

# Program Directors

## A Quick Guide for staff new to the role



University of  
South Australia

People, Talent  
& Culture



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Question	The basics	Further information
<p>1. <b>What is a Program Director?</b></p>	<p>Under the direction of the Executive Dean, the Program Director is responsible for the provision of academic leadership in the planning, management, development, quality assurance and improvement, and growth of the academic program. You play a leading role in promoting and representing the program within and external to the University and for developing and maintaining strategic relationships with external stakeholders and communities.</p> <p>Information about the Program Director role is available from the People, Talent &amp; Culture website, including guidelines for conditions of employment and a generic position description.</p> <p>The advice that follows in this <i>Quick Guide</i> is based on the position description. In some cases there will be situations, for example managing offshore programs, where the emphasis and focus of aspects of the role may vary.</p>	<ul style="list-style-type: none"> <li>• Program Director – Conditions of Employment Guidelines, Position Description &amp; Agreement for Secondment <a href="https://i.unisa.edu.au/staff/ptc/employment-conditions/academic-employment/">https://i.unisa.edu.au/staff/ptc/employment-conditions/academic-employment/</a></li> <li>• Resources for new Program Directors <a href="https://i.unisa.edu.au/staff/human-resources/DevelopmentforAcademics/ProgramDirectors/">https://i.unisa.edu.au/staff/human-resources/DevelopmentforAcademics/ProgramDirectors/</a></li> </ul>
<p>2. <b>I've just been appointed as a Program Director, what is one of the first things I should do?</b></p>	<p>You should consult with your Academic Unit administrators, Medici contact to ensure your staff details are updated on the program home page.</p> <p>Staff home pages should also be updated to facilitate staff and student contact.</p>	<ul style="list-style-type: none"> <li>• Staff home pages help <a href="https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/staff%20home%20page%20help.aspx">https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/staff%20home%20page%20help.aspx</a></li> <li>• Medici contacts <a href="http://i.unisa.edu.au/sas/Student-Systems/Medici/">http://i.unisa.edu.au/sas/Student-Systems/Medici/</a></li> <li>• Academic Unit Timetabling information <a href="https://mymailunisaedu.sharepoint.com/teams/sas/pat/timetabling/default.aspx">https://mymailunisaedu.sharepoint.com/teams/sas/pat/timetabling/default.aspx</a></li> </ul>
<p>3. <b>Who should I get to know?</b></p>	<p>You should interact effectively with key individuals and groups within and external to the University including:</p> <p><b>Academic Unit</b></p> <ul style="list-style-type: none"> <li>• Program Team</li> <li>• Executive Dean</li> <li>• Course Coordinators</li> <li>• Academic Unit Office</li> <li>• Deans of Programs</li> <li>• Relevant Academic Unit committees, including Teaching and Learning Committee.</li> </ul> <p><b>Support Units</b></p> <ul style="list-style-type: none"> <li>• Teaching Innovation Unit</li> <li>• Campus Central</li> <li>• External Stakeholders (Professional Associations, Industry Groups, employers etc).</li> </ul>	<p><b>Academic Unit</b></p> <ul style="list-style-type: none"> <li>• Executive Dean</li> <li>• <a href="http://www.unisa.edu.au/About-UniSA/Governance-and-management-structure/Senior-staff/">http://www.unisa.edu.au/About-UniSA/Governance-and-management-structure/Senior-staff/</a></li> <li>• Course Coordinators <a href="http://search.unisa.edu.au/s/search.html?collection=people&amp;query=course+coordinator">http://search.unisa.edu.au/s/search.html?collection=people&amp;query=course+coordinator</a></li> </ul> <p><b>Academic Unit</b></p> <ul style="list-style-type: none"> <li>• Academic Unit and Administrative Units <a href="http://i.unisa.edu.au/staff">http://i.unisa.edu.au/staff</a></li> </ul> <p><b>Support Units</b></p> <ul style="list-style-type: none"> <li>• Teaching and Innovation Unit <a href="http://i.unisa.edu.au/staff/teaching-innovation-unit">http://i.unisa.edu.au/staff/teaching-innovation-unit</a></li> <li>• Student Engagement Unit <a href="http://i.unisa.edu.au/students/student-engagement-unit/">http://i.unisa.edu.au/students/student-engagement-unit/</a></li> <li>• Campus Central <a href="http://i.unisa.edu.au/Campus-Central/">http://i.unisa.edu.au/Campus-Central/</a></li> </ul>

Question	The basics	Further information
