Course Specifications Requirements Schedule

1 Purpose

To set out the data requirements for Course Specifications.

2 Scope

This schedule must be read in conjunction with the Course Management Procedure and is subordinate to it.

3 Schedule

As the University is required to collect and archive detailed Information about a Course, data fields captured in the Course Specification system are managed as outlined in Table 1 below. Information includes:

1. Data Level - outlines the categorisations for the data contained within the Course Specification system. These categorisations are broadly defined by the University but are managed by Systems Administrators through the Course Specification system and are not outlined in detail in these procedures.

2. Data Fields - describes the data fields and any procedural requirements.

3. Approval Pathway - outlines the approval requirements for editing a particular data field. For all Data Levels, approvals exclude typographical edits, such as spelling or punctuation corrections or other administrative data entry errors (e.g. incorrect offering or Field of Education was entered in accreditation approval submissions or Program Change Proposals). Typographical or data entry errors may be edited by Course Coordinators or other responsible officers at any time and submitted to Systems Administrators to review for quality assurance purposes, prior to publication.

4. Publication Type - defines whether data fields are public or administrative. Administrative access restricts data to only Employees and therefore is not publicly available. Public data assumes that Employees also have administrative access to that data. Public data are published through the University's Handbook system.

5. Publication Timeline - sets out the due date for publication

Table 1: Course data requirement

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

Data Level	Data Fields	Approval Pathway	Publication Type	Publication Timeline
Accredited: Data fields which are required for a Course to be accredited as part of a program	Include: • Course code (discipline descriptor and Level) • Course title • Course description (included in Handbook) • Study Period/s of offer • Location/s of offer • Mode/s of offer • Unit value or volume of learning • Fees relevant to the Course (e.g. Commonwealth Supported Place, Domestic Full Fee Paying Place, International Full Fee Paying Place) • Learning Outcomes • Assessment summary, including grading scale: Graded, Pass/Fail, or Satisfactory/Unsatisfactory • Requirements for Enrolment: requisites, rules for Enrolment, or inherent academic requirements	Dean (Curriculum and Quality) *(Semi-annual report sent to Academic Program Committee for quality assurance purposes)*	Public	When Enrolment opens for the Study Period
	• Course Type: Coursework, Honours, Pathway or Research • Academic Career: Non-Award, Undergraduate, Postgraduate or Research • Field of Education • Funding clusters	Dean (Curriculum and Quality) *(Semi-annual report sent to Academic Program Committee for quality assurance purposes)*	Administrative (hidden field)	When Enrolment opens for the Study Period

	• Parent program • Course overview (Synopsis)			
Program-level: Data fields which may have ramifications for the program/s if edited but do not initiate a program change request	Include, but are not limited to: • Assessment type, mode, weighting, length, or duration, which may affect Program L earning Outcomes or curriculum alignment • Work integrated learning requirements • Topics • Student workload requirements • Assumed Knowledge	Head of School Dean or Director of the organisational section which is responsible for the Course, in consultation with relevant Employees, including: • Other Heads of School for service teaching Courses • Professional support Employees, particularly where there are systems implications such as InPlace, Celcat, ProctorU, etc. *(Semi-annual report sent to Academic Program Committee for quality assurance purposes)*	Public	When Enrolment opens for the Study Period
Organisational Section-level: Data fields which require Heads of School, Directors, Deans (Graduate Research School) to approve changes which may have ramifications on section-based resources	Include, but not limited to: • Course Coordinator or other listed Course Team members, if any • Course Consultation times • Learning activities and resources pertaining to scheduling for tutorials, seminars, labs etc., or resources such as peer-assisted support sessions, or other section-based provisions of resources to support Course delivery • Residential School management Information	Head of School, Dean or Director of the organisational section which is responsible for the Course, or the relevant Associate Head (Learning, Teaching and Student Success). *(Semi-annual report sent to Academic Program Committee for quality assurance purposes)*	Public	Beginning of Week 1 for the Study Period

	• Organisational-section ownership percentage share	Head of School, Dean or Director of the organisational section which is responsible for the Course, or the relevant Associate Head (Learning, Teaching and Student Success) *(Semi-annual report sent to Academic Program Committee for quality assurance purposes)*	Administrative	When approved
Course Coordinator-level Data fields which may be edited by the Course Coordinator or their delegate at any time	These include, but are not limited to: • Assessment Item descriptions, criteria and standards, submission format (e.g. online via StudyDesk, in-person, drafted on blueprint), or due dates • Changes to Learning Resources which have no immediate resourcing implications such as online textbook substitutions or open-source software changes • Other administrative Course data related to the delivery of the Course (e.g. rescheduling of online tutorial times previously published publicly) • Past Student feedback outcomes with actions arising noted by the Course Coordinator	Course Coordinator	Public	At the latest, by the Census Date of the Study Period, if not specified in other policies and procedures

