



THE UNIVERSITY
of ADELAIDE



August 2015

Teaching @ Adelaide

A Guide for new Teaching Staff

University of Adelaide Graduate Attributes

The University of Adelaide is a research-intensive university that seeks to develop graduates of international distinction by providing high quality education. The University defines the philosophy underpinning its teaching programs through the Graduate Attributes. These describe the qualities, knowledge and capabilities that students are encouraged to take responsibility for developing throughout their studies at the University. The Graduate Attributes are not a list of skills to be mastered; rather, they encapsulate for both students and the wider community the defining characteristics of a student's university degree program(s), and describe a set of characteristics that are designed to be transferable beyond the particular disciplinary context in which they have been developed. While Graduate Attributes are fostered in the context of the curriculum, they are also developed within the total university experience as they encourage students to reflect on the broader purpose of their university education.

The University of Adelaide Graduate Attributes are:

1. Deep discipline knowledge
2. Critical thinking and problem solving
3. Teamwork and communication skills
4. Career and leadership readiness
5. Intercultural and ethical competency
6. Self-awareness and emotional intelligence.

<http://www.adelaide.edu.au/learning/strategy/gradattributes/>

Teaching @ Adelaide: a guide for new teaching staff.

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For enquiries and updates in regard to this guide contact
Learning & Quality Support, email lqs@adelaide.edu.au or phone +61 8 8313 5754

The University of Adelaide

<http://www.adelaide.edu.au/about/>
<http://www.adelaide.edu.au/VCO/beacon/>
<http://www.adelaide.edu.au/staff/>

Mission

The University of Adelaide draws strength from its founding values as it fulfils its future research and teaching aspirations.

The University is an international institution that distinctively embraces the ideal of the research university, where the excitement, vitality and passion of the search for new knowledge is one in which all students participate; as an enlightened and tolerant community where able students can find support, whatever their background or circumstances; and as a place where the Kaurna people, original custodians of the land on which the campuses now rest, are acknowledged and their culture respected.

Our Distinctive Features

- A student body of democratic breadth
- A staff of international distinction
- A spirit of freedom to investigate new fields
- A sense of importance to the community
- A goal to prepare educated leaders.

The University of Adelaide commits to a distinctive approach that recaptures the ideal of the research university, and seeks an internationally-focused staff and a tolerant, progressive student mix, which will prepare students for global citizenship in an increasingly borderless world. It will be a university true to its historical roots, yet passionately committed to its role in producing graduates designed to play leading parts in the Asian Century.

Structure of the University

<http://www.adelaide.edu.au/governance/orgcharts/>

Deputy Vice-Chancellor & Vice-President (Academic) - DVC&VP(A)

<http://www.adelaide.edu.au/learning/>

The DVC&VP(A) provides leadership in achieving the University's strategic goals in relation to learning and teaching, including the provision of quality student experience across the University and the ongoing professional development of University staff.

Deputy Vice-Chancellor & Vice-President (Research) - DVC&VP(R)

<http://www.adelaide.edu.au/research/>

The DVC&VP(R) provides leadership in achieving the University's strategic goals in relation to research and research training policy across the University.

Teaching Excellence

Pro Vice-Chancellor (Student Learning) - PVC(SL)

<http://www.adelaide.edu.au/learning/governance/portfolios/pvcsl.html>

The Pro Vice-Chancellor (Student Learning) provides strategic direction and leadership to the University of Adelaide as it continues to pursue its goal of excellence in education. Key to this goal is delivering an integrated, high-quality learning experience for each student, which encompasses all aspects of University life.

Associate Deans (Learning & Teaching)

<http://www.adelaide.edu.au/learning/governance/faculty/#tab-2-content>

The Associate Dean reports to the Executive Dean. The role contributes to the learning and teaching within the faculty in accordance with the University's and faculty's strategic plans.

Stephen Cole the Elder Fellowships

<http://www.adelaide.edu.au/learning/awards-grants/#fellowships>

Fellows are responsible for providing leadership in relation to teaching practice and professional development within their faculty, particularly in the area of e-learning.

Student e-Experience

<https://www.adelaide.edu.au/learning/governance/project-wp-reports/>

Developed through extensive consultation with students and staff of the University, the SeE vision is 'to establish a connected learning community in the online environment, where future and current students as well as graduates can stay connected and source the information and services they need in a simple, integrated and intuitive way'.

Teaching Awards & Grants

<http://www.adelaide.edu.au/learning/awards-grants/>

Recognising the important role that awards and grants play in the development and recognition of teaching excellence, the University offers a comprehensive program of internal awards, and encourages staff in their applications for awards and grants available from the national Office for Learning and Teaching (OLT).

The Teaching Awards and Grants Officer (ashleigh.ward@adelaide.edu.au), in association with the Teaching Awards and Grants Working Group, provides a comprehensive advisory service relating to the development of award applications and grant proposals.