<p>4. <b>What policies and procedures do I need to know about?</b></p>	<p>You should be aware of the following:</p> <ul style="list-style-type: none"> <li>• Assessment Policies and Procedures Manual</li> <li>• Codes of Good Practice</li> <li>• Code of Conduct for Students</li> <li>• Confidentiality of student information</li> <li>• Students with disabilities</li> <li>• Copyright</li> <li>• Quality assurance and improvement: Programs, courses and teaching arrangements</li> <li>• Legislated and ethical responsibilities of staff</li> <li>• Program Approval and Amendments Process</li> <li>• Teaching and Learning strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Policies and Procedures website <a href="http://i.unisa.edu.au/policies-and-procedures/">http://i.unisa.edu.au/policies-and-procedures/</a></li> <li>• Assessment Policies and Procedures Manual <a href="http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/">http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/</a></li> <li>• Codes of Good Practice <a href="http://i.unisa.edu.au/policies-and-procedures/codes/good-practice/">http://i.unisa.edu.au/policies-and-procedures/codes/good-practice/</a></li> <li>• Code of Conduct for students <a href="http://i.unisa.edu.au/policies-and-procedures/codes/students/">http://i.unisa.edu.au/policies-and-procedures/codes/students/</a></li> <li>• Staff guidance for the management of student personal information <a href="https://i.unisa.edu.au/siteassets/policies-and-procedures/docs/guidelines/staff-guidance-for-the-management-of-student-personal-information.pdf">https://i.unisa.edu.au/siteassets/policies-and-procedures/docs/guidelines/staff-guidance-for-the-management-of-student-personal-information.pdf</a></li> <li>• Students with disabilities <a href="http://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-7/">http://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-7/</a></li> <li>• Copyright <a href="http://www.unisa.edu.au/copyright/">http://www.unisa.edu.au/copyright/</a></li> <li>• Quality Assurance and improvement: Programs, courses and teaching arrangements <a href="http://i.unisa.edu.au/policies-and-procedures/university-policies/academic/a-35/">http://i.unisa.edu.au/policies-and-procedures/university-policies/academic/a-35/</a></li> <li>• Quick guide to the legislated and ethical responsibilities of staff <a href="https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/legislated_contents_QG.pdf">https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/legislated_contents_QG.pdf</a></li> <li>• Program Approval and Amendments Manual <a href="http://i.unisa.edu.au/sas/programs-admissions-and-timetabling/program-and-course-approval-and-amendment/">http://i.unisa.edu.au/sas/programs-admissions-and-timetabling/program-and-course-approval-and-amendment/</a></li> <li>• Teaching and Learning strategic plan <a href="https://www.unisa.edu.au/about-unisa/teaching-and-learning/">https://www.unisa.edu.au/about-unisa/teaching-and-learning/</a></li> </ul>
<p>5. <b>What should I know about UniSA information systems?</b></p>	<p>You are encouraged to familiarise yourself with the following systems:</p> <ul style="list-style-type: none"> <li>• Staff Portal Resources</li> <li>• Staff Homepages</li> <li>• BI Reporting</li> <li>• BI Hub</li> <li>• Program and Course Management System (PCMS) is a central repository for all Programs and Courses offered by UniSA. Relevant PCMS data automatically populates other tools such as marketing information; generates web pages; course details flow through to the Course Outline; and Assessment components, which are utilised in learnonline's Assessment and Gradebook.</li> <li>• Course Outline</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Portal My Teaching site <a href="https://my.unisa.edu.au/Staff/Teaching/Home.aspx">https://my.unisa.edu.au/Staff/Teaching/Home.aspx</a></li> <li>• Staff home pages help <a href="https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/staff%20home%20page%20help.aspx">https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/staff%20home%20page%20help.aspx</a></li> <li>• BI Reporting for program directors <a href="https://mymailunisaedu.sharepoint.com/teams/BIP/bihub/SitePages/User%20Profile%20-%20Program%20Directors.aspx">https://mymailunisaedu.sharepoint.com/teams/BIP/bihub/SitePages/User%20Profile%20-%20Program%20Directors.aspx</a></li> <li>• BI Reporting (for data relevant to the management of your programs such as GPA reports, enrolment statistics and class enrolment numbers, etc) <a href="https://bi.unisa.edu.au/BIReporting/bi/">https://bi.unisa.edu.au/BIReporting/bi/</a></li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>learnonline</b> is UniSA's primary environment for delivering and engaging students with online teaching and learning. <b>learnonline</b> tools include: <ul style="list-style-type: none"> <li>▪ Course Site</li> <li>▪ Assessment and Gradebook</li> <li>▪ Turnitin</li> <li>▪ Lecture Recording System</li> <li>▪ ePortfolio</li> <li>▪ Virtual Classroom</li> </ul> </li> <li>• myCourseExperience</li> <li>• Result Entry</li> <li>• myUniSA SMS Application.