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Course Information Booklets

Purpose

This section sets out the required components of a course information booklet. Additional information may also be included where appropriate for the course.

Relevant to

All courses offered as part of:

- an enabling program
- an undergraduate or postgraduate coursework program
- single and cross-institutional courses
- Open Universities Australia (OUA) units delivered by UniSA
(For OUA courses, the booklets are referred to as '*Unit Information Booklets*').

Cross-references

- A-49: Postgraduate Coursework Degrees with a significant research component

2.1 Course information booklets

- 2.1.1 The course information booklet, developed using the appropriate template, is required for all courses, whether offered onshore or transnationally.
- 2.1.2 [Course Coordinators](#) are responsible for providing each student with a hard-copy version of the course information booklet, free-of-charge, by the first class of the course. This requirement applies to all courses, other than those that are delivered fully online (see clause 2.1.3). The course information booklet may also be made available electronically or online, as an additional option for students.
- 2.1.3 For fully online courses, a hard-copy version of the course information booklet must be made available free-of-charge to students, on request.
- 2.1.4 The course information booklet must contain the following information:
- a. details of administrative arrangements that will support the delivery of the course, including the name and email address of the Course Coordinator and associated staff
 - b. the anticipated turnaround time for responding to student enquiries
 - c. the [assessment](#) schedule
 - d. details of the format and requirements of each assessment task, and the relationship of each task to the course aims and objectives and the UniSA Graduate Qualities
 - e. details of the referencing style to be used (eg Harvard style). Where a referencing style is not specified, students are to be advised that they must use a recognised referencing style, which is to be used consistently throughout the assessment task
 - f. the arrangements and timelines for submission of assessment tasks and the anticipated timelines for the return of, and feedback on, assessment tasks
 - g. the method of distribution of marked student assessment tasks
 - h. penalties for late submissions which may include:
 - (i) refusal
 - (ii) application of penalties, or
 - (iii) acceptance if student can provide evidence of [unexpected or exceptional circumstances](#)

depending on the current practice in the school

- i. the weighting of each assessment task towards the final [grade](#) in the course
- j. the broad marking scheme for each assessment task, and the criteria and standards by which performance is to be judged
- k. details about the [examination](#), where applicable, including:
 - (i) the content and skills to be assessed
 - (ii) the standard against which work will be assessed
 - (iii) the duration of the examination
 - (iv) the weighting of the examination in relation to other assessment tasks (see Section 1 of this Manual)
 - (v) any variations to standard requirements for examinations, including, where applicable, the allocation of extra time, use of an [English language print dictionary](#) and/or [bilingual print dictionary](#) (see Section 3 of this Manual)
- l. any additional assessment requirements for the course, including but not limited to:
 - (i) achievement of a certain minimum level of competence in both the theoretical and practical components of the course
 - (ii) attendance requirements (see Section 1 of this Manual)
 - (iii) police checks
 - (iv) immunisations
 - (v) mandatory reporting training
 - (vi) first aid training
 - (vii) medical fitness and/or suitability for placement (see Section 4 of this Manual)
- m. for each assessment task in the course, whether re-marking or re-submission is allowed (see Section 5 of this Manual)
- n. the conditions regarding extensions to assessment task deadlines (see Section 3 of this Manual)
- o. the conditions under which [supplementary assessments](#) may be granted (see Section 7 of this Manual)
- p. where applicable, a statement informing students that conceded and terminating passes will not be available in the course. This applies to undergraduate courses only (see Section 8 of this Manual).
- q. reference to academic integrity (see Section 9 of this Manual), including:
 - (i) where appropriate, examples of what would constitute academic misconduct in the course and/or an assessment task, and
 - (ii) a reminder that a student's work may be checked for plagiarism using a variety of means including text comparison software, and any that data detected by the software package will be held in a database for future reference
- r. the extent to which specified assessment methods and requirements are negotiable between academic staff and students
- s. copies of feedback proformas (see Section 1 of this Manual)

2.1.5 Once the course information booklet has been distributed in hard-copy to students, it is expected that the contents will only change where necessary for the integrity of assessment, or due to unforeseen factors such as staff illness. Course Coordinators will be responsible for discussing proposed changes with students who are enrolled in the course, and must make every attempt to ensure that students are not disadvantaged by the changes, and that disruption is kept to a minimum. Students must be notified in writing of any changes. The online version of the booklet must also be updated.