



Coursework Academic Programs Policy

Effective 1 January 2018

[OVERVIEW](#)

[SCOPE AND APPLICATION](#)

[POLICY PRINCIPLES](#)

[POLICY PROCEDURES](#)

1. [Program Design, Development and Review](#)
2. [Course Design, Development, Delivery and Review](#)
3. [Management of Programs and Courses](#)
4. [Completion of Programs and Courses](#)

[DEFINITIONS](#)

[AUTHORITIES](#)

OVERVIEW

The University of Adelaide (hereafter the University) offers coursework academic programs leading to awards which comply with the Australian Qualifications Framework (AQF). This policy sets out the requirements and structure of coursework programs at the University.

SCOPE AND APPLICATION

This policy applies to all coursework programs and all staff engaged in the design, development, delivery and review of such programs. This policy does not apply to consideration of program architecture including those principles governing the structural components of a program.

Coursework programs (hereafter Programs) which do not comply with this policy may continue in their present form until the earliest of:

- a) the date of their next scheduled Program review; or
- b) the next time the Program is revised through [the Program Development and Approval process](#); or
- c) 1 January 2020.

Implementation of this policy will be carried out in accordance with the University's Code of Conduct and the Academic Board Statement on Undue Influence. Any attempts to improperly exert pressure or influence actions or decisions made pursuant to this policy must be reported in accordance with the Fraud and Corruption Control Policy.

POLICY PRINCIPLES

1. All Programs will be structurally coherent and designed to meet, and continue to meet, the requirements of all relevant frameworks including, but not limited to, the AQF, the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) and the University's policies, statutes and strategic plan.
2. All Programs will have Academic Program Rules and will be published in the annual [University of Adelaide Calendar](#).
3. All Programs will be designed so that constituent Courses will progressively develop Program Learning Outcomes and Graduate Attributes.

-
4. All Courses will have specified Learning Outcomes that will enable students to develop the Program Learning Outcomes and Graduate Attributes.
 5. All Programs will be differentiated from all others through its Program Learning Outcomes. The content of a Program must not substantially duplicate the content of any other Program.
 6. All undergraduate Programs will facilitate the development of skills in researching, analysing, synthesising information, and writing in an evidence-based manner through scholarly teaching and learning.
 7. All Programs will be regularly reviewed and evaluated to ensure they are consistent with the University's academic and strategic priorities.
 8. All Programs that are not viable or otherwise strategically important shall be deleted.
 9. Faculties will consult and communicate with each other, where necessary, in order to ensure the collaborative design, development, review and delivery of Programs and Courses.
 10. All Courses will be assigned a Unit value in multiples of 3 (exemptions for 'self-contained' programs may be granted in accordance with the Program Approval and Development Process and approved by the Vice-Chancellor on recommendation of Academic Board).
 11. Courses will not span more than one Teaching Period at any one point in time.
 12. Programs and Courses will normally be taught and assessed in English.
 13. Programs will not be designed to require a student to Overload at any one point in time.

POLICY PROCEDURES

1. Program Design, Development and Review

- a) All Programs will:
 - i. have Learning Outcomes that meet the requirements of Schedule A¹;
 - ii. deliver the Program Learning Outcomes: assessment will provide evidence that the Program Learning Outcomes have been met;
 - iii. ensure the integrated development and achievement of Program Learning Outcomes with Graduate Attributes;
 - iv. include at least one SGDE in each year of the Program (except where the Program leads to a Professional Certificate or Graduate Certificate);
 - v. systematically integrate academic literacy and reasoning skills (which may include both quantitative and qualitative methods), digital capabilities, and the development of skills in researching, analysing, synthesising information, and writing in a scholarly, evidence-based manner;
 - vi. be developed in accordance with the [Program Development and Approval process](#) and approved by the Vice-Chancellor and President on the recommendation of Academic Board;
 - vii. have Program Learning Outcomes, the AQF Level and the Standard Duration (which shall be consistent with Table 1) specified in [The University of Adelaide Calendar](#);

