

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:		Partner Name:	
Course Title:		School:	
Term/Semester:		Estimated Student Number	
Term Start Date:		Course Coordinator and Moderator:	
Offshore Lecturer Name & Email:			

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 TPI		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	8 wks 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	TSS Materials
Audio Visual Requirements	2wks prior to lecture**		Course Coordinator	TSS Materials
Exam Paper	4 wks prior to exam		Course Coordinator	Insert Name
Deferred Exam	AS REQUIRED		Course Coordinator	Insert Name
Moderation of marked assignments	7 days from receipt of assignments		Moderator	N/A
	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	7 days turn around		HOS	N/A
Coordinate process of student appeals against final grade	AS REQUIRED		Course Coordinator	N/A

* If textbook is different from approved text

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

Tasks and Key Dates Overview for Non-CPA courses				
TASK	DUE DATE	COMPLETED	RESPONSIBILITY	SEND TO
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	8 wks 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
Exam Paper	4 wks prior to exam		Course Coordinator	Insert Name
Deferred Exam	As Required		Course Coordinator	Insert Name
Moderation of marked assignments	7 days from receipt of assignments		Moderator	N/A
Compiling Moderation Report for Assignment	7 days from receipt of assignments		Moderator	Head of School
Moderation of Marked Exams	7 days from receipt of exams		Moderator	N/A
Compiling Moderation Report for Examination	7 days from receipt of exams		Moderator	Head of School
Grade Roster set to 'Approved'	2 weeks from receipt of exams		HOS	N/A
Coordinate process of student appeals against final grade	As required		Course Coordinator	N/A

* 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: Insert Date

TO: email to TSStravel@unisa.edu.au or fax to Emma Hughes, Offshore Travel Coordinator 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 Offshore 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.

Accommodation is booked for you by the Offshore 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 Offshore Travel Coordinator by the due date indicated above.

Travel Requirements			
Name: (As on passport – including your title)		Passport 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 EVERY time you travel offshore. Tickets will not be issued until the confirmation slip produced by lodging this form is given to the Travel Administrator.	http://www.unisa.edu.au/intstaff/travel/overseasform.asp	**Confirmation slip to be given to TSS Travel Administrator
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 Offshore Travel Coordinator so that necessary visa arrangements can be made, where required.

2. Textbook information

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

The approved textbook for this course as listed on the course homepage at <http://www.unisanet.unisa.edu.au/courses/> will be ordered for the students. Please e-mail TSS materials (TSSMaterials@unisa.edu.au) by the date indicated above if this is not the correct textbook for your course.

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

3.2 Assignment Due Dates

Please add assignment due dates to the Key Dates page that you include in the Course Information book. A template of the key dates page will be sent to you with this Course Timeline Information document. This template will include details of any public holiday's. Please ensure that assignments are not due on public holiday's.

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 person nominated 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 BUE Transnational Course Information booklet template.

The Course Material templates and 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 **print ready** Course Information and Study Guide to the address listed above.

Please contact your School Executive Officer if you need administrative support with study materials prior to the due date. Materials should be supplied 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)

Readings Links for the course website (Table of Contents):

DUE DATE: **Insert Date**

TO: 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> before they can be added to the website. Please contact the DRS at 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.

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, if you are not travelling offshore or are unable to take them with you, they may be supplied to TSS for shipping to the offshore location.** 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.

Please provide a complete, referenced table of contents (Word doc) for the course website and links supplied by DRS to TSSMaterials@unisa.edu.au by the date indicated above. If readings have not been digitised by DRS and are to be sourced from another location e.g library databases, please indicate source on your table of contents.

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 WEEK: **Insert exam week**

DUE DATE: **Insert Due Date**

TO: **Insert Name (PRA)**

Please send an electronic copy of your exam to the person listed above by the due date. A copy of the exam front cover page template will be sent to you at the same time as this Course Timeline

Information document 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: 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

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.

You will be provided with access to the website approximately 1-2 weeks prior to the commencement of the semester and notified of it's availability by email.

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 home noticeboard
- Resources noticeboard
- Frequently Asked Questions noticeboard
- Forum (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)

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 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 Staff profiles

UniSA Lecturers -

Please ensure that your UniSA staff home page has a current photograph and at least a short biography. The photograph needs to be supplied to UniSAnet Help for uploading and the individual lecturers should upload the biography by selecting the change option at the bottom of their staff page. Administrative assistance is available for this process if required.

Consultant Lecturers -

Consultant lecturers (who do not have a UniSA staff home page) should provide a current photograph, short biography and contact details for students to TSSMaterials@unisa.edu.au 2 weeks prior to the commencement of the semester

4.4 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.

