4.2.1 The University will meet the standards of the Higher Education Standards Framework (HESF) on the following matters (HESF section numbers are given in parentheses):

4.2.1.1 program design and learning outcomes of programs (A3.1.1–4, 1.4.4; B1.3.8)

4.2.1.2 approval, accreditation and reaccreditation of programs (A1.5.3, 5.1; B1.3.5 and 8)

4.2.1.3 monitoring, quality assurance, review and improvement of programs (A5.3, B1.3.8)

4.2.1.4 quality assurance of work integrated learning (A5.4.1)

4.2.1.5 consistency of quality where a program is delivered through an arrangement with another party (A5.4.2)

4.2.1.6 accuracy and timeliness of information about programs and courses, so that students and prospective students have the information they need to make decisions about programs and courses (A7.1.1–3, 7.1.5, 7.2.1–3)

4.2.1.7 inclusive learning and teaching practice to accommodate student diversity (A2.2.1–2)

4.2.1.8 accessibility of teaching staff to students seeking help with their studies (A3.2.5)

4.2.1.9 discipline scholarship, skills in learning, teaching and assessment, and level of qualification required for staff to teach, assess or to supervise students' research in a program (A3.2.3, B1.3.9), and

4.2.1.10 assessing equivalence of a person's qualifications and experience to the required level of qualification (A3.2.3c).

4.2.2 English Language Intensive Course for Oversea Students (ELICOS) programs will meet the *ELICOS Standards 2018*.

4.2.3 Vocational Education and Training programs will:

4.2.3.1 meet the requirements of the Australian Skills Quality Authority for registration of such programs

4.2.3.2 meet the relevant standards of the *Standards for Registered Training Organisations 2015*, and

4.2.3.3 have an up-to-date training and assessment strategy.

4.2.4 Microcredentials will meet the standards of the *National Microcredentials Framework*.

4.2.5 Students who declare that they have a disability or a long-term physical or mental health condition, or who are a regular carer for someone with such a disability or condition, will receive reasonable adjustments so they can undertake learning activities and assessment tasks on an equal basis with other students, in accordance with:

4.2.5.1 the *Disability Discrimination Act* (Commonwealth, 1992) and

4.2.5.2 the *Disability Standards for Education* (2005).

4.2.6 A higher education coursework program will normally require students to complete a course or courses in the University's Core Curriculum: that is, in the disciplines of ethics, philosophy or theology, as follows:

4.2.6.1 in a bachelor degree program or embedded bachelor (honours) program, two standard-sized courses

4.2.6.2 in any other program that requires students to complete courses totalling 200 or more units of credit, one standard-sized course.

5   ROLES AND RESPONSIBILITIES

5.1 The following subcommittees of Academic Council have responsibilities in relation to this policy, as defined in their charters:

5.1.1 Academic Standards and Policy Committee

5.1.2 Program and Course Accreditation Committee

5.1.3 Research Degrees and Scholarships Committee

5.1.4 University Learning and Teaching Committee

5.1.5 University Research Committee

5.1.6 Vocational Education and Training Advisory Committee.

5.2 The procedures that support this policy state responsibilities to achieve its objectives and standards.

6   RELATED DOCUMENTS

6.1   *Procedure: Academic Progress.*
6.2   *Policy: Assessment in Higher Education Coursework, ELICOS and Enabling Courses*
6.3   *Procedure: Assessment in Higher Education Coursework, ELICOS and Enabling Courses*
6.4   *Policy: Examinations*
6.5   *Policy: Students with a Disability*
6.6   *Procedure: Special Consideration*
6.7   *Procedure: Program and Course Delivery and Management.*
6.8   *Procedure: Program and Course Design.*
6.9   *Procedure: Program and Course Life Cycle.*
6.10   *Procedure: Program and Course Information.*
6.11   *Procedure: Program and Course Quality.*
6.12   *Procedure: Qualification Equivalence Assessment.*
6.13   *The following procedures state requirements in relation to vocational education and training (VET) programs:*
    6.13.1 the *Procedure: (VET) Course Approval, Amendments, Review and Discontinuation*
    6.13.2 the *Procedure: (VET) Marketing and Advertising*
    6.13.3 the *Procedure: Continuous Improvement in VET*