</li> </ul> <p>The Teaching Innovation Unit's Technology Enhanced Learning Team, local IT support and administrative staff in your Academic Unit can provide assistance with the above systems.</p>	<ul style="list-style-type: none"> <li>• BI Hub: the gateway to data and information at UniSA <a href="https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/home.aspx">https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/home.aspx</a></li> <li>• Program and Course Management System (PCMS) <a href="https://lo.unisa.edu.au/course/view.php?id=7019">https://lo.unisa.edu.au/course/view.php?id=7019</a></li> </ul> <p><b>learnonline</b></p> <ul style="list-style-type: none"> <li>• Assessment help <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/divisional-support/your-teaching/assessment/">https://i.unisa.edu.au/staff/teaching-innovation-unit/divisional-support/your-teaching/assessment/</a></li> <li>• Gradebook help <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/#Gradebook">https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/#Gradebook</a></li> <li>• Turnitin and academic integrity help <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/academic-integrity/">https://i.unisa.edu.au/staff/teaching-innovation-unit/academic-integrity/</a> and <a href="https://i.unisa.edu.au/contentassets/89a87b08ce3043a486ab8eab0d69c333/navigating-tii-reports.pdf">https://i.unisa.edu.au/contentassets/89a87b08ce3043a486ab8eab0d69c333/navigating-tii-reports.pdf</a></li> <li>• Lecture Recording System help <a href="https://i.unisa.edu.au/askit/staff/av/panopto/">https://i.unisa.edu.au/askit/staff/av/panopto/</a></li> <li>• ePortfolio help <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/#ePortfolio">https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/#ePortfolio</a></li> <li>• Virtual Classroom help <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/#VirtualClassroom">https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/#VirtualClassroom</a></li> <li>• myCourseExperience help <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/mycourseexperience2/">https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/mycourseexperience2/</a></li> <li>• Results entry <a href="https://i.unisa.edu.au/sas/Our-Activities/results-entry/">https://i.unisa.edu.au/sas/Our-Activities/results-entry/</a></li> <li>• Technology Enhanced Learning team <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/who-are-we/">https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/who-are-we/</a></li> <li>• myUniSA SMS Application <a href="https://i.unisa.edu.au/askit/staff/teaching/software/sms/">https://i.unisa.edu.au/askit/staff/teaching/software/sms/</a></li> </ul>
<p><b>6. What University and Academic Unit timelines and dates should I know about?</b></p>	<p>You should be aware of dates such as:</p> <ul style="list-style-type: none"> <li>• Pre-enrolment sessions/enrolment advice sessions</li> <li>• University dates (e.g. census, withdraw and withdraw fail dates)</li> <li>• Transnational dates for transnational programs</li> <li>• Academic Unit dates (e.g. regular Academic Unit meetings)</li> <li>• Program review timelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Student and Academic Services key dates and timetables <a href="http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/">http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/</a></li> <li>• Offshore academic calendars <a href="https://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/Offshore-academic-year-calendars/">https://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/Offshore-academic-year-calendars/</a></li> </ul>

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		<ul style="list-style-type: none"> <li>SAS schedule of student administration activities <a href="http://i.unisa.edu.au/sas/news-and-activities/schedule-of-activities/">http://i.unisa.edu.au/sas/news-and-activities/schedule-of-activities/</a></li> <li>Academic Unit dates and course amendment timelines - General Manager</li> </ul>
7. <b>What other dates should I know about?</b>	Program Directors should also be aware of dates such as the SATAC round of offers.	<ul style="list-style-type: none"> <li>South Australian Tertiary Admissions Centre <a href="http://satac.edu.au/">satac.edu.au/</a></li> </ul>
