

# LEADING COURSES

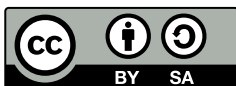
Answers for Deakin staff who offer students  
a brilliant education where they are  
and where they want to go

## CHAPTER 10: COURSE POLICY COMPENDIUM



First edition, June 2017





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Published by Deakin University  
© 2017

ISBN 978-0-7300-0115-7 [print]  
ISBN 978-0-7300-0112-6 [digital]

# CHAPTER 10: COURSE POLICY COMPENDIUM

## DEAKIN'S STRATEGIC AGENDA

*LIVE the future: Agenda 2020* states Deakin's commitment to offering its students a brilliant education by:

- providing premium cloud and located learning
- delivering globally connected learning
- welcoming, supporting and retaining committed and capable learners and
- empowering learners for the jobs and skills of the future.

This strategic agenda is supported by the [Student Learning and Experience Plan 2016–2020](#) that sets the goals and strategies to advance premium quality learning and experience at all campuses.

## DEAKIN'S COURSE POLICY SUITE

The University's suite of course-related policies and procedures provides the framework that enables us to implement our teaching and learning strategies and carry out activities in a consistent and transparent way. They are developed and reviewed in accordance with Deakin's overarching [Policy Framework](#) and the [Policy Development and Review Procedure](#).

This compendium provides ready access to all of the policies and procedures related to coursework programs that are maintained in [Deakin's policy library](#) as well as associated legislation and other relevant information.

## DEAKIN'S COURSES AND AWARDS

Deakin offers courses in accordance with the Deakin Curriculum Framework that lead to the conferral of awards in accordance with the levels specified in the Australian Qualifications Framework (AQF). Deakin and its controlled entities also offer micro-credentials that warrant learning that is not in itself sufficient to lead to an academic award. For the principles that inform Deakin's courses and awards and the requirements for awards see the following:

Policies/procedures	Coverage
<p><a href="#">Higher Education Courses Policy</a></p> <ul style="list-style-type: none"> <li>• <b>Schedule A:</b> Deakin Curriculum Framework</li> <li>• <b>Schedule B:</b> Advisory Boards</li> </ul>	<ul style="list-style-type: none"> <li>• Principles and standards for higher education courses</li> <li>• The Deakin Curriculum Framework including:               <ul style="list-style-type: none"> <li>– Deakin Graduate Learning Outcomes</li> <li>– Assessment principles</li> <li>– Nature of learning experiences</li> <li>– Enhancement and review principles</li> </ul> </li> <li>• Responsibilities for governance and management oversight</li> </ul>
<p><a href="#">Deakin Micro-credentials Policy</a></p>	<ul style="list-style-type: none"> <li>• Principles for award of micro-credentials</li> <li>• Features of:               <ul style="list-style-type: none"> <li>– Deakin Hallmarks</li> <li>– Deakin Professional Practice Credentials</li> </ul> </li> </ul>
<p><a href="#">Academic Awards Procedure</a></p> <ul style="list-style-type: none"> <li>• <b>Schedule A:</b> Award colours</li> </ul>	<ul style="list-style-type: none"> <li>• Award titles</li> <li>• Conferral of awards</li> <li>• Certification</li> </ul>

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**Associated legislation**


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- Deakin University Act 2009
  - Education Services for Overseas Students Act 2000
  - Higher Education Standards Framework (Threshold Standards) 2015
  - Statute 5.2—Academic Awards
  - Deakin Regulation 5.2(2)—Higher Education Award Courses (General)
  - Deakin Regulation 5.2(3)—Conferring of Academic Awards
  - Deakin Regulation 5.2(4)—Revocation of Academic Awards
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**Other information**


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- *LIVE the future: Agenda 2020*
  - Australian Qualifications Framework (AQF)
  - AQF Qualifications Issuance Policy
  - Deakin Hallmarks Procedure
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## ADMISSION AND CREDIT

Deakin's admission requirements are designed to ensure access and participation by students who could be expected to successfully undertake and complete their intended study. Pathways and credit arrangements are provided that enable them to progress through education easily and readily without disadvantaging them or compromising the integrity of courses, accreditation requirements or resulting awards. For detailed admission and credit principles and processes see the following:

