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GUIDELINES FOR CREATING A SUBJECT DOCUMENT

Select Subject Document Type

Approval form for a new or revised subject profile

For award subjects, this approval form is designed to provide approving committees with sufficient information to academically accredit a subject for teaching. The fields included in the document, together with, for new subjects only, the required attachment A, comprise the minimum information that must be provided. Faculties may, however, require additional information for their subjects.

For non-award subjects, the Curriculum Learning and Teaching Committee (CLTC) is the approving body. Throughout the Guidelines contained in this pro forma, references to Faculty Courses Committee as approving body should be read as CLTC for the approval of non-award subjects.

Award and non-award subjects

An award subject is a subject which is a component of an award course leading to an award conferred by the University. An award subject has a point value, which contributes to the total points for the award except where the award subject has a point value of 0, in which case the subject is often a practical subject which is also required as a component of the course. Credit can be given in an award course for award subjects completed in another award course.

A non-award subject is a subject which is not a component of an award course. It does not have a point value (although it does have a load) nor can it count for credit in an award course. Enabling subjects (either bridging or supplementary subjects) are examples of non-award subjects.

The term NEW applies to the following:

- a. any completely new subject being developed from the beginning
- b. any existing subject for which:
 - a NEW SUBJECT CODE is being allocated; and/or
 - variation to the POINT VALUE is being made (new code is also required); and/or
 - variation to the DURATION is being made (new code is also required)
 - so that this new version of the subject completely replaces the existing subject (i.e., the existing subject will no longer be offered).
- c. any new subject which is based on an existing subject and where the existing subject will continue to exist to serve courses (for example, where an existing undergraduate subject at an introductory level in a discipline is used as the basis for a master level introductory subject in that discipline).

The term REVISED applies to ANY existing subject for which some or all of the subject components (except code, point value and/or duration: see above) are changed so that the revised version of the subject is designed to replace the existing version of the subject (i.e., the existing version will no longer be offered).

New Subjects

All new award subjects require approval by the appropriate Faculty Courses Committee.

For non-award subjects, approval by the Curriculum Learning and Teaching Committee (CLTC) is required, and this committee replaces Faculty committees in the guidelines below.

Documentation/approval

Subject profile: a new subject profile is completed, including the full subject code. The subject code is determined in consultation with the Faculty Office and the Masterfiles Officer in Student Administration.

Course documentation: if the new subject is part of a course (new or revised) for which an approval document is being prepared (this may be a course approval document or major review document), the new profile should be attached to the course document so that it accompanies that document through the approval process as far as Faculty Board. Note: where a new subject is part of a course documentation process, the subject profile is required by Senate to have been approved at the same meeting at which the course document is given final approval.

Subject summary sheet: if the new subject is not part of a course for which an approval document is being prepared:

- i) complete and attach to the new subject profile a summary sheet (see relevant fields in CASIMS pro forma) which:
 - specifies the courses served and the function of the subject within each of the courses served [e.g., core subject, compulsory subject in minor, restricted elective], and
 - in the case of a completely new subject, provides reasons for the introduction of the new subject; OR
 - in the case of an existing subject for which a new code is being allocated, lists by field number and name the fields which have been changed, and provides reasons for the changes; OR
 - in the case of creating a new subject based on an existing subject (which will continue to exist), lists by field number and name the fields which have been changed, and provide reasons for the introduction of the new subject.
- ii) the new profile and summary sheet should be placed on the agenda for consideration at the next meeting of the School Board (or committee designated by Faculty) for transmission to the Faculty Courses Committee.

Note: If the new subject is accompanying a course document, a subject summary sheet is not required to accompany these documents. However, the subject summary fields will still need an entry in CASIMS in order for the process of creating a subject profile to be completed, so when creating the subject profile, the N/A option should be selected in each subject summary field.

Select New Subject Type

A **completely new subject** is one which is being developed from the beginning.

An **existing subject for which a new code is allocated** is one which is classified as new and is designed to completely replace the earlier version of the subject, which then becomes obsolete. The code may be the only component which is altered or it may be accompanied by other changes to the subject. When the duration and/or the point value of a subject is being varied, a new subject code is also required.

