


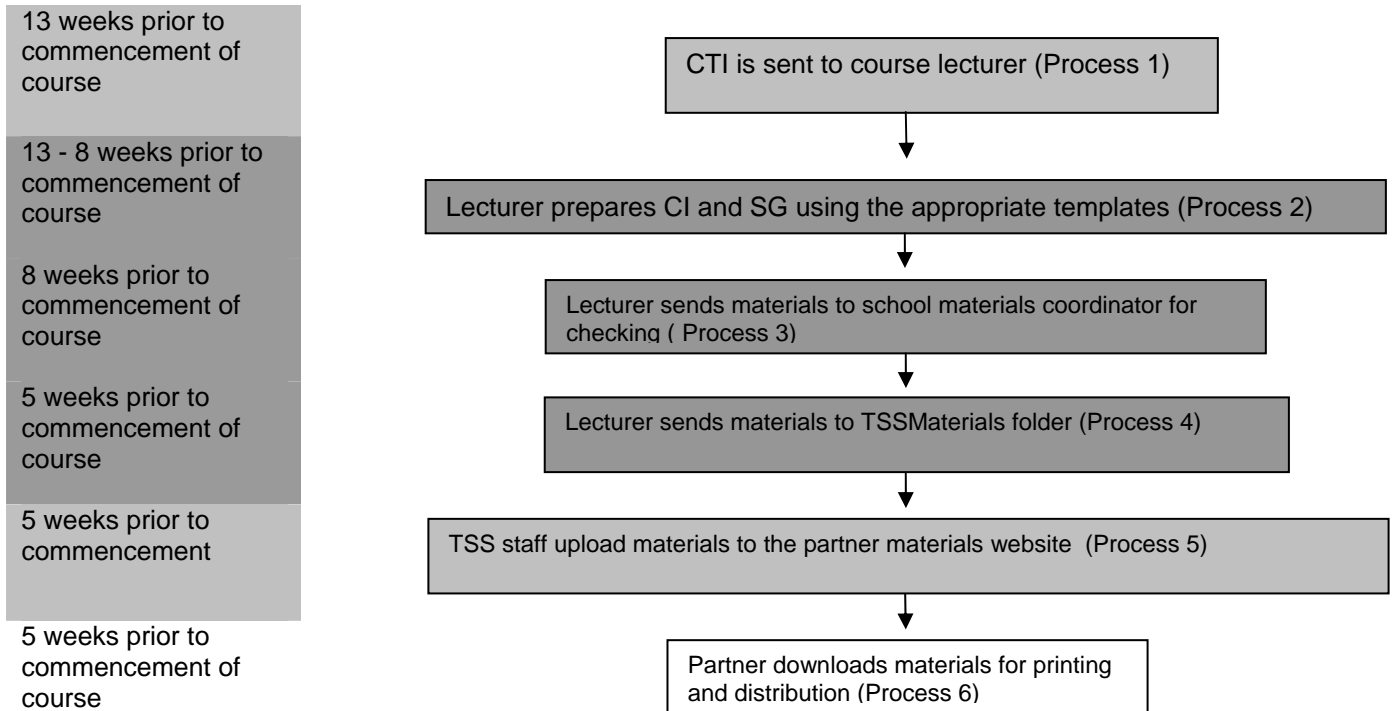


## Processes for Course Information and Study Guides

TSS =   
 School =   
 Partner = 



### Guide to Acronyms

**CTI: Course Timeline Information (formerly known as TPI)**

#### School

**DHOS: Deputy Head of School**  
**SEO: School Executive Officer**  
**SA: School Administrator**  
**CC: Course Coordinator**  
**MOD: Moderator**  
**OL: Offshore Partner Lecturer**

#### TSS

**PRC: Program Relationship Coordinator**  
**PRA: Program Relationship Administrator**  
**SSA: Student Services Advisor**  
**CTWO: Coordinator Travel Web and Online**  
**AWO: Administrator Web and Online**

**Process 1:** CTI is sent to lecturer

PRA sends an Email to the nominated Course Coordinator and Lecturer or Moderator with CTI, Study Guide template, Course Information Template, Key Dates and Intake Timetable as attachments. PRA copies this Email to TSS Materials, TSS Travel (except Kaplan Full Time Programs (HKBU f/t program involves travel), TSS PRC & SSA, Offshore Lecturer ( Full time Programs) SEO and School Administrator.

**Process 2:** Lecturer prepares CI and SG using the appropriate templates

Using the Course Information and Study Guide template that was sent as part of the CTI package, the lecturer prepares the course materials. In collaborative/moderated programs UniSA lecturer **liaises directly with partner lecturer** to develop course materials.

**Process 3:** Lecturer sends materials to school materials coordinator for checking

When materials have been completed the lecturer sends them to the relevant schools materials coordinator. The Materials coordinator reviews the materials and sends back to the lecture. If changes are requested, the lecturer makes those changes otherwise materials are complete.

**Process 4:** Lecturer sends materials to TSSMaterials folder

The finalised **print ready** materials should be sent by academic teaching staff to [TSSMaterials@unisa.edu.au](mailto:TSSMaterials@unisa.edu.au). This should occur at least five weeks prior to the commencement of the course to allow enough time for the materials to be printed and distributed by the partner staff and for the W&O team to prepare and uploaded the materials to the course website.

**Process 5:** TSS staff upload materials to the partner materials website

Once the materials have been received, the AWO uploads them to the relevant partner materials website. The AWO then advises the relevant partner staff member that files have been uploaded. This process take place within a maximum of two days after materials have arrived. Please note that TSS do not copy check materials but sends to the partner as supplied.

**Process 6:** Partner downloads materials for printing and distribution.

It is then the partners responsibility to download the materials from the partner materials website and print and distribute the materials to the students.

**Appendix 1: Staff contacts - go to: [http://www.unisa.edu.au/tss/ac\\_resources/ac\\_resources.asp](http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp)**