8. <b>What are my responsibilities regarding marketing?</b>	<p>Contact your Academic Unit Marketing Manager.</p> <p>Academic Unit Marketing teams are responsible for activity in the Academic Unit and they liaise with the Communications and Marketing Unit (CMK). They facilitate publication, advertising, student recruitment and event activities, including career evenings and school visits.</p> <p>Your Academic Unit Marketing team and sometimes CMK may contact you seeking information on interesting students who may be willing to provide a testimonial for publications.</p> <p>You will also be contacted by the Academic Unit marketing staff to check/proof relevant publications that contain information on your program.</p>	<ul style="list-style-type: none"> <li>Academic Unit Marketing Contacts <a href="https://i.unisa.edu.au/staff/communications-and-marketing-unit/contact-us/">https://i.unisa.edu.au/staff/communications-and-marketing-unit/contact-us/</a></li> <li>Communications and Marketing Unit (CMK) website <a href="https://i.unisa.edu.au/cmki">https://i.unisa.edu.au/cmki</a></li> <li>UniSA media library <a href="https://media.unisa.edu.au/">https://media.unisa.edu.au/</a></li> </ul>
9. <b>What are my responsibilities regarding quality assurance and evaluation?</b>	<p>Your responsibilities include:</p> <p>Providing academic leadership to staff in the program team to promote:</p> <ul style="list-style-type: none"> <li>teaching practices consistent with the <i>Code of good practice for University teaching</i></li> <li>consistent and effective use of: a) myCourseExperience to create course and teacher evaluations and; b) assessment practices consistent with Assessment Policies and Procedures Manual.</li> </ul> <p>Undertaking program evaluation requirements of the Quality assurance and improvement: Programs, courses and teaching arrangements policy.</p>	<ul style="list-style-type: none"> <li>University teaching and Codes of good practice <a href="http://i.unisa.edu.au/policies-and-procedures/codes/good-practice/">http://i.unisa.edu.au/policies-and-procedures/codes/good-practice/</a></li> <li>Quality assurance and improvement: Programs, courses and teaching arrangements <a href="http://i.unisa.edu.au/policies-and-procedures/university-policies/academic/a-35/">http://i.unisa.edu.au/policies-and-procedures/university-policies/academic/a-35/</a></li> <li>myCourseExperience <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/mycourseexperience2/">https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/mycourseexperience2/</a></li> <li>BI Reporting training <a href="https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/training%20resources.aspx">https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/training%20resources.aspx</a></li> <li>Assessment Policies and Procedures Manual <a href="http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/">http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/</a></li> <li>Curriculum Innovation Process <a href="https://www.unisa.edu.au/about-unisa/teaching-and-learning/curriculum-innovation-process/">https://www.unisa.edu.au/about-unisa/teaching-and-learning/curriculum-innovation-process/</a></li> </ul>

<p><b>10. What are my responsibilities in relation to the teaching team?</b></p>	<p>You are expected to provide academic leadership to the staff who contribute to the management of the program. This includes promotion of a culture of scholarship and excellence in teaching and student-centred:</p> <ul style="list-style-type: none"> <li>• program and course development</li> <li>• design and delivery</li> <li>• staff and student interaction</li> <li>• student assessment</li> <li>• evaluation of teaching.</li> </ul> <p>Provide leadership, in collaboration with other Academic Unit staff members, on the development of key outcomes, such as graduate qualities, graduate employment, online delivery, equity participation and internationalisation.</p> <p>Ensure the program is being delivered in accordance with the curriculum document as approved by the Academic Program Review Committee.</p> <p>Other responsibilities to the teaching team are outlined further in Question 11 below and section 1 of the core duties in the Program Director's generic position description.</p>	<ul style="list-style-type: none"> <li>• Executive Dean / Deans of Programs</li> <li>• General Manager</li> <li>• Course Coordinators</li> <li>• Sessional (casual) staff information <a href="https://i.unisa.edu.au/staff/ptc/casual-employment/">https://i.unisa.edu.au/staff/ptc/casual-employment/</a></li> <li>• Protocols for the Management of Academic Casual Staff <a href="https://i.unisa.edu.au/staff/ptc/casual-employment/protocols/">https://i.unisa.edu.au/staff/ptc/casual-employment/protocols/</a></li> <li>• Quick Guide for Sessional Academic Staff <a href="https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/sessional_staff_QG.pdf">https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/sessional_staff_QG.pdf</a></li> </ul>