¹ Schedule A is subject to change and may be amended by the Deputy Vice-Chancellor and Vice-President (Academic) at any time. _____

-
- viii. be differentiated by their Program Learning Outcomes and content
- ix. have Academic Program Rules that include specification of:
1. Program Minimum Units;
 2. Dedicated Units;
 3. Core Courses;
 4. Majors (or equivalent) and where required, Minors;
 5. Maximum Duration;
 6. Broadening Experiences;
 7. any elective Courses which may be counted towards the Program;
 8. any applicable limits on the number of Units at each Level that can be counted towards the Award;
 9. any research or Extramural Activities required for completion of the Program.
- x. have teaching, learning and assessment conducted in English unless:
1. another language is used to develop or assess proficiency in that other language, or
 2. the use of another language for that Program is approved by Academic Board.
- xi. have names that comply with the [Degree Nomenclature Principles](#);
- xii. give students opportunities to provide feedback during and after their participation in the Program;
- xiii. be designed so that a yearly full-time equivalent load is typically 24 Units a year and so students are not required to Overload at any one point in time;
- xiv. be regularly reviewed in accordance with the requirements of the [Program Review Process](#) in order to ensure the critical evaluation of all Programs, and their alignment with all relevant quality assurance frameworks. Each review will consider emerging educational developments relevant to the Program, in reference to:
1. the structure, content, quality and overall coherence of the Program and curricula and the extent to which it aligns with University frameworks and the AQF;
 2. the expected Learning Outcomes, the methods of assessment of those Learning Outcomes and the extent of the student's achievement of the Learning Outcomes;
 3. the differentiation of the Program from scrutiny of the Program Learning Outcomes and the content/delivery of core Courses;
 4. modes of delivery;
 5. the changing needs of stakeholders including students and employers;
 6. any identified risks to the quality of the Program or study;
 7. the appropriateness and effectiveness of teaching methodologies to deliver the aims and objectives of the Program;
 8. the external referencing (including benchmarking) of the Program's performance and outcomes, against comparable Programs.
- b) All Programs may:
- i. include Extramural Activities as a requirement for completion of an Award in accordance with the [Program Development and Approval process](#);
-

-
- ii. have changes approved by the relevant Executive Dean (or delegate) at any time, provided that they:
 - 1. are warranted;
 - 2. will not require a student to complete more Units than were required under the Academic Program Rules which applied when the student first commenced studies in the Program; and
 - 3. are not [Major Revisions](#).
 - iii. be recommended for deletion by the Deputy Vice-Chancellor and Vice-President (Academic), by submitting a proposal in accordance with [Program Development and Approval process](#), if the Program is no longer viable or strategically important, unless the relevant Executive Dean is able to justify its continuation;
 - iv. be deleted by the Vice-Chancellor and President on recommendation of the Academic Board.
- c) No Program will:
- i. be deleted or have [Major Revisions](#) approved unless it is in accordance with the [Program Development and Approval process](#) or procedure 1biii;
 - ii. have Pre-requisites for entry unless they have been approved by the Deputy Vice-Chancellor and Vice-President (Academic) in accordance with the [Program Development and Approval process](#).
- d) All Bachelor degrees will:
- i. include a Major (or equivalent) that meets the requirements of Schedule A and consists of Courses to the minimum value of 24 Units, normally with a minimum of 12 Units at Level III or the final year of the Program;
 - ii. include as a minimum, the equivalent of 9 Units of Broadening Experiences that meet the requirements of Schedule A. Exemptions may be granted in accordance with the [Program Development and Approval process](#) where:
 - 1. accreditation precludes the inclusion of Broadening Experiences;
 - 2. benchmarking demonstrates that Broadening Experiences are not routinely included in equivalent accredited programs elsewhere;
 - 3. admission to the Program is restricted to graduates that hold a Bachelor degree from another discipline.
 - iii. include a Capstone Experience that meets the requirements of Schedule A;
 - iv. contain at least 24 Units at the highest Level available within the Program and no more than 30 Units at Level I.
- e) All Named Degrees will, in addition to the requirements of a Bachelor degree set out at procedure 1d:
- i. allow for permeability, so that students can join in their second year as an alternative pathway, subject to relevant criteria;
 - ii. be consistent with the requirements Schedule A.
- f) All Bachelor (Advanced) degrees will, in addition to the requirements of a Bachelor degree set out at procedure 1d and a Named degree set out at procedure 1e, offer students opportunities for:

