

## Course Timeline Information

### Taylor's Business School

#### Offshore Undergraduate Business Programs

Please note: a copy of this CTI will be sent to the Offshore lecturer for their information only

It is intended that this document will be used as a support to the UniSA Course Coordinator as they prepare for courses offshore by making them aware of the key dates and the associated responsibilities.

Course Details			
Program Title:	Undergraduate Business Programs	Partner Name:	Taylor's Business School
Course Title:		School:	
Study Period:		Estimated Student Number	TBA
Study Period Start Date:		Course Coordinator and Moderator:	
Offshore Lecturer Name & Email:	TBA		

Tasks and Key Dates Overview for CPA Courses				
TASK	DUE DATE	COMPLETED	RESPONSIBILITY	SEND TO
Travel/Accommodation Requirements if applicable	2 weeks after receipt of CTI		Course Coordinator	TSS Travel
Commence liaison with Offshore Lecturer to develop assessment, course materials and marking guidelines	12 wks prior to commencement		Course Coordinator	N/A
Textbook Information	12 wks prior to commencement*		Course Coordinator	TSS Materials
New Readings to be digitized	8 wks prior to commencement		Course Coordinator	DRS@unisa.edu.au
Reference Books	8wks prior to commencement		Course Coordinator	TSS Materials
Print Ready Course Information and Study Guide	5 wks prior to commencement		Course Coordinator	TSS Materials
Readings Links for course website	2 wks prior to commencement		Course Coordinator	TSS Materials
Set Up Course Homepage and add Welcome Message	1 wk prior to commencement		Course Coordinator Offshore Lecturer	N/A
Set up of Assign IT	By start of term		Course Coordinator	N/A
Workshop Handouts	2 wks prior to lecture		Course Coordinator	Upload to course website
Audio Visual Requirements	2 wks prior to lecture**		Course Coordinator	TSS Materials
Exam Paper	4 wks prior to exam		Course Coordinator	TSS Materials
Deferred Exam	AS REQUIRED		Course Coordinator	TSS Materials
Marking Assignments	7 days from receipt of assignments		Offshore lecturer	N/A
Moderation of marked assignments	7 days from receipt of assignments		Moderator	N/A
Compiling of Moderation report for assignments	7 days from receipt of assignments		Moderator	Head of School
Marking of Exams and Entering provisional grades in Medici	7 days from receipt of exams		Course Coordinator	N/A
Final Grade Approval	TBA		HOS	N/A

Coordinate process of student appeals against final grade	AS REQUIRED		Course Coordinator	N/A
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\* If textbook is different from approved text

\*\* Longer is needed (1 month) if AV requirements are specialised, i.e. computer labs, video/DVD, etc

## 1. Travel

### DUE DATE:

**TO: email to [TSSstravel@unisa.edu.au](mailto:TSSstravel@unisa.edu.au) or fax the Travel Coordinator: Transnational Programs on 8302 9034**

When you have been scheduled to teach offshore, flight and accommodation arrangements will be automatically made for you. Should you have any special requirements, please contact the Travel Coordinator who is responsible for organising all travel details for the program. Please also visit the travel section on the TSS website at <http://business.unisa.edu.au/tss> for information regarding offshore travel.

**Personal Travel – FBT Liability:** If you are intending to add personal travel days against your business travel days, an FBT assessment is required. Head of School cannot approve such arrangements until this assessment has been conducted. For more information, please refer to the following site:

[http://www.unisa.edu.au/tss/Travel/Division%20of%20Business%20TSS%20travel%20protocols%20and%20procedures\\_May09.pdf](http://www.unisa.edu.au/tss/Travel/Division%20of%20Business%20TSS%20travel%20protocols%20and%20procedures_May09.pdf).

Accommodation is booked for you by the Travel Coordinator. The Hotel used will be a University preferred supplier. Advise this person of any special requirements for eg smoking floor (unless specified, all bookings will be made to a non-smoking floor) \*\*For upgrades, the difference will be at the cost of the traveler.

Please email or fax the following Travel Requirements to the Travel Coordinator: Transnational Support Services by the due date indicated above.