4.5 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 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

4.6 AssignIT

All courses **must use AssignIT** for the submission of assignments unless an exemption is approved by School TALC.

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: wayne.pedder@unisa.edu.au

5. Moderation of Marked Assignments

5.1 Moderation of marked assignments

With the introduction of Assign IT, moderators will be expected to go online and select assignments for moderation.

Process for moderation with Assign IT

All assignments will be submitted by Assign IT unless exemption has been approved by the School. Once the offshore lecturer has completed the marking of assignments, the UniSA moderator selects samples from the grade spread in the excel spreadsheet and downloads these assignments from Assign IT for moderation. The turn around time for moderating assessment papers is 7 days.

For further information about this process, please go to:
http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp

Manual Process (Hardcopy assignments sent to UniSA for Moderation)

It is anticipated that the marked assignments will arrive from the Partner approximately 2.5 weeks after the due date. The School office will contact you via e-mail to determine whether you would like the samples to be sent to you, or if you would like to collect them. If you will not be available during this time, please let the School office know so alternative arrangements can be made.

Please return the sample papers back to the School office after moderation. The turn around time for moderating assessment papers is 7 days. Please advise your School Executive Officer if you expect a delay in the moderation process.

5.2 Compiling Moderation Report on the Assignments

Once the moderation of the assignment has been completed, please compile a report indicating your opinion and recommendation. Except in cases of significant misjudgment by the original marker, the report will normally fall within the range of 50 -100 words. The report should be forwarded to your Head of School for final decision on the grades or further actions. Please send a copy of the report to the Offshore Lecturer, your School Executive Officer and the Partner Relationship Co-ordinator (PRC) once it has been approved

Where scaling down/up is decided by the Head of School as the further action, it is moderator's responsibility to carry out the scaling down/up and provide TSS with the after-moderation final grades.

Please note that this report should be completed and e-mailed to the Head of School no later than 7 days from receipt of the assignments.

6. Moderation of marked exams and Final Result Entry (Non CPA courses)

6.1 Moderation of Marked Exams

It is anticipated that the marked exams will arrive from the Partner approximately 2.5 weeks after the exam date. The Offshore Lecturer will send the grades spreadsheet to you via email. Please be advised that the School will forward all exam scripts to you. Please make your own selection for moderation. Please indicate if you would like the exams to be sent to you, or if you would like to collect them. If you will not be available during this time, please let the School office know so alternative arrangements can be made.

Please return all exam papers back to the School office after moderation. The turn around time for moderating exam papers is 7 days. Please advise your School Executive Officer if you expect a delay in the moderation process.

6.2 Compiling Moderation Report on the exams

Once the moderation of the exam has been completed, please compile a report indicating your opinion and recommendation. Except in cases of significant misjudgment by the original marker, the report will normally fall within the range of 50 -100 words. The report should be forwarded to your Head of School for final decision on the grades or further actions. Please send a copy of the report to the Offshore Lecturer, your School Executive Officer and the Partner Relationship Co-ordinator (PRC) once it has been approved

Where scaling down/up is decided by the Head of School as the further action, it is moderator's responsibility to carry out the scaling down/up. Please liaise with your School staff in relation to issues that may arise during the moderation process, for example, examination misconduct.

Please note that this report should be completed and e-mailed to the Head of School no later than 7 days from receipt of the exams.

6.3 Final Result Entry

Once the Offshore lecturer has marked the exams, they will enter the final course results into Medici and set the Grade Roster to 'Ready for Review'.

Once the moderation report is approved by the Head of School, the HOS will set the Grade Roster to 'Approved' and students will be able to view their results via myUniSA.

If changes need to be made to the grades as a result of moderation, the Moderator is responsible for making any alterations to the Grade Roster in consultation with the HOS.

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

Marking of exams and final result entry onto Medici is to be completed within 7 days of receipt of the exam papers by the marker. Information manuals are available to assist the entering of final grades into Medici. Please contact your School Executive Officer if you require manuals or have access difficulties. Please note that it is the Course Coordinators responsibility to input the final grades into Medici and set the grade roster to 'Ready for Review'. Once this has been completed, the Head of School will set the grade roster to 'Approved' and students will be able to view their results via myUniSA.

8. 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 Program Relationship Coordinator.

9. 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 Kylie Jarrett at kylie.jarrett@unisa.edu.au or on 830 27032.

Please contact your Academic Library Services team (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.

10. 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.
[See Appendix 1.](#)

11. Payment Information

TO: School Finance Officer

Please complete the Payment forms contained at the end of this document. All forms must be signed by both the Academic staff member and the Head of School and forward to the School finance officer as per your payment form in order for paper work to be processed.

12. 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:	
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"/>	

13. Program Staff Contact Details

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

14. 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