-
- i co-curricular activities with the objective of further challenging these students in relation to their discipline;
 - ii developing enhanced skills, and cross-disciplinary understanding.
 - g) All Honours Programs (whether Embedded or End-On) will:
 - i. offer students:
 - 1. a research pathway (progression to a research higher degree); or
 - 2. a professional pathway (meeting professional requirements or enhancing employment prospects); or
 - 3. academic enrichment (opportunity to study at an advanced level); or
 - 4. a combination of any of the above.
 - ii. include a Specialisation (or equivalent);
 - iii. require the inclusion of an independent research or capstone project to a minimum of 9 Units and maximum of 18 Units which may be undertaken in two consecutive Teaching Periods.
 - h) All Postgraduate coursework Programs will:
 - i. allow entry to and exit from any Level of a relevant Nested Program that leads to a Master Award;
 - ii. include a Specialisation (or equivalent).
 - i) In addition to the requirements at procedure 1h, all Master Programs will contain a research component to the value of at least 9 Units which will not normally exceed one third of the Program Minimum Units required in the Program.
 - j) Programs may be developed jointly with other Australian and international institutions, provided they are developed either:
 - i. in accordance with the [Jointly Conferred Academic Awards Policy](#); or
 - ii. with the approval of the Deputy Vice-Chancellor and Vice-President (Academic), and submitted in accordance with the [Program Development and Approval process](#).
 - k) All Programs will be designed to ensure that students are not required to enrol in Courses in consecutive Teaching Periods of different types (e.g. Semester 1 and Trimester 1) within that Program.
 - l) Unless otherwise expressly indicated above, any exemptions to procedure 1 may only be approved in accordance with the [Program Development and Approval process](#).

2. Course Design, Development, Delivery and Review

- a) All Courses will:
 - i. have Course Learning Outcomes that meet the requirements of Schedule A;
 - ii. have a Unit value which is a multiple of 3 (exemptions for 'self-contained' programs may be granted in accordance with the Program Approval and Development Process and approved by the Vice-Chancellor on recommendation of Academic Board);

-
- iii. have a minimum of 36 hours of Structured Learning Activities for each 3 Units of the Course, unless an exemption has been approved by the relevant Executive Dean (or delegate), based on sound pedagogical grounds. Where a unit value other than a multiple of 3 is assigned, Structured Learning Activities must be commensurate with unit value;
 - iv. have a Student Workload of 156 hours for each 3 Units of the Course, unless an exemption has been approved by the relevant Executive Dean (or delegate), based on sound pedagogical grounds. Where a unit value other than a multiple of 3 is assigned, Student Workload must be commensurate with unit value;
 - v. have Course Learning Outcomes mapped against the Program Learning Outcomes of the Programs to which they contribute as Core Courses;
 - vi. have assessment tasks that:
 1. are designed and implemented in accordance with the [Assessment for Coursework Programs Policy](#) and Schedule B²;
 2. are aligned to the Course Learning Outcomes;
 - vii. have a Course Outline compliant with the [Course Outlines Manual Publication Standards](#) that includes specification of any:
 1. Pre-requisites;
 2. Co-requisites;
 3. Assumed Knowledge;
 4. Incompatible Courses; and
 5. Restricted Courses.
 - viii. be allocated appropriate Field of Education codes during the course approval and amendment processes, which may only be changed in accordance with the [Program Development and Approval process](#);
 - ix. use the LMS in accordance with Schedule B unless an exemption has been granted by the relevant Executive Dean (or delegate) which may be granted where there are evidenced pedagogical reasons as to why Schedule B cannot be followed or the Course:
 1. has less than five enrolments;
 2. is a Postgraduate Research Course;
 3. is a Practicum Course;
 4. is an Exchange Course;
 5. is an Honours Course providing administrative information only;
 6. is accessed via another platform or educational institution.
 - x. have Lectures automatically recorded, and made available to students in the LMS, in accordance with Schedule C³ unless an exemption has been granted in accordance with Schedule C;
 - xi. have final results that comply with the approved [Mark / Grade Schemes](#);
 - xii. be reviewed every three to five years in accordance with the University's [course review process](#);

