

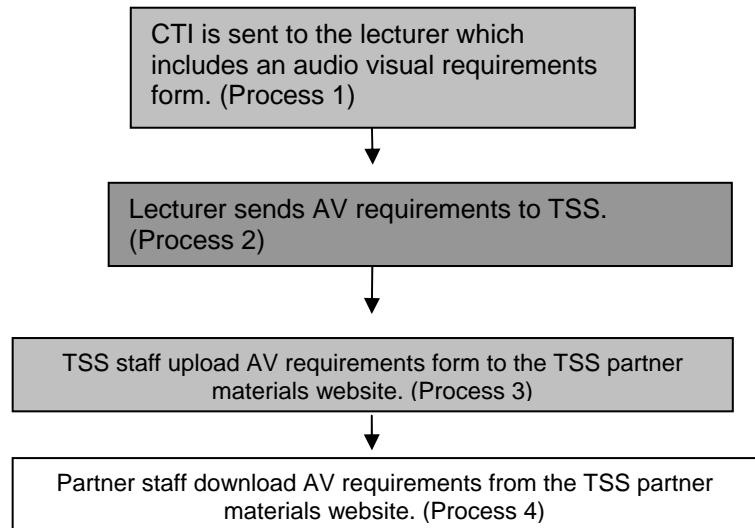
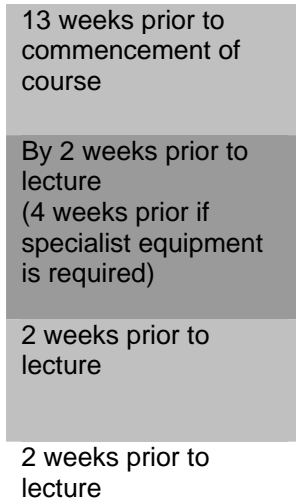


Processes for Audio Visual requirements

TSS = 

School = 

Partner = 



Guide to Acronyms

CTI: Course Timeline Information (formerly known as TPI)

School

DHOS: Deputy Head of School

SEO: School Executive Officer

SA: School Administrator

CC: Course Coordinator

MOD: Moderator

OL: Offshore Partner Lecturer

TSS

PRC: Program Relationship Coordinator

PRA: Program Relationship Administrator

SSA: Student Services Advisor

CTWO: Coordinator Travel Web and Online

AWO: Administrator Web and Online

Process 1: CTI is sent to the lecturer which includes an audio visual requirements form.

The audio visual requirements form is embedded in the CTI package which is sent to the lecturer by the PRA 13 weeks prior to the commencement of the course.

Process 2: Lecturer sends AV requirements electronically to TSS.

By two weeks prior to the workshop the lecturer must send their completed AV requirements form to the TSSMaterials folder TSSMaterials@unisa.edu.au. Please note that a longer time frame of one month is needed if AV requirements are specialised, for example, computer labs, video/DVD etc.

Process 3: TSS staff upload AV requirements form to the TSS partner materials website.

When the AV requirements form is received, the AWO uploads it to the relevant partner materials website under the specific course folder. Please note that TSS do not check the form and just upload it to the partner as supplied.

Process 4: Partner staff download AV requirements from the TSS partner materials website

The partner staff will download the AV requirements form two weeks prior to the lecture and if forms have not been sent by that date no responsibility will be taken for ensuring that the lecturer's audio visual requirements are available in class.

Appendix 1: Staff contacts- <http://www.unisa.edu.au/tss/contact.asp>