The website contains information about the awards and grants, examples of successful applications, contact information and information to assist you in preparing an award or grant application.

Supporting Your Teaching

Learning Outcomes

<http://www.adelaide.edu.au/learning/teaching/curriculum/outcomes/>

Learning outcomes describe what students will know and be able to do upon successful completion of a program or course.

Program learning outcomes are pivotal statements in the design and delivery of educational programs; they focus on the end-point of the program, are framed at a high level of generalisation and are the foundation for the development and design of the award through its component courses.

Course Learning Outcomes are part of the University's contract with students with respect to their achievement in a course. They are the basis for all learning activity in a course and they construct very specific expectations for students about what they will learn and what will be assessed. They are not a description of the course or a summary of the teaching activity. The focus is on specifying student outcomes and evidencing their achievement through assessment.

The Guide to Writing Learning Outcomes website provides information on:

- Writing effective learning outcomes at both program and course level
- Bloom's Taxonomy
- TEQSA and AQF Requirements
- Discipline Standards in Australia
- Other resources

Professional Development for Educators

School of Education, Level 8, Nexus 10, 10 Pulteney St, Adelaide
Phone 831 30694
<http://education.adelaide.edu.au/study/professional-development/>

The School of Education provides a variety of formal fee-based qualifications including the Professional Certificate in Education and the Graduate Certificate in Education.

Wirltu Yarlū Aboriginal Education, Level 1, Schulz Building, North Terrace Campus
Phone 831 33623 email wirltu.yarlu@adelaide.edu.au
<http://www.adelaide.edu.au/wirltu-yarlu/>

Wirltu Yarlū provides broad cross institution support, teaching, supervision and staff development, including an Indigenous Cultural Competence workshop-based course in intercultural awareness focused on Aboriginal and Torres Strait Islander Australia.

HDR Supervisors and Postgraduate Coordinators

The Adelaide Graduate Centre (see p.7) provides professional development and resources for current and aspiring higher degree by research supervisors and postgraduate coordinators.

Learning Technologies

Learning Technologies Team

Room 22, Ground Floor, Hartley Building, North Terrace Campus
Phone 831 32032 email ltt@adelaide.edu.au
<http://www.adelaide.edu.au/learning-technologies/>

The Learning Technologies team's focus is on pedagogical support for MyUni, and on improving the usefulness and relevance of MyUni for the University of Adelaide.

Learning Technologies undertakes projects and initiatives to ensure the online learning environment at the University of Adelaide—MyUni and associated educational technologies—meets the current and future needs of our students and staff and supports the University's strategic plan. In addition, the team provides e-Learning Advisers to support each faculty's Associate Dean (Learning & Teaching) or equivalent, to work on the online learning priorities of their faculty (60% FTE per Faculty).

Areas of expertise include: use of MyUni in teaching and learning (and implementation of the [Guidelines for Minimum Use of MyUni](#)); online learning and teaching pedagogy and good practice tips; using online technologies to support assessment; evaluation of online learning; and management of technological innovations in learning and teaching.

MyUni Training

<http://www.adelaide.edu.au/technology/training/online/myuni/>

MyUni training courses are updated regularly to reflect the new features available in MyUni. Sessions are scheduled throughout the year over a variety of days and times. There are currently 12 different courses offered, including Articulate Storyline 2.

MyUni Support

<http://www.adelaide.edu.au/myuni/>
Phone 831 33000 email servicedesk@adelaide.edu.au
8am – 6pm Monday to Friday

The MyUni Support Team is here to help students and academics with any MyUni queries over the phone, via email or online using Tutorials and FAQs.

MyUni Assist

<http://www.adelaide.edu.au/myuni/myuniassist/>
To book an appointment: call/text 0427 338 703 or visit <http://goo.gl/JMYICN>

The MyUni Assist Ambassadors are high-achieving students who have been trained in MyUni and provide on-site 'at elbow' assistance with getting started in MyUni.

Learning Innovations Studio

Level 3, Barr Smith Library, North Terrace Campus
<http://www.adelaide.edu.au/learning-technologies/innovations/studio/>

The Learning Innovations Studio is a space for teaching staff to explore the benefits of learning technologies within a safe, innovative and supportive space - exploring innovative and creative ideas with the support from various Learning Technology, Library, and Technology Support staff.

Managing Students with Specific Needs

Mental Health Awareness – Responding to Students

http://www.adelaide.edu.au/counselling_centre/staff/mharts/

An online training module to help you identify the why, when and how to act when you are concerned about a student's mental health. It provides information about policy, procedures and specific tools to ensure you respond appropriately and confidently and it lists the Support Services you can refer students to. An accompanying booklet is available on request.

Direct Staff Assistance regarding Student Mental Health

http://www.adelaide.edu.au/counselling_centre/staff/

As an educator 'on the front line' you may find dealing with student wellbeing presents challenges in the teaching environment. Contact the Counselling Service directly about how best to respond.