<p><b>11. What are my responsibilities in relation to Human Resource Management?</b></p>	<p>You may be responsible for human resource management and administration in collaboration with the Executive Dean, including:</p> <ul style="list-style-type: none"> <li>• recruitment</li> <li>• induction</li> <li>• supervision and performance development and management of sessional staff</li> <li>• managing workload allocations and organising guest lecturers.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Dean / Deans of Programs</li> <li>• Academic Unit CAS (Casual Administration System) Administrator</li> <li>• Local PTC contacts <a href="https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/">https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/</a></li> <li>• Working at UniSA <a href="http://www.unisa.edu.au/About-UniSA/Working-at-UniSA/">http://www.unisa.edu.au/About-UniSA/Working-at-UniSA/</a></li> <li>• Sessional (casual) staff online administration &amp; information <a href="http://i.unisa.edu.au/cas">http://i.unisa.edu.au/cas</a></li> <li>• Quick Guide for Sessional Academic Staff <a href="https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/sessional_staff_QG.pdf">https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/sessional_staff_QG.pdf</a></li> <li>• Employee Assistance Program (EAP) <a href="https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/wellbeing/employee-assistance-program/">https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/wellbeing/employee-assistance-program/</a></li> </ul>
<p><b>12. What are my responsibilities in relation to student support?</b></p>	<p>You are responsible for the oversight of student progress in academic programs (section 2 of core duties). Responsibilities regarding student support include:</p> <ul style="list-style-type: none"> <li>• Ensure implementation of academic recommendations about matters routinely undertaken by administrative staff (e.g. recognition of prior learning, credit, entry criteria and transitional arrangements)</li> <li>• Provide advice and make judgements in relation to complex student matters</li> <li>• Ensure provision of appropriate academic counselling to students occurs</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching and Innovation Unit <a href="http://i.unisa.edu.au/staff/teaching-innovation-unit">http://i.unisa.edu.au/staff/teaching-innovation-unit</a></li> <li>• Student Engagement Unit <a href="http://i.unisa.edu.au/students/student-engagement-unit/">http://i.unisa.edu.au/students/student-engagement-unit/</a></li> <li>• Student Referrals <a href="http://i.unisa.edu.au/students/student-engagement-unit/referring-students-to-student-services/">http://i.unisa.edu.au/students/student-engagement-unit/referring-students-to-student-services/</a></li> </ul>

	<ul style="list-style-type: none"> <li>Ensure effective access and referral to the Learning and Teaching Unit for students when you have concerns about their academic progress or wellbeing or when you believe that they are unaware of the range of support available ie for students with disabilities</li> <li>Providing students with information about availability/preferred method of contact for you.</li> </ul>	<ul style="list-style-type: none"> <li>Student Ombud website <a href="http://i.unisa.edu.au/students/ombud/">http://i.unisa.edu.au/students/ombud/</a></li> <li>Staff home pages help <a href="https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/staff%20home%20page%20help.aspx">https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/staff%20home%20page%20help.aspx</a></li> <li>Assessment Policies and Procedures Manual <a href="http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/">http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/</a></li> </ul>
<b>13. What are my responsibilities in relation to student assessment?</b>	<p>You should ensure that you and your teaching team have a knowledge of:</p> <ul style="list-style-type: none"> <li>The Assessment Policies and Procedures Manual</li> <li>Examinations and supplementary examinations/assessments (Section 7)</li> <li>The Academic review process (Section 10)</li> <li>The identification and reporting of suspected academic misconduct to Executive Dean/Academic Integrity Officer (Section 9)</li> <li>Gradebook</li> <li>Assessment resources</li> </ul>	<ul style="list-style-type: none"> <li>Executive Dean / Deans of Programs</li> <li>Assessment Policies and Procedures Manual <a href="http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/">http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/</a></li> <li>Gradebook help <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/#Gradebook">https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/#Gradebook</a></li> <li>Assessment resources <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/divisional-support/your-teaching/assessment/">https://i.unisa.edu.au/staff/teaching-innovation-unit/divisional-support/your-teaching/assessment/</a></li> </ul>