Travel Requirements			
Name: (As on passport – including your title)		Passport Expiry Date and number:	
Nationality*: (As on passport)	<input type="checkbox"/> Australian <input type="checkbox"/> Other (please specify) _____	Frequent Flyer Number: Please note that not all flights will accrue points	
Special Dietary Requirements:	<input type="checkbox"/> Vegetarian Meal <input type="checkbox"/> Non-Dairy <input type="checkbox"/> Other (please specify) _____	Upgrade Requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No Please note that you will be required to pay the difference in airfare if an upgrade is requested.
Overseas Business Form:	Mandatory requirement by the University. To be completed <b>EVERY</b> time you travel offshore. Tickets will not be issued until the confirmation slip produced by lodging this form is given to the Travel Administrator.	<a href="http://www-unisa.edu.au/intstaff/travel/overseasform.asp">http://www-unisa.edu.au/intstaff/travel/overseasform.asp</a>	**Confirmation slip must be given to the Offshore Travel Coordinator for tickets to be issued.
Do you have a University Credit Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

\* Please note that all travel arrangements are made on the assumption that you are an Australian passport holder. If you are not an Australian passport holder, please ensure that you have advised the Travel Coordinator so that necessary visa arrangements can be made, where required.

## 2. Textbook information

**DUE DATE: Insert Date**  
**TO: TSSMaterials@unisa.edu.au**

Please refer to the textbook spreadsheet that was sent to you at the same time as this Course Timeline Document.

Please e-mail TSS materials (**TSSMaterials@unisa.edu.au**) by the date indicated above with the details of your textbook.

## 3. Study Materials

### 3.1 Development of Assignments and Marking Guidelines

Please liaise directly with the Offshore Lecturer with regards to the development of the course materials and assignments. It is important that your Taylor's counterpart has input into your assessment to ensure that they are culturally and politically suitable. This liaison will also help them understand the relevant emphasis of your assessments.

The details of assignments should be included in your Course Information book. The marking guidelines should be provided direct to the Taylor's Lecturer for use when marking the papers.

### 3.2 Assignment Due Dates

Assignment due dates should be determined by the lecturer. Please add assignment due dates to the Key Dates page that you include in the Course Information Booklet. A template of the key dates page has been sent to you with this Course Timeline Information document. This template will include details of any public holidays. Please ensure that assignments are not due on public holidays.

### 3.3 Reference Books

**DUE DATE: Insert date**  
**TO: TSSMaterials@unisa.edu.au**

Reference books are purchased each time a course is offered with the intention of building the partner's Resource Library for the students. Please send the details of the reference books for your course to the address listed above by the due date. Please note that while we endeavor to arrange for all of your reference books to be purchased, due to budget constraints, this is not always possible. If there are any books on the list that are of particular importance, please indicate accordingly.

### 3.4 Print Ready Course Information and Study Guide

**DUE DATE: Insert Date**  
**TO: TSSMaterials@unisa.edu.au**

Please liaise with the offshore lecturer at least 5 weeks prior to the materials deadline indicated above and finalise your materials together.

All Course Information Booklets must be created using the approved Transnational Course Information booklet template: <http://www.unisa.edu.au/tu/about/service-framework/materials.asp>  
Location specific information will be supported with this document to assist you with compiling your CIB.

Key Dates information will be supplied to you with this document. As course materials are printed offshore please ensure that they do not include any material that is not owned by UniSA or the lecturer. **Please e-mail your Course Information booklet and Study Guide to your School Materials Coordinator prior to the due date listed above for final proofing.**

Materials should be supplied to TSS print ready and preferably in Word doc format to enable breaking them up into chapters for inclusion on the web. TSS do not copy check materials but send to the partner as supplied so it is the lecturer's responsibility to ensure that they are copyright compliant (UniSA owned and developed content only) and that all content, dates etc are correct.

### 3.5 Readings

**New Readings to be digitised:**

**DUE DATE:** **Insert Date**

**TO:** Digital Resource Service (DRS)

**Remove or change E-Reader auto link**

**DUE DATE:** **Insert Date**

**TO:** [TSSMaterials@unisa.edu.au](mailto:TSSMaterials@unisa.edu.au)

Readings are provided online through the Course website. Readings must be approved and digitised by the UniSA Library Digital Resource Service <http://www.library.unisa.edu.au/drs/default.asp> Please contact the DRS at [drs@unisa.edu.au](mailto:drs@unisa.edu.au) to arrange for your readings to be digitised by the date indicated above to ensure that they are able to be used. If your course readings differ from those provided for onshore courses you can request a location specific Course E-Reader is created by contacting DRS.