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Dean (Curriculum and Quality)
Policy Type	University Procedure
Policy Suite	Academic Programs and Courses Quality Policy

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

Approved Date	2/7/2026
Effective Date	2/1/2026
Review Date	1/1/2028
Relevant Legislation	Higher Education Standards Framework (Threshold Standards) 2021
Policy Exceptions	Policy Exceptions Register
Related Policies	Assessment Policy Coursework Curriculum Design Policy Learning and Teaching Policy
Related Procedures	Assessment Procedure Course Management Procedure Coursework Curriculum Design and Structure Procedure Program Accreditation Procedure Program Change, Suspension and Discontinuation Procedure
Related forms, publications and websites	Australian Qualifications Framework 11 Minimum Requirements for Online Teaching and Learning Assessment and Grades - Roles and Responsibilities Schedule Coursework Curriculum Design and Structure Schedule
Definitions	**Terms defined in the Definitions Dictionary**
	Academic Career A grouping of all academic work undertaken by a Student that is grouped into a single Student record. Academic Career groupings include undergraduate, postgraduate, non-award and research. Assessment The process of evaluating the extent to which Students have achieved the Learning Outcomes of a Course. Assessment Item An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may be formal, informal,

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

Formative or Summative in nature.

Assumed Knowledge

Assumed knowledge is the foundational knowledge and related skills considered necessary for Students commencing studies at UniSQ and are desirable for successful university level study. Assumed knowledge is equivalent to satisfactorily completing senior secondary studies (Years 11 and 12) in specified subjects. For example, assumed knowledge of English is equivalent to completing four semesters of senior secondary school English (Years 11 and 12), at the sound achievement level (4, SA). If Students do not have the assumed level of knowledge for their program, they may still receive an offer of a place at UniSQ and can still enrol in courses. However, Students are urged to consider the impact not having the assumed knowledge may have on their ability to succeed in their studies. Students who do not have the required level of assumed knowledge are advised to undertake UniSQ preparatory or bridging courses, or other appropriate study preparation, prior to or during the first year of study. It is the responsibility of the Student to have the assumed knowledge specified for the program or course.

Census Date

The date on which the Student's enrolment related requirements must be finalised in line with the University's important dates. A Higher Education Provider must, for each unit of study it provides or proposes to provide during a year, determine for that year, a particular date to be the Census Date for the unit. Students are responsible for meeting the University's Census Date deadline and must check that all enrolment and payment details are correct on or before the Census Date.

Commonwealth Supported Place

A place at an approved provider that is subsidised by the Australian Government so that Students only have to pay 'student contribution' amounts for their units of study.

Course

A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, and on completion of which the Student is awarded a grade.

Course Specification

A written specification of the objectives, content, assessment

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

methods, and other relevant details of a Course.

Course Team

Consists of the Course Coordinator and Moderator of the Course and any other people involved with the preparation, delivery and grading of the Course.

Coursework

A method of teaching and learning that leads to the acquisition of skills and knowledge and does not include a major research component.

Employee

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

Enrolment

The process of admitting Students to one or more Courses for the current Academic Year.

Field of Education

A classification of programs, specialisations and courses of study, with the same or similar vocational emphasis or principal subject matter.

Graduate

A Student upon whom Council has conferred an Award.

Head of School/College

An academic staff member responsible for the administration of the Course offerings in one or more discipline areas.

Information

Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video,

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

image, graphical, cartographic, physical sample, textual or numerical form.

Learning Outcomes

The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Level

The stage of a program specified for completion during the equivalent of a single Academic Year of Full-time Study.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

Program Learning Outcomes

Program Learning Outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of completing a Program.

Research

Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

Study Period

The period during which a Course or study unit is offered. Examples of Study Period include, but are not limited to, semesters, trimesters, blocks, intensives and sessions.

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

	Unit This is an indicator of the value of a Course. Most Courses are valued at one Unit. Units are used to track progress towards completing a program. (The term used prior to 2002 to describe a Course) University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this schedule only
Keywords	
Record No	22/639PL

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.