<b>14. Where can I get further information about academic integrity?</b>	<p>Each Academic Unit has an Academic Integrity Officer.</p> <p>Further information about Academic Integrity and Academic Integrity Officers is available at the Teaching Innovation Unit website for staff and students as well as Section 9 of the Assessment Policies and Procedures Manual.</p> <p>Turnitin is an online tool that helps to promote in students an understanding of <a href="#">academic integrity</a>. You can access the tool easily from within a learnonline course site.</p> <p>A learnonline module has been designed to help you &amp;/or your staff understand Section 9 'Academic Integrity' in the UniSA Assessment Procedures and Policy Manual (2016) <a href="https://lo.unisa.edu.au/mod/book/view.php?id=252142">https://lo.unisa.edu.au/mod/book/view.php?id=252142</a></p>	<ul style="list-style-type: none"> <li>Academic Developer Academic Integrity – Amanda Janssen <a href="https://people.unisa.edu.au/amanda.janssen">https://people.unisa.edu.au/amanda.janssen</a></li> <li>Academic Integrity website <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/academic-integrity/">https://i.unisa.edu.au/staff/teaching-innovation-unit/academic-integrity/</a></li> <li>Academic Integrity Officers <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/academic-integrity/academic-integrity-officers/">https://i.unisa.edu.au/staff/teaching-innovation-unit/academic-integrity/academic-integrity-officers/</a></li> <li>Academic Integrity learnonline module <a href="https://lo.unisa.edu.au/mod/book/view.php?id=252142">https://lo.unisa.edu.au/mod/book/view.php?id=252142</a></li> <li>Section 9 of the Assessment Policies and Procedures Manual <a href="http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/">http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/</a></li> <li>Using Turnitin - <a href="https://lo.unisa.edu.au/course/view.php?id=3839">https://lo.unisa.edu.au/course/view.php?id=3839</a> (see Turnitin section)</li> </ul>
<b>15. What are my responsibilities in relation to timetabling and scheduling?</b>	<p>You may be required to provide input in relation to the timetabling and scheduling of a program and associated exams.</p> <p>Assistance can be provided by the Academic Unit timetable officer for specialist teaching rooms. For meeting room bookings contact FM Assist.</p>	<ul style="list-style-type: none"> <li>Academic Unit Timetabling information <a href="https://mymailunisaedu.sharepoint.com/teams/sas/pat/timetabling/default.aspx">https://mymailunisaedu.sharepoint.com/teams/sas/pat/timetabling/default.aspx</a></li> <li>Room bookings at FM Assist <a href="http://i.unisa.edu.au/staff/facilities/fm-assist-services/room-bookings/">http://i.unisa.edu.au/staff/facilities/fm-assist-services/room-bookings/</a></li> <li>Timetabling (SAS Website) <a href="http://i.unisa.edu.au/sas/Programs-Admissions-and-Timetabling/Timetabling/">http://i.unisa.edu.au/sas/Programs-Admissions-and-Timetabling/Timetabling/</a></li> <li>Medici contacts <a href="http://i.unisa.edu.au/sas/Student-Systems/Medici/">http://i.unisa.edu.au/sas/Student-Systems/Medici/</a></li> </ul>



Question	The basics	Further information
<p><b>16. What are my responsibilities in relation to the start and end of the study periods?</b></p>	<p>Responsibilities at the beginning and end of study period may include:</p> <ul style="list-style-type: none"> <li>Overseeing the approval of alternate assessment and study plans as a result of application of credit or other student request</li> <li>Overseeing assessment activities and associated grade entry where required.</li> </ul> <p>Important dates are available at Student and Academic Services website.</p>	<ul style="list-style-type: none"> <li>Recognition of prior learning (policy) <a href="http://i.unisa.edu.au/policies-and-procedures/university-policies/academic/a-13/">http://i.unisa.edu.au/policies-and-procedures/university-policies/academic/a-13/</a></li> <li>Exams <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/divisional-support/exam-requirements/">https://i.unisa.edu.au/staff/teaching-innovation-unit/divisional-support/exam-requirements/</a></li> <li>Key dates and timetables <a href="http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/">http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/</a></li> </ul>
<p><b>17. Where can I get help with Academic Unit administration?</b></p>	<p>Issues regarding administration can be directed to:</p> <ul style="list-style-type: none"> <li>General Manager</li> <li>Administrative Officers.</li> </ul>	<ul style="list-style-type: none"> <li>General Manager</li> </ul>