Disability Access Plans for students

<http://www.adelaide.edu.au/disability/staff/>

What does a Disability Access Plan mean for you? Disability Advisors can talk over how to address the plan without overloading yourself and suggest ways to increase course content accessibility. Find out how you might discuss with students the benefits of registering with the Disability Service.

Adelaide Graduate Centre (AGC)

Level 6, 115 Grenfell Street, Adelaide
Phone 831 35882 email graduatecentre@adelaide.edu.au
<http://www.adelaide.edu.au/graduatecentre/staff/>

Staff & Examiner Information

Tools and information to support staff in supervision and examination of HDR students are available from the AGC website in the following areas: Professional Development; Staff Resources; HDR Supervision Awards; Examiner Resources

Scholarship

Higher Education Research Group of Adelaide (HERGA)

<http://www.herga.com.au/>

HERGA is a cross-disciplinary community of educators promoting high quality university learning through evidence-based, practical approaches to teaching.

Special Studies Program (SSP)

<http://www.adelaide.edu.au/hr/workforce/ssp/>

The University has a Special Studies Program (SSP) under which eligible members of staff may be given approval and financial support to undertake a period of special studies in lieu of their normal duties, to further their scholarship, research, professional practice and development.

Technology Services

<http://www.adelaide.edu.au/technology/>

Technology Services centrally manages IT services including: telecommunications, Internet and web, networks, email and calendar, file and print, audiovisual and videoconferencing in common teaching areas (Lecture Theatres and Tutorial Rooms), and authentication and security. These support the centrally hosted delivery of: business administration systems, online learning and teaching tools, student computing laboratories, and desktop computing systems.

Technology Service Desk

<http://www.adelaide.edu.au/technology/servicedesk@adelaide.edu.au>
Phone 831 33000

The Technology Service Desk support staff with the use of IT Services including computer, telecommunications and audio visual matters.

Lecture Theatre and Tutorial Room Audio Visual Support

<http://www.adelaide.edu.au/technology/yourservices/learning-teaching/teaching-rooms/>
Phone 831 33000

For urgent, on location support a hotline phone is provided in each venue. For new teaching staff an introduction session on using the AV equipment in teaching venues is recommended as this demonstrates how to use the equipment and common issues. More information is available on the Technology Services website.

MyMedia – Lecture Recording

<http://www.adelaide.edu.au/mymedia/>

MyMedia is used in Lecture Theatres to record and make lecture content available for review by students.

IT Training (Software & Business Systems)

<http://www.adelaide.edu.au/technology/training/>
Phone 831 31000 email it.training@adelaide.edu.au

The IT Training team provides face-to-face courses to staff of the University of Adelaide in core business system applications (including MyUni, the student system, TRIM, CASPA (Casual Pay System), finance and the data warehouse), desktop applications (such as email and calendar) and Microsoft Office 2010. The team also offers online courses for Office 2007 and Office 2010, and resources for Windows. Postgraduate research students are able to attend desktop application training where vacancies exist, but the core business system training is reserved for staff.

We offer facilitated online training sessions once a week and walk up tech support is available at Ask Adelaide in Hub Central on the North Terrace campus.

Most training sessions are held in the computer suites at Technology Services, Level 9, 9 Gawler Place as well as the Learning Innovation Studio in the Student Hub. Information and the timetable for courses are both available on the Technology Services website.

University Libraries

<http://www.adelaide.edu.au/library/>

Service Enquiries 831 35759 Research Help 831 35372

email library@adelaide.edu.au

- Barr Smith Library, North Terrace campus
- Elder Music Library, Hartley Building, North Terrace campus
- Law Library, Ligertwood Building, North Terrace campus
- Roseworthy Campus Library, Roseworthy campus
- Waite Library, Waite campus, Urrbrae

The Barr Smith Library is the main library of the University and provides collections and services to support Schools or Disciplines not specifically served by the branch libraries.

Who's your Research Librarian?

http://www.adelaide.edu.au/library/about/contacts/res_libs.html

Research Librarians liaise with academic staff on all library matters including library services, resources and the teaching of information research skills within programs. They assist students and support research staff in making the most effective use of library resources and services.

Library guide on Teaching Support

http://libguides.adelaide.edu.au/teaching_support

This library guide brings together information for academic and other teaching staff on such things as course resources (eg Reserve, DRMC etc), research skills programs and what your research librarian can do for you to support teaching and learning.

Digital Resources Management Centre

Phone 831 35774 email drmc@adelaide.edu.au

<http://libguides.adelaide.edu.au/drmc>

The Digital Resources Management Centre (DRMC) provides a centralised service for the processing and copyright management of all journal articles, book chapters and other text materials that are required for teaching purposes by staff members of the University of Adelaide.