Policies/procedures	Coverage
<b>Admission Criteria and Selection (Higher Education Courses) Policy</b>	<ul style="list-style-type: none"> <li>• Principles underpinning eligibility for admission and selection into courses</li> <li>• Responsibilities of Academic Board, faculties and other relevant areas</li> </ul>
<b>Admission Criteria and Selection (Higher Education Courses) Procedure</b> <ul style="list-style-type: none"> <li>• <b>Schedule A:</b> English language requirements</li> <li>• <b>Schedule B:</b> Course specific minimum entry requirements</li> <li>• <b>Schedule C:</b> Access and Equity programs</li> </ul>	<ul style="list-style-type: none"> <li>• Course entry requirements, including: <ul style="list-style-type: none"> <li>– Minimum qualifications or experience</li> <li>– English language requirements</li> </ul> </li> <li>• Application and selection processes</li> <li>• Access and equity programs and criteria</li> <li>• Internal course transfers</li> <li>• Re-admission</li> </ul>
<b>Credit for Learning Policy</b>	<ul style="list-style-type: none"> <li>• Principles for credit decisions</li> <li>• Credit arrangements for combined or dual courses</li> <li>• Responsibilities of Academic Board and faculties</li> </ul>
<b>Credit for Learning Procedure</b>	<ul style="list-style-type: none"> <li>• Application process</li> <li>• Decision-making</li> <li>• Arrangements with other institutions</li> </ul>
<b>Admission Process, Enrolment, Fees and Charges Policy and Procedure</b>	Administrative requirements for: <ul style="list-style-type: none"> <li>• Offers</li> <li>• Admission</li> <li>• Deferred entry</li> <li>• Enrolment, including cross-institutional enrolment</li> <li>• Intermission</li> <li>• Discontinuation of enrolment in course or unit</li> <li>• Course and campus transfers</li> <li>• Student fees and charges</li> </ul>

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**Associated legislation**


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- [Deakin Statute 5.1—Admission, Selection and Enrolment](#)
  - [Deakin Regulation 5.1\(1\)—Enrolment](#)
  - [Higher Education Standards Framework \(Threshold Standards\) 2015](#)
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**Other information**


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- [Australian Qualifications Framework \(AQF\)](#)
  - [AQF Qualifications Pathways Policy](#)
  - [Academic Partnerships Procedure](#)
  - [Credit for Prior Learning Database](#)
  - [Credit for Prior Learning Application Form](#)
  - [Credit for Prior Learning staff site](#)
  - [Credit for Prior Learning webpage](#)
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## COURSE DESIGN AND DELIVERY

Award courses are designed, delivered and overseen by appropriately qualified staff to advance Deakin's teaching and learning goals in line with the Higher Education Standards Framework. For detailed requirements see the following:

Policies/procedures	Coverage
<b>Course Design and Delivery Procedure</b> <ul style="list-style-type: none"> <li>• <b>Schedule A:</b> Academic staff qualifications</li> <li>• <b>Schedule B:</b> Standards for course sites</li> <li>• <b>Schedule C:</b> Standards for unit sites</li> </ul>	<b>Roles and responsibilities</b> <ul style="list-style-type: none"> <li>• Roles and responsibilities of course and unit teams and leaders</li> <li>• Minimum qualifications</li> </ul> <b>Course design</b> <ul style="list-style-type: none"> <li>• Course design: specifications, academic integrity, work-integrated learning</li> <li>• Course building blocks: units, majors, minors and specialisations</li> <li>• Structures for particular types of courses</li> </ul> <b>Course delivery</b> <p>Language of instruction            Cloud and campus learning environments            Timetabled learning experiences            Third party arrangements</p> <b>Course information for students</b> <ul style="list-style-type: none"> <li>• Publication requirements for Handbook and Unit Guides</li> <li>• Minimum standards for course and unit sites</li> </ul>
<b>Student Placement Procedure</b>	<ul style="list-style-type: none"> <li>• Placement arrangements</li> <li>• Information for students</li> <li>• Limitations on access to placements</li> <li>• Student obligations, conduct and performance</li> </ul>
<b>Research in Honours and Coursework Units Procedure</b>	<ul style="list-style-type: none"> <li>• Qualifications and responsibilities of supervisors</li> <li>• Research integrity and conduct</li> <li>• Assessment of research projects</li> </ul>

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**Associated legislation**


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- [Higher Education Standards Framework \(Threshold Standards\) 2015](#)
  - [Education Services for Overseas Students Act 2000](#)
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**Other information**


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- [Student Learning and Experience Plan 2016-2020](#)
  - [Australian Qualifications Framework \(AQF\) and Explanations](#)
  - [Guidelines for Course Directors: Impact of Regulatory Requirements on Delivery of Courses to Student Visa Holders](#)
  - [Professional Practice Courses at Deakin: Guiding Principles](#)
  - [Taxonomy of Campus Learning Spaces](#)
  - [Research Conduct Policy](#)
  - [3rd Party Publishing Systems Guidelines for Teaching Teams](#)
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## ASSESSMENT

Assessment is designed and implemented in line with the principles in the Deakin Curriculum Framework to confirm that all course learning outcomes are achieved. For Deakin's requirements relating to assessment tasks and arrangements see the following:

Policies/procedures	Coverage
<b>Assessment (Higher Education Courses) Procedure</b> <ul style="list-style-type: none"> <li>• <b>Schedule A:</b> Grading schema</li> <li>• <b>Schedule B:</b> Methods for ensuring comparability</li> <li>• <b>Schedule C:</b> Standards for unsupervised online tests</li> </ul>	<ul style="list-style-type: none"> <li>• Design and approval</li> <li>• Assessment panels</li> <li>• Unit assessment task requirements</li> <li>• Feedback to students</li> <li>• Examinations</li> <li>• Marking and re-marking</li> <li>• Special consideration</li> <li>• Finalisation, review and publication of results</li> <li>• Grading schema</li> <li>• Approved methods of ensuring comparability of assessment</li> <li>• Administration of unsupervised online tests</li> </ul>
<b>Research in Honours and Coursework Units Procedure</b>	<ul style="list-style-type: none"> <li>• Additional requirements for assessment of research projects</li> </ul>
<b>Examinations Procedure</b> <ul style="list-style-type: none"> <li>• <b>Schedule A:</b> Instructions for exam candidates</li> <li>• <b>Schedule B:</b> Administrative management of exams</li> </ul>	<ul style="list-style-type: none"> <li>• Instructions to examination candidates</li> <li>• Administrative management of examinations</li> </ul>

