

Paper Outline Policy

Responsibility for policy: Pro Vice-Chancellor Academic Quality and Learner Success

Approving authority: Academic Board

Last reviewed: July 2024

Next review: July 2029

Application

1. This policy applies to all paper convenors and Heads of School or equivalent.

Purpose

2. The purpose of this policy is to:
 - a. ensure that a paper outline is developed and published for every occurrence of every paper taught by the University, and
 - b. ensure that paper outlines developed and published in accordance with this policy meet the University's requirements with respect to teaching and learning quality assurance processes.

Related documents

3. This policy should be read in conjunction with the following:
 - [Academic Plan](#)
 - [Evaluation of Teaching and Papers Policy](#)
 - [Guidelines for the Evaluation of Teaching and Learning](#)
 - [Staff Assessment Handbook](#)
 - [Student Assessment Handbook](#)

Principles

4. Each paper outline must be treated as a commitment to students enrolled in that paper, and the paper must therefore be delivered and assessed in a manner that is consistent with the paper outline (clauses 7, 8 and 9 of this policy set out the process for changes necessary as a result of unforeseen circumstances).
5. Each paper outline must include detailed information about the content, requirements, assessment and learning outcomes for the paper.
6. Convenors must ensure that all required fields in the online paper outline template are completed.
7. Any change to a paper outline required as a result of unforeseen circumstances after it has been published is subject to the approval of the relevant Head of School or equivalent and must be notified to each enrolled student by email.
8. Any change to the internal assessment/examination weighting field after a paper outline has been published is subject to the approval of the relevant Head of School or equivalent, the agreement of all enrolled students, in that sequence.
9. Any change to the assessment components field after a paper outline has been published is subject to the approval of the relevant Head of School or equivalent and the agreement of all enrolled students, in that sequence.
10. If any change is made to a paper outline as provided for under clauses 7, 8 and 9 of this policy, Convenors must amend the Moodle gradebook for the paper as soon as is practicable once completed.

Responsibilities

11. Paper convenors are responsible for:
 - a. ensuring that paper outlines are developed for every occurrence of each paper for which they are responsible, except non-credit courses, dissertations and theses
 - b. taking all reasonable steps to ensure that paper outlines are published at least two weeks before the first day of the relevant trimester or teaching period to assist students in making enrolment decisions and planning their workloads
 - c. ensuring that any changes to paper outlines after they have been published are approved in accordance with clauses 7, 8 and 9 of this policy.
12. Heads of School or equivalent are responsible for ensuring that paper outlines:
 - a. are correct and accurate at the time of publication
 - b. comply fully with this policy
 - c. are consistent with the Calendar information for the paper, and
 - d. are reviewed annually.

Responsibility for monitoring compliance

13. The Pro Vice-Chancellor Academic Quality and Learner Success is responsible for monitoring compliance with this policy and reporting any breaches to the Pro Vice-Chancellor of the relevant Division and the Deputy Vice-Chancellor Academic.
14. Breaches of this policy may result in disciplinary action under the [Staff Code of Conduct](#).

Note

The term 'School' in this policy includes Faculties and the term 'Head of School' includes Deans.