² Schedule B is subject to change and may be amended at any time by the Deputy Vice-Chancellor and Vice-President (Academic).

³ Schedule C is subject to change and may be amended at any time by the Deputy Vice-Chancellor and Vice-President (Academic).

-
- xiii. provide students with opportunities to give feedback during and after their participation in the Course, including SELTs as required by the [SELT Policy](#).

 - b) To enable Program differentiation through differentiated Program Learning Outcomes and content, when Courses are core in more than one Program it is desirable to adopt cohort-specific streaming of Students into engagement with learning content, activities and/or assessments that align specifically to the distinctive Program Learning Outcomes of the Program in which the students are enrolled. In these cases, the Course Learning Outcomes should incorporate cohort-specific Course Learning Outcomes. This approach should be considered, and implemented where feasible, in all Courses that are core in more than one program.

 - c) Courses may be taught across more than one Teaching Period of the same type (e.g. a Course over Semester 1 and Semester 2 or Trimester 1 and Trimester 2) provided that they:
 - i. are taught in consecutive teaching periods;
 - ii. have been approved by the relevant Executive Dean (or delegate); and
 - iii. do not require a student to Overload.

 - d) No Course will be designated as a Restricted Course unless it is necessary for timetabling purposes to restrict the course to a specific cohort.

 - e) Pre-requisites will only be permitted for Entry Level Courses if they have been approved by the Deputy Vice-Chancellor and Vice President (Academic) in accordance with the [Program and Development Approval process](#). A pass grade will be sufficient to achieve higher level Pre-requisites.

 - f) No Course will be cancelled after it has been Publicised without the approval of the relevant Executive Dean (or delegate), who will only approve the cancellation:
 - i. if it is not the only Course that delivers a key Learning Outcome in a Program;
 - ii. after consultation with all other relevant Executive Deans (unless the Course is without doubt not relevant to any Program outside the approving Executive Dean's faculty);
 - iii. after ensuring that alternative arrangements are communicated to all students who have enrolled in the cancelled Course; and
 - iv. if it is in accordance with any government requirements and relevant frameworks that apply at the time.

3. Management of Programs and Courses

- a) All Programs will have a Program Coordinator and all Courses will have a Course Coordinator who will be academic staff members at the appropriate level (as determined by the [University of Adelaide Enterprise Agreement](#) in place at the time).

- b) All Programs will be allocated to a Program Management Committee. The duties of the Program Management Committees, Program Coordinators and Course Coordinators are set out in Schedules D, E and F respectively⁴.

- c) Executive Deans will ensure that sufficient Courses are Offered to enable a student to complete a Program within the Standard Duration.

⁴ Schedules D, E and F are subject to change and may be amended at any time by the Deputy Vice-Chancellor and Vice-President (Academic).

-
- d) Executive Deans may approve a limit on the number of places in individual Courses, after consultation with other faculties (where the Course is relevant to any Program outside of the approving Executive Dean's faculty).

Faculty Learning and Teaching Committees will provide governance of Program differentiation at Course level through oversight of Course Learning Outcomes and content, activities and assessments.

