

2

Course Outline

Purpose

This section sets out the required components of a course outline. Additional information may also be included where appropriate for the course.

Relevant to

All courses offered as part of:

- an enabling program
- an undergraduate or postgraduate coursework program
- single course and cross-institutional enrolments
- Open Universities Australia (OUA) units delivered by UniSA
(For OUA courses, the booklets are referred to as 'Unit Information Booklets').

Cross-references

- [A-49: Postgraduate Coursework Degrees with a significant research component](#)

2.1 Course Outline

- 2.1.1 The course outline, created using the appropriate electronic system, is required for all courses, whether offered onshore or offshore.
- 2.1.2 [Course coordinators](#) are responsible for providing each student with a hard-copy version of the course outline, free-of-charge, by the first class of the course. This requirement applies to all courses, other than those that are delivered fully online (see clause 2.1.3). The course outline may also be made available electronically as an additional option for students.
- 2.1.3 For fully [online courses](#), a hard-copy version of the course outline must be made available free-of-charge to students, on request.
- 2.1.4 The course outline must contain the following information:
- a. details of administrative arrangements that will support the delivery of the course, including the name and email address of the [course coordinator](#) and associated staff
 - b. the anticipated response time for student enquiries
 - c. the [assessment](#) schedule
 - d. details of the format and requirements of each [assessment](#) task, and the relationship of each task to the course aims and objectives and the UniSA Graduate Qualities
 - e. details of the referencing style to be used (e.g. Harvard style). Where a referencing style is not specified, students are to be advised that they must use a recognised referencing style, which must be used consistently throughout the [assessment](#) task
 - f. the arrangements and timelines for submission of [assessment](#) tasks and the anticipated timelines for the return of, and feedback about, [assessment](#) tasks
 - g. how marked student [assessment](#) tasks are distributed (see [clause 1.6.3](#))
 - h. penalties for late submissions which may include one of the following, depending on the current practice in the school:
 - (i) refusal
 - (ii) application of penalties, or
 - (iii) acceptance if student can provide evidence of [unexpected or exceptional circumstances](#)

- i. the weighting of each [assessment](#) task towards the final [grade](#) in the course
- j. the broad marking scheme for each [assessment](#) task, and the criteria and standards by which performance will be judged
- k. details about the [examination](#), where applicable, including:
 - (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 weighting of the [examination](#) in relation to other [assessment](#) tasks (see [Section 1](#) of this Manual)
 - (v) any variations to standard requirements for [examinations](#) which are different from the provisions set out in [Section 3](#) of this Manual
 - (vi) where applicable, a statement informing students that variations to [examinations](#) as set out in [Section 3](#) of this Manual will not be available in the course. In these cases the [course coordinator](#) will be responsible for advising Student and Academic Services that no variations are available for that [examination](#)
- l. where students are required to source their own placements, the information which the student is required to provide to the [course coordinator](#) about that placement
- m. any additional requirements for the course, including but not limited to:
 - (i) achievement of a certain minimum level of competence in both the theoretical and practical components of the course
 - (ii) attendance requirements
 - (iii) police checks
 - (iv) immunisations
 - (v) mandatory reporting training
 - (vi) first aid training
 - (vii) medical fitness and/or suitability for placement (see [Section 4](#) of this Manual)
- n. for each [assessment](#) task in the course, whether re-marking or re-submission is allowed (see [Section 5](#) of this Manual)
- o. the conditions regarding extensions to [assessment](#) task deadlines (see [Section 3](#) of this Manual)
- p. the conditions under which [supplementary assessments](#) may be granted and whether [supplementary assessment](#) is available in the course (see [Section 7](#) of this Manual)
- q. where applicable, advice to students that conceded and terminating passes will not be available in the course. This applies to undergraduate courses only (see [Section 8](#) of this Manual).
- r. reference to academic integrity (see [Section 9](#) of this Manual), including:
 - (i) where appropriate, examples of what would constitute academic misconduct in the course and/or an [assessment](#) task, and
 - (ii) a reminder that a student's work may be checked for plagiarism using a variety of means including text comparison software, and that data processed by the software package will be held in a database for future reference
- s. the extent to which specified [assessment](#) methods and requirements are negotiable between academic staff and students
- t. a hyperlink to a feedback proforma (see [Section 1](#) of this Manual)
- u. instructions/hyperlink indicating where to locate an assignment cover sheet if required for non-electronic submission.

- 2.1.5 Once the course outline has been distributed to students, it is expected that the contents will only change where 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 make every attempt to ensure that students are not disadvantaged by the changes, and that disruption is kept to a minimum. If changes are made, the [course coordinator](#) must re-publish the course outline to the [learnonline course site](#). Students must be notified in writing of any changes.
- 2.1.6 The school responsible for teaching the course will provide a hard copy of the final version of the course outline to the Records Management Office in Chancellery at the end of each [study period](#), to comply with legal requirements.