<p><b>18. What support can I get from the Teaching Innovation Unit</b></p>	<p>Support from the Teaching Innovation Unit can include:</p> <ul style="list-style-type: none"> <li>Academic Development staff</li> <li>Technology Enhanced Learning Team</li> <li>Professional certificate in academic practice</li> <li>Teaching and Learning Development Grants.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching Innovation Unit <a href="http://i.unisa.edu.au/staff/teaching-innovation-unit">http://i.unisa.edu.au/staff/teaching-innovation-unit</a></li> <li>TIU teams <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/tiu/teams/">https://i.unisa.edu.au/staff/teaching-innovation-unit/tiu/teams/</a></li> <li>Language and Learning support <a href="https://i.unisa.edu.au/students/student-support-services/study-support/">https://i.unisa.edu.au/students/student-support-services/study-support/</a></li> <li>UniSA Teaching and Learning Development Grants <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/grants--awards/teaching--learning-grants/">https://i.unisa.edu.au/staff/teaching-innovation-unit/grants--awards/teaching--learning-grants/</a></li> </ul>
<p><b>19. What support can I get from the Student Engagement Unit?</b></p>	<p>The SEU provides a wide variety of services and resources to enhance the university experience of all students at UniSA including:</p> <ul style="list-style-type: none"> <li>study support,</li> <li>counselling and wellbeing services,</li> <li>career and employment advice</li> <li>and a range of extracurricular activities such as UniSA Sport.</li> </ul> <p>The SEU also offers specialised services for students with disabilities or medical conditions, international students and Aboriginal &amp; Torres Strait Islander students.</p> <p>Students can be referred to the SEU when you are concerned about:</p> <ul style="list-style-type: none"> <li>their academic progress</li> <li>their well-being or health, including mental health, a disability or medical condition that may be impacting their study</li> <li>You can save the eReferral form in your portal page for easy access.</li> </ul>	<p>Student Engagement Unit – <a href="http://i.unisa.edu.au/students/student-engagement-unit/">http://i.unisa.edu.au/students/student-engagement-unit/</a></p> <p>Services, supports &amp; enablers:</p> <ul style="list-style-type: none"> <li><a href="#">Referring Students</a></li> <li><a href="#">Current Students Website</a></li> <li><a href="#">Career Service</a></li> <li><a href="#">Disability Hub</a></li> <li><a href="#">Study Support</a></li> <li><a href="#">Counselling, Health and Wellbeing</a></li> <li><a href="#">International Student Support</a></li> <li><a href="#">Wirringka Student Services</a></li> </ul>

Question	The basics	Further information
<p><b>20. What support can I get from UniSA International?</b></p>	<p>Support from the Quality and Compliance Team within UniSA International can include advice:</p> <ul style="list-style-type: none"> <li>• on your responsibilities for international students</li> <li>• in relation to Education Services for Overseas Students (ESOS)</li> <li>• in relation to restrictions under the ESOS Act and National Code 2007 placed on international students onshore under a student visa.</li> </ul>	<ul style="list-style-type: none"> <li>• UniSA International <a href="http://www.unisa.edu.au/Study-at-UniSA/International-students/">http://www.unisa.edu.au/Study-at-UniSA/International-students/</a></li> <li>• Quick Guide to the legislated and ethical responsibilities of staff <a href="https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/legislated_contents_QG.pdf">https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/legislated_contents_QG.pdf</a></li> <li>• ESOS website <a href="http://www.unisa.edu.au/Study-at-UniSA/International-students/ESOS-Your-rights-as-a-student/">http://www.unisa.edu.au/Study-at-UniSA/International-students/ESOS-Your-rights-as-a-student/</a></li> </ul>
<p><b>21. What support can I get from the Library?</b></p>	<p>Each Academic Unit and research concentration has a team of librarians who are able to:</p> <ul style="list-style-type: none"> <li>• identify, design and deliver training and resources to support teaching, learning and research activities</li> <li>• ensure that academic programs have appropriate information resources e.g. databases, journals and books available</li> <li>• help academic staff keep up to date with electronic information products in their area of specialisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Library support for staff <a href="https://www.library.unisa.edu.au/about/leadership/">https://www.library.unisa.edu.au/about/leadership/</a></li> </ul>
<p><b>22. What support can I get from Campus Central?</b></p>	<p>Campus Central can help you with many processes including:</p> <ul style="list-style-type: none"> <li>• access to hardcopy student files</li> <li>• assessment of eligibility criteria and graduation support</li> <li>• academic review</li> <li>• aspects of a student's lifecycle including leave, credit, enrolment and change of grades.</li> </ul>	<ul style="list-style-type: none"> <li>• Services and functions provided by Campus Central <a href="https://askcampuscentral.unisa.edu.au/">https://askcampuscentral.unisa.edu.au/</a></li> </ul>
