

Coursework Unit - New Mode of Offering Guideline

Section 1 - Purpose

(1) To provide advice to staff considering a new mode of offering for a coursework unit.

Section 2 - Policy

(2) Refer to the [Coursework Unit - New Mode of Offering Policy](#).

Section 3 - Procedure

(3) Refer to the [Coursework Unit - New Mode of Offering Procedure](#).

Section 4 - Guideline

(4) Proposing a new mode of offering for a coursework unit involves considerations regarding resources, quality assurance and alignment with the University's Learning and Teaching Plan, as well as its Strategic Plan.

(5) Approval for coursework unit offerings must be sought through the Faculty's Learning and Teaching Committee via the Executive Dean of the Faculty owning the unit.

(6) The Federal Government requires all universities to publish accurate, relevant and timely information of its education offerings (including critical deadlines) to enable students to make informed decisions. Students must also be given reasonable notice of changes to a universities operations including any consequences that may affect their choice of, or ability to participate in, an intended course(s) of study.

(7) The University also has internal deadlines to allow due consideration of all unit offerings. Details of these are available from the University Timeline.

Addition of a Mode of Offering

(8) If the new mode of offering is to be in addition to an already existing mode of offering, then staff are required to consider resources, scheduling, compliance and demand issues.

Replacement of an Existing Mode

(9) If the new mode replaces an existing mode, then full consideration must be given to how an existing student will be able to manage their program and how a new student would be able to manage theirs.

(10) Full consideration of the requirements of the different types of students - internal, external, off-shore, mixed-mode - must be undertaken to ensure no particular group of students is unduly disadvantaged.

(11) Onshore international students are required to complete at least 75% of their program by internal study. It is important that this consideration is taken into account when reviewing the mode of offering of a coursework unit.

Section 5 - Definitions

(12) Commonly defined terms are located in the University [Glossary](#).

Status and Details

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