- e) Academic Program Entry and Approval Committee (APEAC) will provide governance of Program differentiation at Program level through oversight of Program Learning Outcomes in new program proposals and major revisions.
- f) Parallel Teaching will be permitted only when justified on academic grounds in accordance with the following requirements:
- i. Extension Master Programs may not include any undergraduate Courses unless the Courses are either at Honours Level or at Level IV in a Program that is at least 96 Units in length;
 - ii. Professional Certificates, Graduate Certificates, Graduate Diplomas and Conversion Master Programs may include Courses at either Honours Level or at Level IV in a Program that is at least 96 Units in length. Parallel Teaching of postgraduate coursework Courses with Level II and III Courses is permissible provided that:
 1. postgraduate coursework students are offered separate delivery of tutorials and discussions and where appropriate, additional tutorials and discussions;
 2. postgraduate coursework students undertake additional or separate assessment tasks with criteria appropriate to the higher level postgraduate coursework Program Learning Outcomes;
 3. prior approval is obtained through the [Program Development and Approval process](#);
 4. no more than 18 Units of Parallel Teaching Courses appear in the Master Program.

4. Completion of Programs and Courses

- a) A student who successfully completes the requirements of the Academic Program Rules for a Program is entitled to be admitted to the Award for that Program provided that:
- i. no Course has been counted more than once towards a single Award;
 - ii. where the student has completed Courses that are Incompatible with each other, only one of those Incompatible Courses is counted towards the Award;
 - iii. Restricted Courses may only be counted towards the Award if they are presented for the Program that they are restricted to, unless the Executive Dean (or delegate) has approved an exemption;
 - iv. the student has completed the minimum number of Dedicated Units;
 - v. the student has completed the Program within the Maximum Duration. The relevant Executive Dean (or delegate), may exempt the student from this requirement if they establish that the student has special circumstances;
 - vi. The student has discharged their financial obligations to the University under [Statute Chapter 89](#).
- b) The Academic Program Rules which applied at the time a student first commenced study in a Program will apply throughout the student's enrolment in that Program unless:

-
- i. the student chooses to have a later set of Academic Program Rules apply, in which case, the later Academic Program Rules must be applied in full; or
 - ii. a variation has been approved by the Executive Dean (or delegate) where it is warranted.
- c) A student who has been enrolled in a Bachelor (Advanced) degree will be entitled to graduate with the Advanced degree in the event that their GPA grade falls below the required minimum in the final Teaching Period in which they were enrolled provided they previously maintained the required level of performance as specified in Schedule A.
- d) A student who has obtained a passing grade in a Course will not be entitled to repeat the Course unless the Course was completed more than 10 years ago.

Table 1

Award Title	AQF Level	Standard Duration	Program Minimum Units	Dedicated Units	Maximum Duration (see note 1)
Diploma	Level 5	1 year	24 Units	12	4 years
Advanced Diploma	Level 6	1.5-2 years	36-48 Units	18-24, with at least 18 Units at the highest Level.	6 years
Bachelor Degree	Level 7	3 years plus 1 year for each additional 24 Units	72 units, with additional Units in groups of 24 only.	36, with at least 18 Units at the highest Level.	9 years 10 years for some programs (see Note 2).
Bachelor Degree with Embedded Honours	Level 8	4 years	Typically 24 Units embedded in a Bachelor degree as an extra year (at least 96 Units in total).	48, with at least 12 of the Units at Level III/IV, plus one half of the Honours coursework component and all of the Honours research component.	10 years for some programs (see Note 3).
Honours	Level 8	1 year	24 Units as an add-on at the end of a 3 year Bachelor Degree.	One half of the coursework component plus all of the research component.	4 years
Professional Certificate	N/A	½ year	6 Units	6	4 years
Graduate Certificate	Level 8	½ year	12 Units	9	4 years
Graduate Diploma	Level 8	1 year	24 Units	12	4 years
Master Degree (Coursework)	Level 9	½ year for every 12 Units	<u>Conversion Master:</u> Typically 36 Units, following a Honours degree; 48 units, following a 72 Unit Bachelor degree. <u>Extension Master:</u> 24 Units, following a Honours degree; 36 Units, following a 72 unit Bachelor degree.	One half of the total Units required. This will normally include the research component.	3 times the Standard Program Duration.
Master Degree (Extended)	Level 9	½ year for every 12 Units	72-96 Units, following minimum of a 72 unit Bachelor degree.	One half of the total Units required, plus all of the research component.	3 times the Standard Program Duration.

