Course Specifications Requirements Schedule

University of Southern Queensland

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

This Schedule aligns with:

- *Higher Education Standards Framework (Threshold Standards) 2021:* Standard 1.4 Learning Outcomes and Assessment, Standard 3.1 Course Design, Standard 7.2 Information for Prospective and Current Students and 7.3 Information Management.

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 curriculum management system. These categorisations are broadly defined by the University but are managed by staff through the curriculum management 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 within the curriculum management system.
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 curriculum management system into the University Handbook.

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

Table 1: Course data requirement

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Data Level	Data Fields	Endorsement	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) • Adding/removing/changing course offers • Course Learning Outcomes • Assessment grading scale: Graded, Pass/Fail, or Satisfactory/Unsatisfactory • Requirements for Enrolment: requisites, assumed knowledge and enrolment rules • Academic Career: Non-Award, Undergraduate, Postgraduate or Research	Program Director Associate Head of Learning, Teaching and Student Success (AH-LTSS) Head of School	Dean (Curriculum and Quality)	Public	When Enrolment opens for the Year - September of the year prior
	• Course Type: Coursework, Honours, Pathway or Research • Field of Education • Discipline clusters • Parent Program • Course Synopsis (Overview)	Program Director AH-LTSS Head of School	Dean (Curriculum and Quality)	Administrative (hidden field)	When Enrolment opens for the Year - September of the year prior

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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 forms (summative/formative, type, logic (hurdles)mode, weighting, length, or duration, which may affect Program L earning Outcomes or curriculum
	  ○ Alignment, 3 day extension exemption
	• Course Assessment Security
	  ○ Course Assessment Security Rationale
	  ○ Assessment task security
	• Course requirements
	• Residential school details
	• Topics
		Program Director
		
		AH-LTSS
		
		School LTSS (course assessment security)
			Head of School and Dean, Dean GRS 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	Public	At least four weeks prior to Study Period commencement
					
					Course Assessment Security approved in context of the Program when Enrolment opens for the Year - September of the year prior (changes throughout the year at least four weeks prior to Study Period Commencement

Organisational Section-level:	Include, but not limited to: • Learning activities and resources pertaining to scheduling to inform timetabling for tutorials, seminars, labs etc. • Learning resources – changes to prescribed textbooks or if Course Coordinator listing their own publication, edition updates	Program Director Prescribed textbook changes endorsed by Library Representative	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)	Public	At least eight weeks prior to study period commencement

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	• 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)	Administrative	When approved
Course Coordinator-level	These include, but are not limited to: • Student workload requirements • Assessment Item descriptions, criteria and standards, submission format (e.g. online via StudyDesk, in-person, drafted on blueprint), or due dates • Changes to safety equipment, software	Course Coordinator	Program Director	Public	At least four weeks prior to commencement of Study Period

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
Approved Date	
Effective Date	
Review Date	
Relevant Legislation	*Higher Education Standards Framework (Threshold Standards) 2021*

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Policy Exceptions	Policy Exceptions Register
Related Policies	Assessment Policy Curriculum Design Policy Learning and Teaching Policy
Related Procedures	Assessment Procedure Course Management Procedure Coursework Curriculum Design and Structure Procedure Program Development and Professional 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 Assessment Assessment Item Assumed Knowledge Census Date Commonwealth Supported Place Course Course Specification Course Team Coursework Employee

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	Enrolment Field of Education Graduate Head of School/College Information Learning Outcomes Level Procedure Program Learning Outcomes Research Student Study Period Unit University
	Definitions that relate to this schedule only
Keywords	
Record No	22/639PL

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