You may produce readings in hardcopy (if hardcopy copyright compliant) that cannot be digitised due to copyright restrictions. These readings should be printed in your school or through Document Services. Please note that it is in breach of CAL licensing guidelines to have copyright materials sourced in Australia and printed/copied in the offshore location. If you do print readings in hard copy and are travelling offshore please try to take these readings with you. Alternatively they may be supplied to TSS for shipping to the offshore location by arrangement. Proposed readings that are not digitally or hard copy compliant may not be used. Readings sourced in the offshore location are subject to the copyright laws of that country.

Your course website will auto link to the library Course E-Reader if it is available. If you do not require the link please contact [TSSMaterials@unisa.edu.au](mailto:TSSMaterials@unisa.edu.au) to have it removed. If you have arranged for a location specific reader to be made available please email url to [TSSMaterials@unisa.edu.au](mailto:TSSMaterials@unisa.edu.au) two weeks prior to the commencement of the semester.

If you are supplying a new set of readings, 3 hard copy booklets are also required for the Partner Resource Centre. These readings booklets should be printed and bound by Document Services and sent to Transnational Support Services for shipping to the offshore location.

### 3.6 Exam Papers

**EXAM WEEKS:** **Insert date**

**DUE DATE:** **Insert date**

**TO:** [TSSMaterials@unisa.edu.au](mailto:TSSMaterials@unisa.edu.au)

Please e-mail your exam paper to your School Materials Coordinator prior to the due date listed above for final proofing. Please liaise with your Taylor's counterpart before submitting your final exam to gain any feedback from them about the paper and in particular ensure local issues are taken into consideration.

A copy of the exam front cover page template will be sent to you at the same time as this Course Timeline Information document. The Exam duration in total hours plus NESB time that you included in the Assessment Summary of your Course Information Booklet **must not change and must match** the coversheet on your exam paper.

There is a possibility you will also need to provide a deferred exam for this course, in line with University policy. You will be advised by Partner Relationship Administrator approximately two weeks before this is required.

Please also note that if you will be moderating your exam and not marking it (non- CPA courses only), you are also required to set exam marking guidelines at the time the exam paper is written. Please forward these guidelines to the Taylor's lecturer directly.

### 3.7 Workshop Handouts/Notes (for UniSA lecturer when traveling to offshore location)

**DUE DATE: no later than 2 weeks prior to your workshops**

**TO: Upload to course website**

Please upload any student handouts to your course website "Seminar Materials folder" two weeks prior to your workshops. Materials that are not provided within this timeline may not be available for your workshop. Partner staff will access the handouts direct from the web for printing 2 weeks prior to the seminar. Please only provide materials where copyright is owned by UniSA or the Lecturer, or that you have permission to provide to students. All other materials should be treated as readings and printed here in Adelaide. See Readings, hard copy materials.

Please contact your School Executive Officer if you need administrative support with preparation of handouts.

### 3.8 Audio Visual requirements (for UniSA lecturer when traveling to offshore location)

**DUE DATE: 2 weeks prior to your workshops**

**TO: [TSSMaterials@unisa.edu.au](mailto:TSSMaterials@unisa.edu.au)**

Please complete the form at point 11 of this document. Note: If you have specialised software or room requirements this should be provided 4 weeks prior to your seminar.

## 4. Websites & Online Resources

**Network access & UniSA Email account for new UniSA staff**

**DUE DATE: Insert Date**

**TO: School Finance and Resource Officer**

**Welcome Message**

**DUE DATE: Insert Date**

**Set up Assign IT**

**DUE DATE: Insert Date**

### 4.1 Access

Access the website using your UniSA network account. Staff who do not have a UniSA network account should contact their school Finance & Resources Officer at least 4 weeks prior to the commencement of the semester to have a network and email account created for you.

If you have not received the Course web URL by email at least 2 weeks prior to the commencement of the semester please contact [TSSMaterials@unisa.edu.au](mailto:TSSMaterials@unisa.edu.au).

#### Course Websites

With the exception of CBBA every course offered has a website created by Transnational Support Services online team. The standard course area includes:

- Course noticeboard
- Learning Materials noticeboard
- Frequently Asked Questions noticeboard
- Course Discussion (Student write access, academics to monitor 3 times per week or use notify option in discussion board)
- Course Information Guide (.pdf format)
- Study Guide (.pdf format)
- Course E-Reader

UniSA staff are given full content developer access to add materials to their website.

Offshore lecturing staff are given access to post content to noticeboards unless arrangements have been made by the Course Coordinator for additional access with the Web & Online Team.