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**Associated legislation**


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- [Deakin Statute 5.3—Assessment and Academic Progress](#)
  - [Deakin Regulation 5.3\(1\)—Assessment and Academic Progress in Higher Education Award Courses](#)
  - [Deakin Regulation 4.1\(2\)—Academic Misconduct](#)
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**Other information**


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- [Deakin Curriculum Framework](#)
  - [Framework for Assuring Quality and Integrity of Assessment](#)
  - [Academic Integrity Procedure](#)
  - [Making Reasonable Adjustments for a Member of the University with a Disability or Health Condition Procedure](#)
  - [Amendment to results form](#)
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## ACADEMIC PROGRESS

For Deakin's processes for identifying students at risk of unsatisfactory progress and providing specific support, see the following:

Policies/procedures	Coverage
<b>Academic Progress Procedure</b> <ul style="list-style-type: none"> <li><b>Schedule A:</b> Unsatisfactory academic progress—actions</li> </ul>	<ul style="list-style-type: none"> <li>Actions where student has made unsatisfactory progress</li> <li>Role of faculty academic progress committees</li> <li>Appeals</li> </ul>

### Associated legislation

- Deakin Statute 5.3—Assessment and Academic Progress
- Deakin Regulation 5.3(1)—Assessment and Academic Progress in Higher Education Award Courses
- Education Services for Overseas Students Act 2000
- National Code of Practice for Providers of Education and Training to Overseas students 2007
- Privacy and Data Protection Act 2014 (Vic)
- Health Records Act (Vic)

### Other information

- Academic Progress of Students Enrolled in Professional Practice Courses
- Student Code of Conduct
- Conflict of Interest Procedure
- Academic Progress webpage

## ACADEMIC INTEGRITY

For Deakin's requirements for promoting academic integrity and responding to breaches see the following:

Policies/procedures	Coverage
<b>Student Academic Integrity Procedure*</b> <ul style="list-style-type: none"> <li><b>Schedule A:</b> Outcomes for student breach of academic integrity</li> </ul>	<ul style="list-style-type: none"> <li>Investigation of student academic misconduct</li> <li>Hearings and decisions of faculty discipline committees</li> <li>Penalties for academic misconduct</li> <li>Appeals</li> </ul>
<b>Academic Integrity Procedure</b>	<ul style="list-style-type: none"> <li>Responsibilities of staff to avoid plagiarism and collusion</li> <li>Reports on plagiarism and collusion to committees of the Academic Board</li> </ul>

\* Commencing Trimester 2, 2017.

### Associated legislation

- Deakin Statute 4.1—Student Misconduct
- Deakin Regulation 4.1(2)—Academic Misconduct
- Education Services for Overseas Students Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2007
- Privacy and Data Protection Act 2014 (Vic)
- Health Records Act (Vic)

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**Other information**


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- [Student Code of Conduct](#)
  - [Examinations Procedure](#)
  - [Framework for Assuring Quality and Integrity of Assessment](#)
  - [Deakin Guide to Referencing website](#)
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## QUALITY ASSURANCE

Institutional approval and review processes are implemented to assure the quality of Deakin’s courses and awards. Regular monitoring and evidence-based review inform ongoing improvements.

For Deakin’s approval and review requirements and supporting information see the following:

Policies/procedures	Coverage
<b>Higher Education Courses Approval and Review Procedure</b> <ul style="list-style-type: none"> <li>• <b>Schedule A:</b> Major Course Review Panels</li> </ul>	<ul style="list-style-type: none"> <li>• Course approvals</li> <li>• Course revisions</li> <li>• Course and unit reviews</li> <li>• External referencing of assessment</li> <li>• Course continuations and discontinuations</li> <li>• Obligations to students following course discontinuations or revisions</li> </ul>
<b>Deakin Hallmarks Procedure</b>	<ul style="list-style-type: none"> <li>• Approval, award and review of Hallmarks</li> </ul>
<b>Evaluation of Teaching and Units Procedure</b>	<ul style="list-style-type: none"> <li>• Use of approved survey for obtaining student feedback on teaching and learning within units</li> <li>• Review and reporting of results of evaluations</li> <li>• Use of results to improve quality of teaching and units</li> <li>• Feedback to students</li> </ul>

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**Associated legislation**


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- [Deakin Regulation 5.2\(2\)—Higher Education Award Courses \(General\)](#)
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**Other information**


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- [Strategic Course proposal and review templates](#)
  - [Academic Partnerships Procedure](#)
  - [Deakin Hallmarks Proposal](#) (see cl 7 of Procedure)
  - [Deakin Online Student Evaluations System](#)
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