Document Delivery (incl. Interlibrary Loan)

<http://www.adelaide.edu.au/library/using/delivery/>

Endnote - Bibliographic software

<http://libguides.adelaide.edu.au/endnote>

Image & Copy Centre

Level 1, Hughes Building, North Terrace Campus
Phone 831 34690 or 831 35217 email icc@adelaide.edu.au
<http://www.adelaide.edu.au/icc/>

The Image and Copy Centre (ICC) provides quality high volume document production services, specifically geared to the requirements of the University, its Schools, and its staff and students. Services include: printing, sale and distribution of course readers for students on behalf of academic staff; digital colour copies and high volume copying; and finishing and laminating.

Your School & Faculty

<http://www.adelaide.edu.au/departments/academic/>

One of your most immediate sources of advice or support on teaching and related issues is from staff within your own school and faculty. You can seek help from:

- Colleagues in your Discipline/School
- Head of Discipline
- Head of School
- Program Coordinators
- Course Coordinators
- School Administrator and School support staff
- Faculty Office staff
- Associate Deans (e.g. L&T, Postgraduate, Technology)

Supporting Your Students

University Services for Students

<http://www.adelaide.edu.au/student/>

The University offers a variety of services to students. See the website for a complete list.

Academic Learning Support

Writing Centre

Level 3 East, Hub Central, North Terrace Campus
Phone 831 33021 email writingcentre@adelaide.edu.au
<http://www.adelaide.edu.au/writingcentre/>
Mon – Fri: 10.00 am – 4.00 pm, no appointments required

Students can drop in to the Writing Centre for practical advice and strategies to master reading, writing, note-taking and referencing techniques. They can visit at any stage in their writing, and are encouraged to visit as soon as they have queries, including before they have a finished draft, or if they need help getting started. Writing Centre staff will not edit or proofread students' work for them, but will assist students to learn how to do this independently. Writing Centre staff also are not able to comment on the subject-specific content of students' assignments, but can provide them with ways to make their writing more coherent.

The Writing Centre website provides access to:

- learning guides
- referencing guides
- information about plagiarism
- additional academic learning resources, including interactive online resources.

EndNote assistance - weekly drop-in

The University Library has a weekly drop-in session in the Writing Centre to help students with *EndNote*, software for storing and managing bibliographic references.

Maths Learning Centre (MLC)

Level 3 East, Hub Central, North Terrace Campus
Phone 831 35862 email mathslearning@adelaide.edu.au
<http://www.adelaide.edu.au/mathlearning/>
Mon – Fri: 10.00 am – 4.00 pm, no appointments required

The Maths Learning Centre exists to help all students at the University of Adelaide succeed in learning and using the maths (and statistics) they need for university study, regardless of whether they are studying a formal maths course or not. MLC staff can help students locate appropriate learning resources, fill in school-level mathematical assumed knowledge, improve their mathematical communication skills, and learn to solve problems independently.

The Maths Learning Centre provides access to additional resources including:

- seminars and workshops
- print and online resources
- maths bridging courses.

Teaching staff, working together with the MLC, can help students succeed where they meet mathematical concepts in their courses. The MLC can discuss students' needs, provide strategies to support their learning, create resources and workshops for students, and develop training for staff.

First Year Experience

<http://www.adelaide.edu.au/orientation/first-year/>

The First Year Experience website has been developed to provide information and resources to help students adjust to uni life.

Digital Toolkit

Located in MyUni for all staff and students: MyUni > Other Courses> [Digital Toolkit](#)

The toolkit contains short interactive tutorials and other resources to develop skills with digital tools for use in assignments and beyond. It also contains free Microsoft Office training for staff and students.

English for Uni

<http://www.adelaide.edu.au/english-for-uni/>

This free website is for teachers and learners of English as an additional language. The site aims to make difficult grammar and academic writing concepts easier to understand.

Peer Assisted Study Sessions (PASS)

Room 2054, Barr Smith South, North Terrace Campus
Phone 831 38192 email pass@adelaide.edu.au
<http://www.adelaide.edu.au/pass/>

PASS is an internationally accredited academic support program, providing weekly, peer-facilitated small group study sessions in specified academic undergraduate courses. The program aims to maximise student learning of course concepts whilst assisting students to develop effective study skills. If you are a Course Coordinator and would like to introduce PASS into your course, contact the PASS Coordinator to find out how.

Learning Support for Indigenous Students

Wirltu Yarlu Aboriginal Education

Level 1, Schulz Building, North Terrace Campus
Phone 831 33623 email wirltu.yarlu@adelaide.edu.au
<http://www.adelaide.edu.au/wirltu-yarlu/>

Wirltu Yarlu is a teaching, research, learning, access and support centre for Aboriginal and Torres Strait Islander students at the University of Adelaide. This support is offered in all programs at North Terrace, Roseworthy, and Waite campuses.