If you have any additional content that you would like copied over from a previous delivery please notify [TSSMaterials@unisa.edu.au](mailto:TSSMaterials@unisa.edu.au) for every delivery.

## 4.2 Welcome Message

Course Coordinators and Offshore lecturers should post a welcome message to the website, course noticeboard, by the due date indicated above.

You are encouraged to regularly post announcements and resources to the course area of the site throughout the term.

## 4.3 Posting Materials to the Course Website

Any materials where copyright is owned by UniSA or the lecturer may be posted to the course website. All other materials must be digitally copyright compliant and registered with the Digital Resource Service. Materials should include the appropriate copyright warning notices unless written permission is obtained from the copyright owner. This includes powerpoint slides. Particular care should be taken with embedding images or cartoons, sections of texts or case studies in your materials.

## 4.4 Copyright Compliance

Further information relating to copyright compliance can be obtained from:

UniSA Copyright Website: <http://www-i.unisa.edu.au/footer/copyright/cprindex.asp>

Alternatively you can check your copyright compliance with the UniSA Copyright Officer:

[cathy.davis@unisa.edu.au](mailto:cathy.davis@unisa.edu.au) or have your materials checked and digitised by the Digital Resource Service <http://www.library.unisa.edu.au/drs/default.asp>, [drs@unisa.edu.au](mailto:drs@unisa.edu.au)

## 4.5 AssignIT

All courses **must use AssignIT** involving both electronic submission of assignments and electronic feedback/ return of assignments, unless an exemption is approved by the School allowing for an alternative mode of submission &/or return. The exemption must be recorded on the exemption spreadsheet by your school administrator so that TSS can advise the partner to provide hard copy administrative support.

Course Coordinators are responsible for setting up the assignments in AssignIT and giving the offshore lecturer and moderator access as a marker. All assignments should be set up at the offshore **class level only**.

A manual is available to assist you with setting up assignIT. For further assistance please contact your School Executive Officer. For technical assistance please contact FLC Online Advisor: [Patrick.Raets@unisa.edu.au](mailto:Patrick.Raets@unisa.edu.au).

# 5. Moderation of Marked Assignments

## 5.1 Assignments submitted via AssignIT that require moderation

Process:

1. After the Taylors lecturer has marked the assignments, they will enter the results onto the grade spreadsheet and e-mail a copy to the moderator.
2. Using the spreadsheet as a guide, the moderator will select a sample of the assignments and download them from AssignIT for moderation. The current policy states that the following: *The stratified sampling methodology is to be used in this process to validate the distribution of grades. This involves selecting one paper within each grade from the highest, lowest and middle range of the grade. If the class size is greater than 50 then a minimum sample size of 30 must be moderated by maintaining the stratified methodology approach and randomly selecting the additionally required number of scripts.*
3. After moderating the assignments, the moderator will send a report to the Head of School indicating their opinion and recommendation. Except in cases of significant misjudgement by the original marker, the report will normally fall within the range of 50 – 100 words. The turnaround time for moderating the assignments and sending the report to the HOS is 7 days.
4. The HOS will approve the report and advise the moderator. If changes need to be made to the grades, then the moderator will update the excel spreadsheet and send a copy to the Taylors lecturers, their SEO and to TSS materials along with a copy of the approved moderation report. If

no changes need to be made, then just a copy of the approved moderation report is sent to the Taylor's lecturer, the SEO and to TSSmaterials.

5. The Taylor's lecturer will make any adjustments to the grades on the assignments and return them to the student via AssignIT.

## 5.2 Assignments submitted in hardcopy that require moderation

Process:

1. After the Taylor's lecturer has marked the assignments, they will enter the results onto the grade spreadsheet and e-mail a copy to the moderator.
2. The moderator will advise the Taylor's lecturer via e-mail which assignments they wish to moderate. The current policy states that following sampling method should be used: *The stratified sampling methodology is to be used in this process to validate the distribution of grades. This involves selecting one paper within each grade from the highest, lowest and middle range of the grade. If the class size is greater than 50 then a minimum sample size of 30 must be moderated by maintaining the stratified methodology approach and randomly selecting the additionally required number of scripts.*
3. The moderator will receive the selected papers via their school office.
4. After moderating the assignments, the moderator will send a report to the Head of School indicating their opinion and recommendation. Except in cases of significant misjudgement by the original marker, the report will normally fall within the range of 50 – 100 words. The turnaround time for moderating the assignments and sending the report to the HOS is 7 days.
5. The HOS will approve the report and advise the moderator. If changes need to be made to the grades, then the moderator will update the excel spreadsheet and send a copy to the Taylors lecturers, their SEO and to TSSmaterials along with a copy of the approved moderation report. If no changes need to be made, then just a copy of the approved moderation report is sent to the Taylor's lecturer, the SEO and to TSSmaterials.
6. The moderator returns the assignments to the School who will forward them to TSS so that they can be returned to Taylor's.
7. When they receive the assignments back, the Taylor's lecturer will make any adjustments to the grades on the assignments and return them to the student.

