

## Transnational Support Services – Division of Business

### Timelines for Appointing Teaching Staff, Course Materials, Workshop Visit and Travel

<i>Task</i>	<i>Timeline</i>
TSS request staffing information from HOS	17 weeks prior to commencement
VUSA sends out contracts and payment information	16 weeks prior to commencement
Lecturer returns signed contract and/or payment information form. VUS sets up contract, creates network account, etc	15 weeks prior to commencement
HOS/SEO confirms teaching staff with TSS	14 weeks prior to commencement
TSS sends out CTI	13 weeks prior to commencement
Lecturer sends travel and accommodation requirements to TSS	2 weeks after receipt of CTI
Lecturer sends textbook information to TSS	12 weeks prior to commencement *
Liason with offshore lecturer and commence developing the assessment, course materials and marking guidelines for the course (if applicable)	10 weeks prior to commencement
Lecturer sends reference book information to TSS	8 weeks prior to commencement
Lecturer sends any new readings to DRS	8 weeks prior to commencement
Lecturer send Course Information and Study Guide to TSS	5 weeks prior to commencement **
<b>New staff needing a UniSA Network Account and E-mail Account to contact School Finance and Resources Officer</b>	<b>4 weeks prior to commencement</b>
Lecturer sends Readings links to TSS	2 weeks prior to commencement
TSS Web and Online email lecturer with course homepage URL	1 week prior to commencement
Lecturer sets up course homepage and adds welcome message	1 week prior to commencement
Lecturer sets up AssignIT	By start of term
Lecturer sends Workshop handouts and AV requirements to TSS (if applicable)	2 weeks prior to lecture ***
Lecturer sends exam paper to TSS	4 weeks prior to exam week
Lecturer sends deferred exam paper to TSS (if required)	2 weeks before deferred exam week

### Timelines for assignments that are marked by UniSA

<i>Task</i>	<i>Timeline</i>
Marking of assignments	1 week turnaround from receipt of assignments

### Timelines for assignments that are moderated by UniSA

<i>Task</i>	<i>Timeline</i>
Moderation of marked assignments and compiling of moderation report	1 week turnaround from receipt of marked assignments

#### **Timelines for exams that are marked by UniSA and final grade approval**

<i>Task</i>	<i>Timeline</i>
Marking of exams, finalising of results spreadsheet, inputting of final grades into Medici and setting the grade roster to 'Ready for Review'	1 week turnaround from receipt of exams
Grade Roster set to 'Approved' by HOS	2 weeks after UniSA receives exams from partner

#### **Timelines for exams that are moderated by UniSA and final grade approval**

<i>Task</i>	<i>Timeline</i>
Moderation of marked exams and compiling of moderation report	1 week turnaround from receipt of marked exams
Grade Roster set to 'Approved' by HOS	2 weeks after UniSA receives exams from partner

\* If textbook is different from approved text

\*\* 8 weeks for HKBU PT

\*\*\* Longer is needed (1 month) if AV requirements are specialised, i.e. computer labs, video/DVD, etc