Yaitya Purruna Indigenous Health Unit

Medical School South Building, Frome Road, North Terrace Campus
Phone 831 36275 email yaityapurruna@adelaide.edu.au
<http://health.adelaide.edu.au/yaitya/>

Yaitya Purruna is available to provide support for all Aboriginal and Torres Strait Islander students studying Medicine, Dentistry, Oral Health, Nursing, Psychology and Health Sciences. Yaitya Purruna is part of the School of Public Health in the Faculty of Health Sciences.

Support for International Study Opportunities

Global Learning Office

Level 4, Hughes Building (adjacent to Hub Central), North Terrace Campus
Phone 831 38220 email global.learning@adelaide.edu.au
<http://www.adelaide.edu.au/global-learning/>

The Global Learning Office provides students with a multitude of international opportunities, ranging from a few weeks to a full academic year. The staff supports all outbound student mobility, including the documentation of all overseas student experiences, and provides support for academics to create study tours and travel components for their courses.

Support for Higher Degree by Research (HDR) Students

Integrated Bridging Program - Research (IBP-R)

<http://www.adelaide.edu.au/integrated-bridging-program/>

The IBP-R assists higher degree by research students to develop an understanding of the academic, linguistic and cultural conventions of postgraduate study in their disciplines.

Career and Research Skills Training (CaRST)

<http://www.adelaide.edu.au/red/>

CaRST includes face-to-face workshops, online modules, individual consultations and resources designed to equip HDR candidates with a broad skill base they can utilise in a range of future careers.

Research Travel Grants and Overseas Study Scholarships

<http://www.adelaide.edu.au/graduatecentre/scholarships/research-travel/>

The Adelaide Graduate Centre provides opportunities for talented research students to study abroad at some of the most prestigious institutions in the world.

Student Information Services

Ask Adelaide

Online enquiries and FAQ <http://www.adelaide.edu.au/enquiries/>

Telephone enquiries 831 35208; (Toll free) 1800 061 459

Level 3, Hub Central, North Terrace Campus
<http://www.adelaide.edu.au/hub-central/>
Opening hours: <http://www.adelaide.edu.au/hub-central/hours/>

Located in Hub Central, the Ask Adelaide Hub Crew provides face-to-face assistance and referral for any information queries, questions, issues or problems students may experience during their time at uni. For urgent help, a range of self help resources are available on their website. If Ask Adelaide doesn't have the answer, they will know someone who does!

The services provided include:

- information, direction and advice
- campus maps, program and course information brochures
- orientation and enrolment support
- computers for general use and printing
- technology support – wireless connection set up and 'follow-you' printing services
- assistance to use the Hub facilities
- project rooms - bookable group study spaces
- collection and order point for graduation parchments, transcripts and ID cards
- ATM, general store and cafes.

International Student Centre

Ground Floor, Old Classics Wing, North Terrace Campus

Phone 831 34828 email isc@adelaide.edu.au

<http://international.adelaide.edu.au/about/isc/>

The International Student Centre provides:

- assistance with Overseas Student Health Cover (OSHC)
- assistance with student visa matters
- comprehensive orientation program
- provision of letters and visa related documents
- regular visits from ISC advisors to Waite and Roseworthy campuses
- sponsor liaison
- support and advice on a range of welfare related matters

Life in Adelaide

This is an online manual including information provided to assist international students to be successful at the University and to help them make the necessary adjustments for their new life in Adelaide.

<http://www.international.adelaide.edu.au/life/>

Conversational English Language Support

Talking with Aussies is a volunteer program for conversation English development for ESL students.

<http://www.international.adelaide.edu.au/life/current/talkaussies/>

Student Support Services

Careers Service

Level 4, Hughes Building, North Terrace Campus

Phone 831 35123 email careers@adelaide.edu.au

<http://www.adelaide.edu.au/student/careers/>

The University of Adelaide Careers Service assists students to achieve career goals and make the transition from university student to workplace professional. The Careers Service works in partnership with a diverse network of employers who offer graduate employment opportunities, a range of full time positions and networking opportunities. The following services are available:

- CareerHub (for vacancy listings, online resources and career information)
- Resume Club (for preparation of labour market documents)
- Careers Events, including the annual Careers Expo on campus
- Careers Counselling and Advisory Service (by appointment).

The Careers Service encourages academic and professional staff to contact the Careers Service and engage with a Careers Education Officer.

Counselling Service

Ground Floor, Horace Lamb Building, North Terrace Campus
Phone 831 35663 email counselling.centre@adelaide.edu.au
http://www.adelaide.edu.au/counselling_centre/

A free, confidential and professional counselling service is available to students:

- Counselling for personal issues that affect study, e.g. stress, anxiety, depression and loss of motivation
- Daily 20 minute drop-in service between 1-4pm
- 50 minute appointments available
- Workshops such as meditation and managing stress at exam times.

Also, the **UniThrive** website has been designed with the aim of helping students at the University of Adelaide 'thrive' using the principles and ideas offered by Positive Psychology.

<http://www.adelaide.edu.au/uni-thrive/>

Support is available for students at Roseworthy through the Roseworthy Student Advisor.

Phone 831 37932 email rsa@adelaide.edu.au

Disability Service

Ground Floor, Horace Lamb Building, North Terrace Campus
Phone 831 35962 email disability@adelaide.edu.au
<http://www.adelaide.edu.au/disability/>

The Disability Service can help students manage ways to accommodate their disability whilst at university so they can focus their energies towards their studies. Disabilities include ongoing medical and mental health conditions. The Disability Service not only looks at physical or practical assistance, but also looks at ways to improve students' study habits in the university environment.

The Disability Service can also help students with temporary medical issues such as those caused by sporting accidents (e.g. a fractured limb).

This service is confidential.

Roseworthy students can also be directed to the Roseworthy Student Advisor.

Phone 831 37932 email rsa@adelaide.edu.au

Elite Athlete Support & Information Service (EASIS)

Ground Floor, Horace Lamb Building, North Terrace Campus
Phone 831 38397 eliteathlete@adelaide.edu.au
<http://www.adelaide.edu.au/eliteathletes/>

A free service for students competing at a national or international level in a sport recognised by the University. Assistance includes support with balancing study and sporting commitments and negotiating alternative assessment arrangements.

Supporting Teaching Quality and Compliance

Legislative Requirements

Tertiary Education Quality and Standards Agency (TEQSA)

<http://www.teqsa.gov.au/>
<http://www.teqsa.gov.au/teqsa-contextual-overview-hes-framework>
[UoA TEQSA information](#)

The *Tertiary Education Quality and Standards Agency Act 2011* established the TEQSA agency. TEQSA regulates the quality of the Australian higher education system including public and private universities, Australian branches of overseas universities, and other higher education providers. Regulatory principles aim to protect and enhance Australia's reputation for nationally consistent quality higher education and excellence, protect students and ensure they have access to information relating to higher education, and encourage a higher education system that is appropriate to meet Australia's social and economic needs.

TEQSA registers and evaluates the performance of higher education providers against the Higher Education Standards Framework 2015 'Threshold Standards', which all providers must meet in order to enter and remain within Australia's higher education system. TEQSA is responsible for the registration and re-registration of providers, and the accreditation and re-accreditation of programs.

Educational Services for Overseas Students (ESOS) Act 2000

<https://www.legislation.gov.au/Series/C2004A00757>
[UoA ESOS information](#)
For general ESOS advice contact Learning and Quality Support - lqs@adelaide.edu.au

The *ESOS Act (2000)* is also administered by TEQSA and provides legislative requirements and standards for the quality assurance of education and training institutions offering programs to international students. For the purpose of ESOS an international student is defined as any student studying in Australia on a student visa (only). The University must undergo an external audit every 5 years with respect to demonstrating compliance with ESOS and the National Code. All University staff members, including teaching staff, must be familiar with ESOS and are responsible for ensuring their actions comply with ESOS legislation. If the University is found to be in breach of the legislation, it risks fines, deregistration and limits on its international student intake.

The National Code 2007

<https://internationaleducation.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/national-code/nationalcodepartd/pages/esosnationalcode-partd.aspx>

The *National Code (2007)* is established under the ESOS Act and describes 15 nationally consistent standards that all education providers and staff must be familiar with and adhere to when delivering programs to international students. International students considered under ESOS and the National Code will hold a Confirmation of Enrolment (CoE) attached to a student visa. Student visas outline a student's individual responsibility and obligations while studying in Australia. When teaching international students additional considerations should be given with regard to the delivery of programs and courses as well as general student administration and advice. Enquires relating to or from international students should be referred to the International Student Support in the first instance.

Learning and Quality Support (LQS)

Level 3, 50 Rundle Mall, Rundle Mall Plaza
Phone 831 35754 email lqs@adelaide.edu.au
<http://www.adelaide.edu.au/learning/governance/portfolios/lqs.html>

The Learning & Quality Support (LQS) unit operates within the Division of the DVC&VP(A), providing support to the Pro Vice-Chancellor (Student Learning). The unit facilitates and oversees the University's learning and quality assurance support processes, maintaining a robust system for quality assurance and educational compliance and providing support to the academic community to enhance the quality and status of learning and teaching in the University.

Information on the University's curriculum renewal strategy, program approvals, reviews, accreditation and other initiatives to improve student learning can be found on the Learning & Teaching website.

<http://www.adelaide.edu.au/learning/>

University Academic Policies

<http://www.adelaide.edu.au/policies/cat/120/>

University policies primarily related to Education and Research.

Course & Teacher SELT Surveys

<http://www.adelaide.edu.au/planning/selt/>

Student Experience of Learning and Teaching (SELT) Policy

<http://www.adelaide.edu.au/policies/101/>

One of the major evaluation tools at the University, the Student Experience of Learning and Teaching (SELT) system, is used to evaluate student learning and staff teaching in courses and programs.

Festival of Learning & Teaching

<http://www.adelaide.edu.au/festival-lt/>

This annual festival brings together individuals involved in delivering learning and teaching, to passionately discuss and debate the future of education.

University Web Sites for Teaching Staff

- Academic Honesty & Plagiarism Information for Staff
<http://www.adelaide.edu.au/learning/teaching/plagiarism/>
- Assessment Cover Sheet Examples
<http://www.adelaide.edu.au/learning/teaching/plagiarism/#resources>
- Academic Promotions Toolkit
<http://www.adelaide.edu.au/hr/recruitment/promotions/>
- Career & Research Skills Training
<http://www.adelaide.edu.au/red/>
- Careers Service
<http://www.adelaide.edu.au/student/careers/>
- Copyright Information
<http://www.adelaide.edu.au/legalandrisk/copyright/>
- Digital Resources Management Centre (DRMC)
<http://libguides.adelaide.edu.au/drmc>
- Disability Service – Information for staff
<http://www.adelaide.edu.au/disability/staff/>
- Examinations
<http://www.adelaide.edu.au/student/exams/>
also the Exam Paper Preparation Guide at
<https://www.adelaide.edu.au/student/exams/staff/docs/exam-paper-prep-guide.pdf>
- Fees for Award Programs and Courses Policy (includes Incidental Fees Guidelines)
<http://www.adelaide.edu.au/policies/2883/>
- HDR - Staff and Examiner Information
<http://www.adelaide.edu.au/graduatecentre/staff/>
- Image & Copy Centre (ICC)
<http://www.adelaide.edu.au/icc/>
- Learning and Teaching
<http://www.adelaide.edu.au/learning/>
- Learning Technologies
<http://www.adelaide.edu.au/learning-technologies/>
- MyMedia – Lecture Recording
<http://www.adelaide.edu.au/mymedia/>
- MyUni Login
<http://myuni.adelaide.edu.au>
- MyUni Support
<http://www.adelaide.edu.au/myuni/>
- Research Student Handbook
<http://www.adelaide.edu.au/graduatecentre/handbook/>
- School of Education
<http://education.adelaide.edu.au/>
- Staff Services and Resources
<http://www.adelaide.edu.au/staff/>
- Student Administrative Services (SAS)
<http://www.adelaide.edu.au/sas/>
- Student e-Experience Strategy
<https://www.adelaide.edu.au/learning/governance/project-wp-reports/>
- Teaching Rooms & Audio Visual Facilities
<http://www.adelaide.edu.au/technology/yourservices/learning-teaching/teaching-rooms/>
- Curriculum Renewal at Adelaide
<http://www.adelaide.edu.au/learning/teaching/curriculum/renewal/>
- University Policies
<http://www.adelaide.edu.au/policies/>
- University Libraries
<http://www.adelaide.edu.au/library/>