## 6. Marking of Exams and Final Result Entry (CPA courses)

Process:

1. The exams will be sent to the course coordinators via the school office.
2. The course coordinator will mark the exams and enter the results on the Grade Roster and set them to 'Not Reviewed'. A copy of the excel spreadsheet containing the final grades is also sent to the Taylor's lecturer for their reference. The turnaround time for marking exams is 7 days.
3. The 'Review of Final Grades' meeting with all the Course Coordinators and Program Directors will occur. Each Course Coordinator will be asked to attend this meeting and present a brief report on the final results for their course. Further details on this will be provided to the course coordinators during the study period. Following this meeting, CP and TP's will determined and approved. Then, the HOS will approve the final grades
4. Once the Appeals Process is complete (approximately 1.5 months after the exam period), the course coordinator returns the exams to the School who will forward them to TSS so that they can be returned to Taylor's (a LAN requirement).

## 7. Course evaluation and student evaluation of teaching

Hardcopy evaluation forms using the standardised offshore template will be presented to students to capture CEI and SET data. Completed forms will be returned to your school for data entry into

the CEI/SET online system. Further details specific to individual locations can be obtained from the Partner Relationship Coordinator.

## **8. Academic Issues - Communication**

Academic Issues arising that cannot reasonably be resolved by the lecturer should be referred to the Program Director.

For university resources and programs to support you in your offshore teaching, please contact the Transnational Professional Developer Gavin Sanderson at [Gavin.Sanderson@unisa.edu.au](mailto:Gavin.Sanderson@unisa.edu.au) or on 830 20781.

Please contact your Academic Library Services team ([Lby-Business-DivLibrarians@unisa.edu.au](mailto:Lby-Business-DivLibrarians@unisa.edu.au)) to ensure you are aware of the resources and support the Library can provide to you and your students.

## **9. Contingency Arrangements**

In the event that a travel ban prevents normal UniSA lectures occurring, your support is required for the contingency arrangements that have been decided upon by the Program management group.

## **10. Payment Information**

**TO: [divbueprahkbusw@unisa.edu.au](mailto:divbueprahkbusw@unisa.edu.au)**

If you have not already received your payment page from TSS, please send an e-mail to the address listed above.

**Please note that final payment cannot be made until all moderation reports have been approved by your Head of School and sent to [TSSMaterials@unisa.edu.au](mailto:TSSMaterials@unisa.edu.au).**

## 11. Audio Visual Requirements if applicable

Please return this page to TSSmaterials@unisa.edu.au, 2 weeks prior to your workshop to ensure the required equipments will be ready for you.

Audio Visual Requirements			
Course Coordinator:		Intake:	
Course:		Program:	Taylors Programs
Please indicate which equipment you require for your lectures and return this information to:- TSSmaterials@unisa.edu.au			
Activity	Equipment	Required	Special Instructions
PowerPoint Presentation	Computer	<input type="checkbox"/>	
	Projector	<input type="checkbox"/>	
Transparency Projection	LCD Projector	<input type="checkbox"/>	
	Overhead Projector	<input type="checkbox"/>	
Audio Presentation	Cordless Microphone – clip	<input type="checkbox"/>	
	Microphone – handheld	<input type="checkbox"/>	
DVD Presentation	DVD Player	<input type="checkbox"/>	
	Computer	<input type="checkbox"/>	
Video Presentation	Video Recorder	<input type="checkbox"/>	
	Video Projector	<input type="checkbox"/>	
	TV	<input type="checkbox"/>	
Other	Whiteboard	<input type="checkbox"/>	
<i>(please specify)</i>		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

## **12. Program Staff Contact Details**

<http://www.unisa.edu.au/tss/contact.asp>

## **13. Process Documentation and Resources**

Process Documentation and resources to support your teaching may be found at:

[http://www.unisa.edu.au/tss/ac\\_resources/ac\\_resources.asp](http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp)