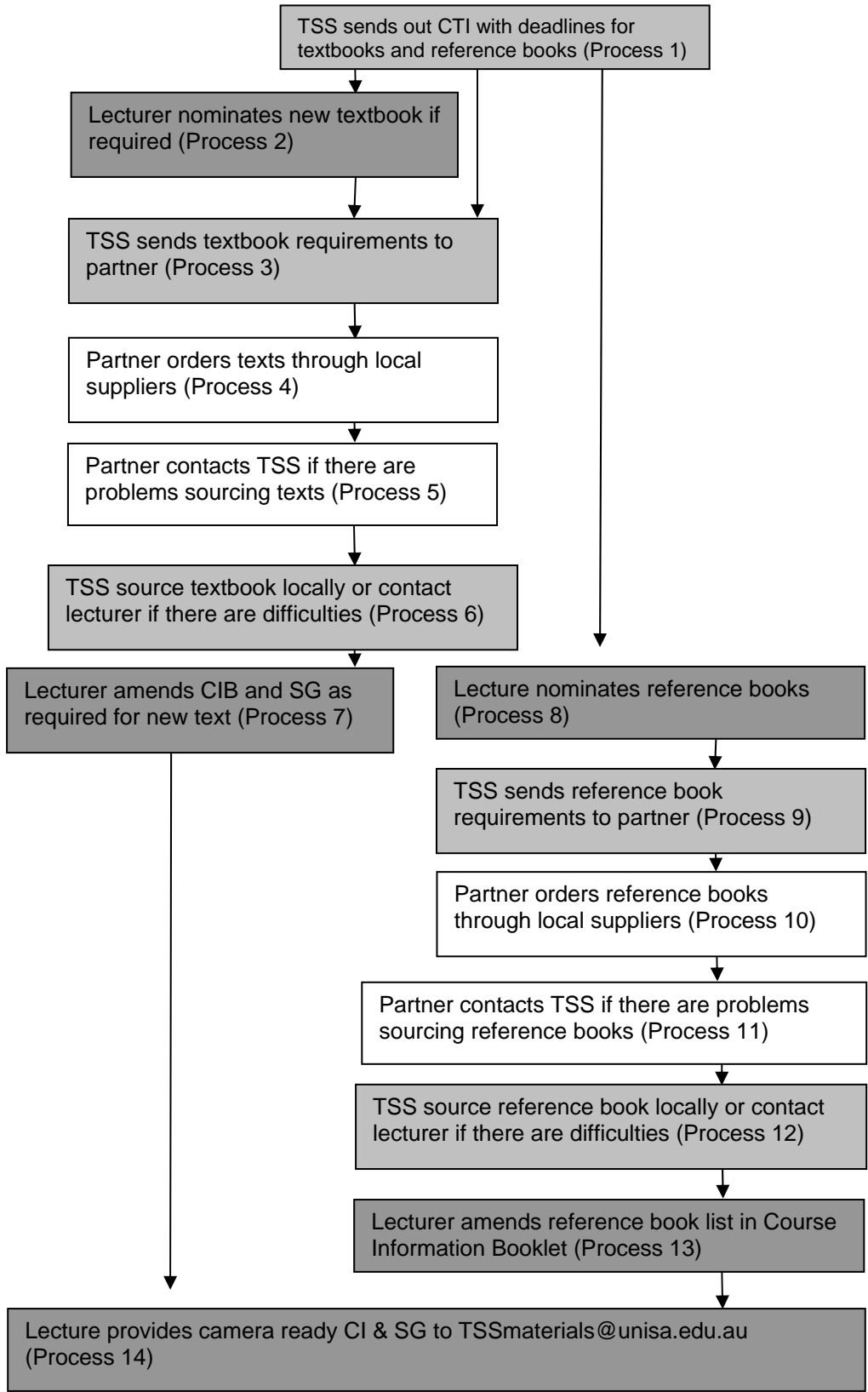
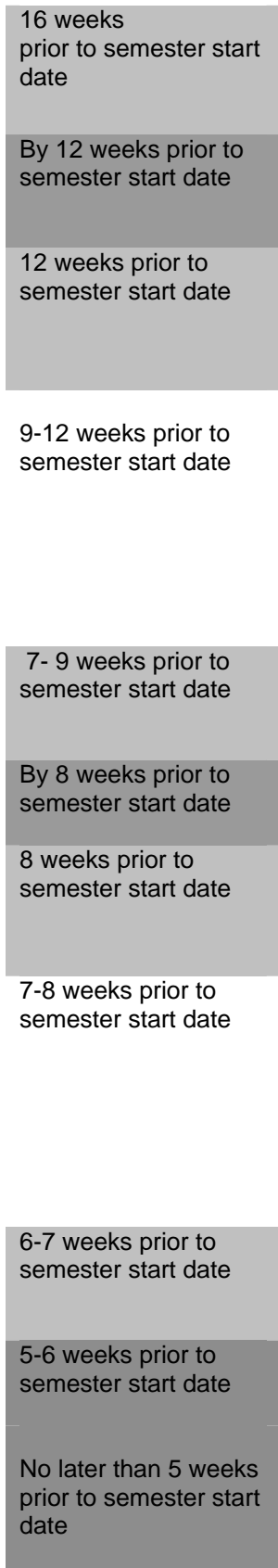


Textbooks and Reference Books process

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. TSS sends out CTI with deadlines for textbooks and reference books

Once the teaching nomination is confirmed, TSS PRA generates Course Timeline Information (CTI). The due date for textbooks is auto calculated 12 weeks prior to commencement of term reference book deadline auto calculated 8 weeks prior to the commencement of term.

Textbooks:

The details of the required text for this module will be taken direct from the Course Homepage, located on the UniSA website <http://www.unisanet.unisa.edu.au/courses/>, as per approved Course Statements. If a different text is required to that listed on this website, Lecturers must send the appropriate advice (Process 2) to TSS **by the due date** with necessary details. It is against University policy to use a text which has not been approved through the necessary channels. If the text is not approved, the lecturer should arrange for this to occur as soon as possible, by liaising with the School Executive Officer (SEO). If no change to text go to process 3.

Process 2. Lecture nominates new textbook if required

Change of text should be communicated to TSS by completing the following table provided in the CTI and emailing to TSSMaterials@unisa.edu.au. If this is not provided by the due date for textbook information the standard text will be ordered for this delivery.

Textbook Information			
Title:			
Author:		Edition:	
Publisher:		Year:	
ISBN:			

Process 3. TSS sends textbook requirements to partner

TSS PRA collates required text list from Course Home Pages and new text nominations from academics. PRA emails textbook requirements for all courses in offshore semester to the offshore partner.

Process 4. Partner orders texts through local suppliers

Partner contacts local suppliers and advises/orders textbooks for students. Note: HKBU part time and Taylor's programs do not supply texts as part of course fee therefore students must order text direct from suppliers.

Process 5. Partner contacts TSS if there are problems sourcing texts

If the textbook supplier is unable to provide texts the Partner contacts the PRA-TSS. This is rare however issues do sometimes arise if there are differences in local/international editions and or new editions become available. If no problems go to Process 14.

Process 6. TSS source textbook locally or contact lecturer if there are difficulties

The PRA sources textbook via Unibooks and arranges for shipping to offshore location. If PRA is unable to source text through Unibooks they contact the lecturer for an alternative textbook nomination.

Process 7. Lecturer amends CIB and SG as required for new text

If a different text is required the lecturer updates CIB and SG to reflect changes. Go to Process 14.

Process 8. Lecture nominates reference books

8 weeks prior to the commencement of term the lecturer sends an email listing required reference books to TSSMaterials@unisa.edu.au. Lecturer provide reference book list with the most preferable books on the top of the list.

Process 9. TSS sends reference book requirements to partner

PRA - TSS check current reference books available in location. PRA choose and advise partner to purchase reference within the budget.

Process 10. Partner orders reference books through local suppliers

Partner staff contact local suppliers and order required references. Note: in some locations these are paid for out of the program budget, in other locations these are paid for by the partner. If no problems go to Process 14.

Process 11. Partner contacts TSS if there are problems sourcing reference books

Partner staff contact PRA- TSS if they are unable to source reference books or if budget has been exceeded. If no problems go to Process 14.

Process 12: TSS source reference book locally or contact lecturer if there are difficulties

The PRA sources reference books via Unibooks and arranges for shipping to offshore location. If PRA is unable to source reference book through Unibooks they contact the lecturer for an alternative reference book nomination.

Process 13: Lecturer amends CIB and SG as required for new reference book.

If a different reference book is required or if a reference book is not available in a particular location the lecturer updates CIB and SG to reflect changes. Go to Process 14.

Process 14: Lecture provides camera ready CI & SG to TSSmaterials@unisa.edu.au no later than 5 weeks prior to the commencement of the semester.

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