Readings about Teaching

Learning and Teaching in Higher Education

- Barrie, S., Hughes, C., Crisp, G. & Bennison, A. (2012). *Assessing and assuring Australian graduate learning outcomes: principles and practices within and across disciplines. Final Report October 2012*. Sydney: Office for Learning & Teaching.
- Biggs, J. (2012). What the student does: teaching for enhanced learning. *Higher Education Research and Development*, 31(1), 39-55. doi:[10.1080/07294360.2012.642839](https://doi.org/10.1080/07294360.2012.642839)
- Boud, D., & Falchikov, N. (2006). Aligning assessment with long-term learning. *Assessment and Evaluation in Higher Education*, 31(4), 399-413. doi:[10.1080/02602930600679050](https://doi.org/10.1080/02602930600679050)
- Brew, A. (2012). Teaching and research: new relationships and their implications for inquiry-based teaching and learning in higher education. *Higher Education Research and Development*, 31(1), 101-114.
- Cook, D.A., Levinson, A.J., & Garside, S. (2010). Time and learning efficiency in internet-based learning: A systematic review and meta-analysis. *Advances in Health Sciences Education*, 15(5), 755-770.
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- Dudley, D., & Baxter, D. (2009). Assessing levels of student understanding in pre-service teachers using a two-cycle SOLO model. *Asia-Pacific Journal of Teacher Education*, 37, 283-293.
- Gibbs, G., & Simpson, C. (2004). Does your assessment support your students' learning? *Learning and Teaching in Higher Education*, 1, 3-31.
- Kandlbinder, P., & Peseta, T. (2009). Key concepts in postgraduate certificates in higher education teaching and learning in Australasia and the United Kingdom. *International Journal for Academic Development*, 14(1), 19-31. doi:[10.1080/13601440802659247](https://doi.org/10.1080/13601440802659247)
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- McNeil, P., Hughes, C., Toohey, S., & Dowton, S. (2006). An innovative outcomes-based medical education program built on adult learning principles. *Medical Teacher*, 28, 527-534.
- Meyer, J., & Land, R. (2005). Threshold concepts and troublesome knowledge (2): Epistemological considerations and a conceptual framework for teaching and learning. *Higher Education*, 49, 373-388.
- Michaelsen, L., & Sweet, M. (2011). Team-based learning. *New Directions for Teaching and Learning*, 128, 41-51.
- O'Keefe, M., Henderson, A., Jolly, B., McAllister, L., Remedios, L. & Chick, R. (2014). *Harmonising higher education and professional quality assurance processes for the assessment of learning outcomes in health. Final Report*. Sydney: Office for Learning & Teaching.
- Rust, C. (2003). Improving students' learning by developing their understanding of assessment criteria and processes. *Assessment and Evaluation in Higher Education*, 28(2), 147. doi:[10.1080/02602930301671](https://doi.org/10.1080/02602930301671)
- Sadler, D. R. (2009). Indeterminacy in the use of preset criteria for assessment and grading. *Assessment and Evaluation in Higher Education*, 34(2), 159-179. doi:[10.1080/02602930801956059](https://doi.org/10.1080/02602930801956059)
- Sendziuk, P. (2010). Sink or Swim? Improving student learning through feedback and self-assessment. *International Journal of Teaching and Learning in Higher Education*, 22(3), 320-330. Retrieved from <http://www.isetl.org/ijtlhe/>
- Willison, J. W. (2012). When academics integrate research skill development in the curriculum. *Higher Education Research and Development*, 31(6), 905-919. doi:[10.1080/07294360.2012.658760](https://doi.org/10.1080/07294360.2012.658760)

Human Resources

Level 3, 50 Rundle Mall, Rundle Mall Plaza
Phone 831 31111 <http://www.adelaide.edu.au/hr/>

The HR Branch offers services, advice and information on:

- Casual Employment Online (CASPA)
- Change management
- Equity and Diversity
- Health, Safety and Wellbeing
- HSW training
- Industrial and employee relations
- Job Classification
- Organisational Development
- Payroll
- Policy review and implementation
- Academic Promotions
- Recruitment
- Reward and remuneration
- Staff records
- (management of HR System and reporting)
- Superannuation
- Visa

Areas of Human Resources that may be of particular interest and support to teaching staff:

Health, Safety and Wellbeing (HSW)

<http://www.adelaide.edu.au/hr/hsw/>

The University's HSW team provides support to the University community on all safety, injury management and wellbeing issues. They can provide help and advice on your HSW responsibilities and duty of care requirements in your role as a member of the teaching staff.

Performance and Development

<http://www.adelaide.edu.au/hr/development/>

Performance and Development work with the University community to build capability of our people in support of an excellent student experience and enable all staff to be and perform at their best. We do this by assisting new staff in their induction, developing leadership and management capability, leading activities toward greater gender equity and supporting performance development.

Planning, Development & Review (PDR)

<http://www.adelaide.edu.au/hr/development/performance/pdr/>

The PDR process provides mechanisms for aligning goals and objectives and for planning the resources and development required for this. All staff on continuing and fixed term contracts greater than 12 months are required to participate in the PDR program. The Performance and Development team provide PDR training for managers.

Academic Promotions

<http://www.adelaide.edu.au/hr/recruitment/promotions/>

The Academic Promotions process is an important way that the University recognises the outstanding performance of Academic Staff. Staff who believe they meet the relevant promotion criteria should visit the website to obtain further information on how to apply. Members of the Human Resources Branch will also be available to provide advice on policy, process and equity related questions.

Who to Call?

Who	Phone
Emergency	0 for outside line, then 000
Security	35990
School Administrator:	
Head of Discipline:	
Head of School:	
Associate Dean (L&T):	
Faculty Office:	
Switchboard	9
MyUni Support	33000
Technology Service Desk	33000
School of Education	30694
Adelaide Graduate Centre (AGC)	35882
Barr Smith Library - Service Enquiries	35759
Digital Resources Management Centre (DRMC)	35774
Ask Adelaide	35208
International Student Centre (ISC)	34828
Adelaide University Union (AUU)	35401
Careers Service	35123
Counselling Service	35663
Disability Service	35962
University Health Service	35050
Child Care	35429 (North Tce) 36560 (Waite)
Human Resources	31111
Image & Copy Centre	34690
Building & Property Maintenance	34008 (North Terrace)

Maintenance Work Order Request – see the relevant campus centre, listed on the Maintenance website <http://www.adelaide.edu.au/infrastructure/staff-services/maintenance/>

Security on Campus – <http://www.adelaide.edu.au/infrastructure/on-campus/security/>

MyUni Support website – <http://www.adelaide.edu.au/myuni/>