Note 1: "years" refers to calendar years, and includes any periods that the student was not enrolled at the University.

Note 2: 10 years Maximum Duration applies to the following programs: Bachelor of Laws; Bachelor of Medicine and Bachelor of Surgery; Bachelor of Dental Surgery

Note 3: 10 years Maximum Duration applies to the following programs: Bachelor of Laws (Hons), Bachelor of Engineering (Honours) _____

DEFINITIONS

Academic Program Rules are the formally approved Program requirements that students must follow in order to successfully progress through and graduate from a Program.

Adjustment Factors are additional points that may be used in combination with an Australian Tertiary Admission Rank (ATAR) to derive a course selection rank.

Assumed Knowledge is knowledge that it is assumed a student will have before commencing a Course. Teaching in the Course will proceed on the assumption that students enrolled in the Course have such knowledge.

Awards are certificates, diplomas, degrees, graduate certificates or graduate diplomas, including honorary awards and double-badged awards, conferred by the University at a graduation ceremony.

Broadening Experiences are intended to add breadth to a student's undergraduate experience and in so doing provide a more rounded education with enhanced opportunities to achieve the University Graduate Attributes.

Capstone Experiences are a formal part of a Program and include, but are not limited to, internships, work experience, projects and clinical experiences; typically for credit in order for students to develop the necessary skills and knowledge to prepare for transition to relevant professional practice or research.

Conversion Master Programs are AQF Master (Coursework) programs that are designed to convert students from their undergraduate discipline to another discipline.

Co-requisites are Courses that must be undertaken before or at the same time as another specified Course.

Courses are components of study in a Program assigned a Unit value.

Core Courses are Courses that are required for the completion of a Program and/or a Major.

Dedicated Units are Units which may not be presented to any other Award, that a student is required to present in order to be eligible for conferral of an Award as set out in Table 1.

Embedded Honours Programs are Bachelor degrees (typically 96 Units) that deliver AQF Level 8 outcomes.

End-On Honours Programs are 24 Unit Programs that follow a Bachelor degree and deliver AQF Level 8 outcomes.

Entry Level Courses are Courses in a Program that introduce students to the scholarly conventions, concepts and skills/techniques of the discipline community/field of study that are necessary to complete the Program.

Extension Master Programs are AQF Master (Coursework) Programs that are designed to extend a student's skills and knowledge in the same discipline as their undergraduate Award.

Extramural Activities include work undertaken for a Program that is not part of the formal coursework but is a requirement for completion of the Program (e.g. a professional or clinical placement).

Fields of Education are classifications of Programs, Majors, Specialisations and Courses by the principal subject matter as defined by the [Australian Standard Classification of Education](#).

Generalist Degrees are Programs offered by the University that provide broad educational experience and knowledge which prepares students for a variety of pathways and career opportunities.

Graduate Attributes are the expression of qualities, knowledges and capabilities that students are encouraged to take responsibility for developing throughout their studies at the University.

Incompatible refers to Courses which have substantially similar content to each other.

Learning Outcomes describe what students will know and be able to do, upon successful completion of a Program or Course; they are the expression and application of the set of knowledge and skills and the application of the knowledge and skills a student has acquired and is able to demonstrate, as a result of learning.

Lectures are oral and audio-visual presentations designed to convey critical information and theories.