7   INTERPRETATION AND DEFINITIONS

7.1   **Interpretation**
    7.1.1   The following rules of interpretation apply to this policy.
    7.1.2   The University's *Policy Framework* sets out the hierarchy of the University's policy documents.
    7.1.3   Should any provision in this policy 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 policy to the extent of the inconsistency.
    7.1.4   This policy must be read alongside other closely-related policy documents:
        7.1.4.1   the procedures that support this *policy*, listed in the Related documents section
        7.1.4.2   the *Code of Conduct (Staff)* and *Code of Conduct (Students)*, which include a requirement to comply with policy documents of the University, and
        7.1.4.3   any other documents listed in the Related documents section.
    7.1.5   The procedures that support this policy state detailed requirements in relation to the principles stated in this policy.
        7.1.5.1   Where a principle stated in this policy implies a service or entitlement to a person, to enjoy the service or entitlement, the person must meet any requirements and/or conditions that a supporting procedure states in relation to the service or entitlement.
    7.1.6   Where this policy uses:
        7.1.6.1   the verbs 'will' or 'must', it states a requirement
        7.1.6.2   the phrases 'cannot', 'must not' or 'only [position title] can', it states a prohibition
        7.1.6.3   the words 'include', 'includes; or 'including' followed by a list, the words 'without limitation' are taken to follow immediately
        7.1.6.4   the phrase 'for example' or 'such as' followed by a single instance or list, the

instance or list is not exhaustive

7.1.6.5 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;

7.1.6.6 the singular, it also means the plural, and vice versa

7.1.6.7 any gender, it includes the other genders, and

7.1.6.8 a reference to a statute, ordinance, code or other law, it includes regulations, 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.

7.2 **Definitions**

7.2.1 For the purpose of this Policy, the following definitions apply*:*

7.2.1.1 *Academic* **grade** means a grade used to record a student's level of academic achievement in a course.

7.2.1.2 **Assessment** means the process of assessing students' development of skills and/or knowledge in a course.

7.2.1.3 *Assessment task* means a task set for students in a course to demonstrate their development of skills and/or knowledge, such as an assignment, exam, practical activity or test.

7.2.1.4 *Award* means a qualification the University confers on a student for completing the requirements of a program, such as a certificate, diploma or degree.

7.2.1.5 *Board of examiners* has the meaning stated in sections 56 and 57 of the *University of Notre Dame Statutes*.

7.2.1.6 *Course* means a unit of study that requires students to undertake learning activities.

7.2.1.7 *Coursework* means (a) in reference to programs, a program that leads to one of the following awards: a certificate, diploma, bachelor degree, bachelor (honours) degree, graduate certificate, graduate diploma or masters by coursework; (b) in reference to courses, a course for which the learning activity is not a research project specific to the student but one or more assessment tasks undertaken by all students enrolled in the course. A work placement, clinical placement, directed study or special topic course is a coursework course.

7.2.1.8 *Criterion-referenced* means, in relation to an assessment task, that each student is marked against criteria for levels of performance in the task, rather than based on a comparison with other students' performance in the same task.

7.2.1.9 **Embedded bachelor (honours) degree** mean an undergraduate degree program of 800 or 1000 units of credit that includes an honours stream of courses, includes '(honours)' at the end of the award title and has program learning outcomes at Australian Qualifications Framework level 8.

7.2.1.10 *Grade* means a code of one, two or three letters used to record the outcome of a student's enrolment in a course: either their level of academic achievement in the course or the type of circumstance under which they did not complete it.

7.2.1.11 *Higher education program* means a program accredited by the University at undergraduate or postgraduate level, as opposed to a nationally accredited vocational education and training program.

7.2.1.12 **Mark** means a number used to record a student's level of performance in an assessment task or course.

7.2.1.13 Microcredential means an assessed piece of learning, smaller in volume of learning than a standard-sized course, for which a student receives a grade on their academic transcript.

7.2.1.14 **Pathway program** means a program that enables students to meet the academic entry requirements of an undergraduate coursework program

7.2.1.15 **Program** means a program of study that requires students to undertake a set of courses.

7.2.1.16 Research component means a course or courses, which a student undertakes for a bachelor (honours), masters by coursework or higher degree by research, and which require(s) students to undertake a dissertation, thesis, a substantial project involving research or produce a substantial piece or pieces of creative work.

7.2.1.17 Semester means a standard teaching period that is 16 weeks long. Non-standard semesters may have different durations.

7.2.1.18 Short course means a piece of learning smaller in volume of learning than a standard-sized course for which a student does not receive a grade on their academic transcript.

7.2.1.19 **Standard-sized course** means a course with a volume of learning of 25 units of credit.

7.2.1.20 **Student** means a person who is currently enrolled in a program, course, microcredential or non-award course offered by the University or by a third party on behalf of the University.

7.2.1.21 **Teaching period** means the period in which a course is delivered, including any period for final exams to be held.

7.2.1.22 **Third party** means an external educational institution or other organisation.

7.2.1.23 **Unit of credit** means the University's unit for expressing volume of learning. One unit of credit is equivalent to six student learning hours.

7.2.1.24 **Volume of learning** means (a) of a program, its normal full-time duration expressed in units of credit, whereby 100 units of credit equate to a full-time semester enrolment of four standard sized courses, and two full-time semesters (200 credits) are considered a year of study; (b) of a course, its typical total learning hours expressed as units of credit.

Version	Date of approval	Approved by	Amendment
1	13/01/2023	Vice Chancellor	New policy.