<p><b>23. What support can I get from Student and Academic Services?</b></p>	<p>Student and Academic Services offer a wide range of services to assist you with program management including:</p> <ul style="list-style-type: none"> <li>• Academic Review</li> <li>• Admission</li> <li>• Enrolment</li> <li>• Credit</li> <li>• Exams</li> <li>• Program and course approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Services for staff provided by Student and Academic Services Unit <a href="http://i.unisa.edu.au/sas/Our-Activities/">http://i.unisa.edu.au/sas/Our-Activities/</a></li> </ul>

<p><b>24. What student career information is available?</b></p>	<p>Career Services provide information and advice about careers and employment opportunities for your graduates and Alumni, including:</p> <ul style="list-style-type: none"> <li>• an online careers website offering careers advice and information</li> <li>• vacancy advertising and alerts</li> <li>• seminars and workshops</li> <li>• CareerHub self-help resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Career Services Website <a href="https://i.unisa.edu.au/students/student-support-services/career-services/">https://i.unisa.edu.au/students/student-support-services/career-services/</a></li> <li>• Career Services team <a href="https://i.unisa.edu.au/students/student-support-services/online-bookings/">https://i.unisa.edu.au/students/student-support-services/online-bookings/</a></li> <li>• Self-help career resources <a href="https://i.unisa.edu.au/students/student-support-services/career-services/students-graduates/self-help-career-resources/">https://i.unisa.edu.au/students/student-support-services/career-services/students-graduates/self-help-career-resources/</a></li> </ul>
<p><b>25. How can I plan the management of my program?</b></p>	<p>Each Academic Unit has specialised resources for teaching and learning located under the Academic Unit's 'Teaching and Learning' web pages.</p>	<ul style="list-style-type: none"> <li>• UniSA Creative <a href="https://unisa.edu.au/about-unisa/academic-units/creative/">https://unisa.edu.au/about-unisa/academic-units/creative/</a></li> <li>• UniSA Education Futures <a href="https://unisa.edu.au/about-unisa/academic-units/education-futures/">https://unisa.edu.au/about-unisa/academic-units/education-futures/</a></li> <li>• UniSA Justice and Society <a href="https://unisa.edu.au/about-unisa/academic-units/justice-and-society/">https://unisa.edu.au/about-unisa/academic-units/justice-and-society/</a></li> <li>• UniSA Business <a href="https://unisa.edu.au/about-unisa/academic-units/business/">https://unisa.edu.au/about-unisa/academic-units/business/</a></li> <li>• UniSA Allied Health and Human Performance <a href="https://unisa.edu.au/about-unisa/academic-units/allied-health-and-human-performance/">https://unisa.edu.au/about-unisa/academic-units/allied-health-and-human-performance/</a></li> <li>• UniSA Clinical and Health Sciences <a href="https://unisa.edu.au/about-unisa/academic-units/clinical-and-health-sciences/">https://unisa.edu.au/about-unisa/academic-units/clinical-and-health-sciences/</a></li> <li>• UniSA STEM <a href="https://unisa.edu.au/about-unisa/academic-units/stem/">https://unisa.edu.au/about-unisa/academic-units/stem/</a></li> </ul>
<p><b>26. What professional development opportunities are available to Program Directors?</b></p>	<p>The following can assist with professional development:</p> <ul style="list-style-type: none"> <li>• Executive Dean/Dean of Programs</li> <li>• Local People Talent &amp; Culture Business Partnerships Manager &amp; team</li> <li>• Teaching Innovation Unit</li> <li>• People, Talent &amp; Culture's Enterprising Essentials Program</li> <li>• Library.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching Innovation Unit: <a href="http://i.unisa.edu.au/staff/teaching-innovation-unit">http://i.unisa.edu.au/staff/teaching-innovation-unit</a></li> <li>• Library programs for staff <a href="http://www.library.unisa.edu.au/research/workshops-and-seminars/">http://www.library.unisa.edu.au/research/workshops-and-seminars/</a></li> <li>• Enterprising Essentials <a href="https://i.unisa.edu.au/staff/ptc/performance-and-development/Enterprising-Essentials/">https://i.unisa.edu.au/staff/ptc/performance-and-development/Enterprising-Essentials/</a></li> <li>• BI Training and Resources <a href="https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/training%20resources.aspx">https://mymailunisaedu.sharepoint.com/teams/bip/bihub/sitepages/training%20resources.aspx</a></li> <li>• LinkedIn Learning <a href="https://www.library.unisa.edu.au/teach/linkedin-learning/">https://www.library.unisa.edu.au/teach/linkedin-learning/</a></li> </ul>