Level refers to the level of study of a Course. Level I, II, III, IV are the first, second, third and fourth year (where relevant) of a Bachelor Degree respectively. Level IV Courses may also be Honours Courses. Level V, VI and VII Courses indicate postgraduate coursework Courses. In most instances the first digit of the four-digit number of the catalogue number indicates the Level of the Course (e.g. 1109 is a Level I Course whilst 2092 is a Level II Course).

LMS is the learning management system used by the University.

Majors are coherent bodies of study, usually in a single discipline in a Bachelor degree.

Major Revisions include, but are not limited to, revisions to a Program which may have legislative or reporting implications; may have an effect on the profile of the University; or result in a change in educational philosophy, mode of teaching, structure or content, location or language of delivery.

Maximum Duration is the maximum amount of time permitted for a student to complete a Program as set out in Table 1 and includes any periods of non-enrolment, leave of absence or approved study at other institutions for credit towards a Program.

Minors are coherent sequences of study within a discipline or sub-discipline that are smaller in size and scope than a Major.

Named Degrees are Programs that are not Generalist Degrees.

Nested Awards are Programs that lead to higher Awards with multiple entry and exit points (for example Graduate Certificate into Graduate Diploma into Master program).

Offered means that the Course has been timetabled and is available for students to enrol in.

Overload means that a student is enrolled in more than 12 Units at any one point in time.

Parallel Teaching is any form of teaching involving both undergraduate and postgraduate students sharing a significant overlap of Level II and Level III Course content and delivery.

Pre-requisites are Courses that must be successfully completed before another Course may be undertaken.

Program is an approved combination of Courses and other requirements (where relevant) in which a student is enrolled which, when completed, leads to the conferral of an Award.

Program Minimum Units are the number of Units that a student is required to complete in order to be eligible to qualify for conferment of the Award in which the student is enrolled, as set out in Table 1.

Publicised refers to information disseminated in the online Course Planner or [Course Outlines](#).

Restricted Courses are Courses that are only available to students enrolled in particular Programs.

Scheduled and Available means that the Course has been timetabled, is active in the LMS and is available for students to enrol in.

Self-contained programs are programs that consist entirely of courses in which students from other programs and faculties are not eligible to enrol.

SELTs are Student Experience of Learning and Teaching surveys conducted in accordance with the [Student Experience of Learning and Teaching \(SELT\) Policy](#) in order to guide staff and the University in making continuous improvements to courses and teaching for the benefit of students and to identify and reward excellent teaching practice.

Small Group Discovery Experience (SGDE) is a learning activity that places importance upon collaboration between students and researchers, and working together in small groups to make new discoveries.

Specialisation is a coherent body of study in Honours or postgraduate coursework Programs.

Structured Learning Activities include but are not limited to, lectures, tutorials, seminars, demonstrations, practicals, laboratory activities, SGDE, directed research or other academic activities.

Standard Duration is the time that a student is expected to take to complete a Program at the relevant AQF level as set out in Table 1, which is based on 24 Units in a calendar year, which the University normally considers to be a full-time load.

Student Workload means time spent by students on Structured Learning Activities and self-directed study.

Teaching Period means the University teaching periods currently known as Summer School, Semester 1, Trimester 1, Quadmester 1, Quadmester 2, Term 1, Full Year 1, Term 2, Winter School, Semester 2, Trimester 2, Trimester 3, Quadmester 3, Quadmester 4, Term 3, Term 4 and Full Year 2.

Units are numeric values assigned to an individual Course, reflective of Student Workload.

Other definitions are as contained in the University's [Glossary of Terms](#).

AUTHORITIES

Key	Authority Category	Authority	Delegation Holder	Limits
Academic	Programs	Approve Programs (procedure 1a vi)	Vice-Chancellor and President	On recommendation of Academic Board.
Academic	Programs	Approve changes of programs	Executive Dean (or delegate)	In accordance with procedure 1 b ii.
Academic	Programs	Recommend Programs for deletion	Deputy Vice-Chancellor and Vice-President (Academic)	As set out in procedure 1b iii.

