

Context and Purpose

This Procedure prescribes the requirements for the Course Outline and should be read in conjunction with the [Assessment Policy and related Procedures](#).

This Procedure applies to all courses offered as part of:

- an enabling program
- an undergraduate or postgraduate coursework program
- single course and cross-institutional enrolments
- UniSA units delivered through Open Universities Australia (OUA) or other authorised third party (for OUA courses, Course Outlines are referred to as 'Unit Information Booklets').

In this Procedure all references to Course Coordinator may be read as Online Course Facilitator for UniSA Online courses.

Responsibility

The Provost and Chief Academic Officer is responsible for organisation-wide adherence to this Procedure.

Procedure

A. Course outline requirements

1. A Course Outline:
 - a. is required for all onshore and offshore courses
 - b. must be consistent with the Course Statement approved during the program approval process
 - c. is created using the web-based Course Outline application, and
 - d. must be made available online before the first day of teaching in the course.
2. The Course Outline contains the following information:
 - a. administrative arrangements that will support the delivery of the course, including the name and email address of the Course Coordinator and other relevant staff
 - b. an anticipated response time for student enquiries
 - c. the assessment schedule
 - d. the weighting of each assessment task towards the final grade
 - e. details about the format and requirements of each assessment task, and the relationship of each task to the course aims and objectives and the University's Graduate Qualities

- f. specific information about assessment tasks that require recording of student participants. This should include advice that students must not reproduce, disclose or publish the recordings or related material in the public domain, unless the videoed students give consent for reproduction, disclosure or publication.
- g. the referencing style to be used
- h. arrangements and timelines for submitting assessment tasks and an anticipated timeline for returning, and providing feedback about, assessment tasks
- i. how marked assessment tasks will be returned to students
- j. Academic Unit or UniSA Online practice and rationale for penalising late submissions, that is, whether there will be a penalty and, if so, what the penalty will be.
- k. the broad marking scheme for each assessment task, and the criteria and standards by which performance will be judged
- l. information about the examination including, where applicable:
 - i. the content and skills to be assessed
 - ii. the standard against which work will be assessed
 - iii. the duration of the examination
 - iv. the mode of delivery of the examination
 - v. where applicable, advice that variations to examinations are not available in the course. In these cases the Course Coordinator is responsible for informing Student and Academic Services that variations to examinations are not available in the course.
 - vi. any variations to the standard requirements for examinations which are different from the provisions in University's [Examinations Procedure](#).
- m. the obligations of students and Academic Units for arranging placements, and related accommodation, travel, and living away from home assistance
- n. any additional requirements for the course including, but not limited to:
 - i. achievement of a certain minimum level of competence in the theoretical and/or practical components of the course
 - ii. participation requirements
 - iii. criminal history assessments
 - iv. immunisations
 - v. mandatory reporting training
 - vi. first aid training
 - vii. medical fitness and/or suitability for placement
- o. for each assessment task in the course, whether re-marking or re-submission is allowed
- p. whether supplementary assessment or examination is *not* available in the course
- q. guidance about academic integrity, including:
 - i. where appropriate, examples of what would constitute academic misconduct in the course and/or an assessment task, and
 - ii. a reminder that student work may be checked for plagiarism using comparison software and held in a data base for future reference
- r. a statement, if applicable, that students must not submit the same work that has been submitted for assessment in another UniSA course

- s. the extent to which specified assessment methods and requirements are negotiable between academic staff and students
 - t. instructions for accessing feedback forms via *learnonline*
 - u. information about improvements made to the course in response to previous student feedback
 - v. instructions/hyperlink indicating where to locate an assignment cover sheet, if required
 - w. whether the course has prerequisites, and whether the course serves as a prerequisite for a practice-based learning activity included in a future course.
3. Once the Course Outline has been made available to students, the contents must not be changed unless this is necessary for the integrity of assessment, or due to unforeseen factors such as staff illness. Course Coordinators are responsible for discussing proposed changes with students and must attempt to minimise disruption or disadvantage arising from the changes. If changes are made, the Course Coordinator must re-publish the Course Outline to the *learnonline* course site. Students will be automatically notified by email when a Course Outline is re-published.

Further Assistance

[Technology Enhanced Learning](#)

[Student and Academic Services Policy Team](#)

Related Documentation:

[Assessment Policy](#)

Officer Responsible for Update and Review: Registrar and Director: Student and Academic Services

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History: This Procedure supercedes equivalent content in the 2022 Assessment Policies and Procedures Manual.