Academic	Programs	Delete Programs (procedure 1b iv)	Vice-Chancellor and President	On recommendation of Academic Board.
Academic	Programs	Approve Pre-requisites for entry	Deputy Vice-Chancellor and Vice-President (Academic)	As set out in procedure 1c ii.
Academic	Programs	Exempt Bachelor from 9 Units Broadening Experiences (procedure 1d ii)	Chair, Academic Program Entry and Approval Committee	On recommendation of Academic Program Entry and Approval Committee in accordance with 1d.
Academic	Programs	Approve Exemptions to procedure 1	Chair, Academic Program Entry and Approval Committee	On recommendation of Academic Program Entry and Approval Committee
Academic	Programs	Exempt Course unit values from being a multiple of 3 (procedure 2a)	Vice-Chancellor and President	On recommendation of Academic Board.
Academic	Programs	Exempt Course from minimum 36 hours Structured Learning Activity & 156 hours Student Workload (procedure 2a)	Executive Dean (or delegate)	On sound pedagogical grounds only.
Academic	Programs	Approve Exemptions to using the LMS (procedure 2a ix)	Executive Dean (or delegate)	In accordance with Schedule B.
Academic	Programs	Approve Exemptions to recording Lectures (procedure 2a x)	Executive Dean (or delegate)	In accordance with Schedule C.
Academic	Programs	Approve Courses to be taught across more than one Teaching Period (procedure 2b)	Executive Dean (or delegate)	Provided does not require student to Overload.
Academic	Programs	Approve Pre-requisites for Entry Level Courses (procedure 2d)	Deputy Vice-Chancellor and Vice-President (Academic)	In accordance with procedure 2d.
Academic	Programs	Cancel Courses after publication (procedure 2f)	Executive Dean (or delegate)	After consultation with other faculties and In accordance with procedure 2f.
Academic	Programs	Ensure there are Program Coordinators for all Programs offered (procedure 3a)	Executive Dean (or delegate)	
Academic	Programs	Ensure there are Course Coordinators for all Courses offered (procedure 3a)	Head of School	
Academic	Programs	Approve limits on number of places in	Executive Dean (or delegate)	

		Course (procedure 3d)		
Academic	Programs	Approve Parallel Teaching (procedure 3e)	Chair, Academic Program Entry and Approval Committee	On recommendation of Academic Program Entry and Approval Committee
Academic	Programs	Approve variations to Academic Program Rules for individual student (procedure 4b)	Executive Dean (or delegate)	
Academic	Programs	Amend Schedules A, B, C D E and F at any time	Deputy Vice-Chancellor and Vice-President (Academic)	
Academic	Programs	Remove Lecture Recording from LMS (Schedule C)	Deputy Vice-Chancellor and Vice-President (Academic)	

RMO File/Document Number	2010/4556
Policy Custodian	Deputy Vice-Chancellor and Vice-President (Academic)
Responsible Officer (Academic Board or VCC)	Pro-Vice Chancellor (Student Learning)
Endorsed by	Academic Board on 1 November 2017
Approved by	Interim Vice-Chancellor and President on 1 November 2017
Related Documents and Policies (to be completed when all new academic policies approved)	Schedule A: Additional Information on Policy Attributes Schedule B: Minimum Use of MyUni Schedule C: Recording of Lectures Schedule D: Program Management Committee Duties Schedule E: Program Coordinator Duties Schedule F: Course Coordinator Duties
Superseded Policies	N/A
Date Effective	1 January 2018
Next Review Date	31 December 2020
Contact for queries about the Policy	Learning & Quality Support: lqs@adelaide.edu.au

Revised by Academic Board 4/21 following consideration of a paper on Unique Content – approved by VC&P 4 June 2021, refer D2021/107460.