A **new subject based on an existing subject** is one where the development of the new subject draws upon an existing subject, but where the existing subject will continue to exist to serve courses. For example, an existing undergraduate subject at an introductory level in a discipline may be used as the basis for a master level introductory subject in that discipline. In such an instance, the content in the higher level subject might remain the same, but the assessment would be different.

Subject Document Set-up

Subject Code

Description Guidelines

The subject code is a unique identifier for the subject.
The subject code is of the form XYZLMN, where:
XYZ is a three alpha-character prefix indicating the subject area;
L is a numeral in the range of 0 – 7 indicating the subject level, and
M and N are either two further digits, or one digit and the letter 'C' (for unspecified credit)
New prefixes require the approval of the University Course Planning Committee (UCPC).

The meaning of each of the levels is as follows:

- Level 0 = bridging, enabling or other non-award subject.
- Level 1 = Introductory
- Level 2 = Building on Level 1
- Level 3 = Building on Level 2 up to a level expected of a graduate of a three year undergraduate degree
- Level 4 = Level expected of a graduate of an undergraduate degree of more than three years duration or in a postgraduate study that goes beyond an undergraduate degree
- Level 5 = Expected to involve a level of analysis or application of knowledge that meets the AQF Masters Guidelines

Level 6 = Codes assigned to the research component of Master courses

Level 7 = Subjects taken in a Doctoral Program and codes assigned to the research component of Doctoral courses (including professional doctorates).

Note: The owning Faculty devises a subject code after consultation with the Master Files Officer in Student Administration, who will advise on numbers of codes still available for a given prefix (in the case of all other subjects).

The proposed subject code must be entered in full on the subject profile that is submitted to the Faculty Courses Committee. Where an incomplete code is used prior to submission (for example, ACC3xx), this code MUST still be a unique set of characters to distinguish it from all other subjects. When this code is finalised in the Subject title field of the subject profile, it must also be amended in the following fields in any accompanying course documents: Course structure, Enrolment pattern. For all other fields in an accompanying course document, finalising the subject code in the subject profile will result in automatic updating in those course document fields in which the subject has been listed.

Approval by Faculty Courses Committee
Change approved by Not alterable; if this field is to be changed, a new subject must be created

Subject Title

Description The descriptive name for the subject. This name may exceed 30 characters in length but moderation is encouraged.

Guidelines Arabic numbers should be used in preference to Roman numerals (eg. Art 2 not Art II).

Note: a subject title need not be unique, but it should concisely convey meaning to the reader.

Approval by Faculty Courses Committee
Change approved by Faculty Courses Committee

Convening School

Description For award subjects, the Convening School is the school responsible for monitoring the quality and effectiveness of teaching in the subject and ensuring that the assessment procedures used are consistent with the subject's objectives. Initially this will probably be the School which proposes the subject. In cases where a subject is owned by one Faculty but taught by another, the owning Faculty will provide the convening School.

For non-award subjects, the 'Convening School' is the unit responsible for the matters identified in the paragraph above.

Guidelines Select the name of the Convening School and its Academic Organisational Unit (AOU) code from the current listing given.

Approval by Faculty Courses Committee (or CLTC for non-award subjects)
Change approved by Dean of Faculty (or CLTC for non-award subjects)

Award and non-award subjects

An award subject is a subject which is a component of an award course leading to an award conferred by the University. An award subject has a point value, which contributes to the total points for the award except where the award subject has a point value of 0, in which case the subject is usually a practical subject which is also required as a component of the course. Credit can be given in an award course for award subjects completed in another award course.

A non-award subject is a subject which is not a component of an award course. It does not have a point value (although it does have a load) nor can it count for credit in an award course. Enabling subjects (e.g. bridging or supplementary subjects) are non-award subjects.

GUIDELINES FOR AUTHORIZING/EDITING A SUBJECT DOCUMENT

Subject Summary Sheet

Courses Served and Function of Subject in Each Course

For either:

- a new subject which is not part of a course for which an approval document is being prepared; or
- a revised subject

specify the courses served and the function of the subject within each of the courses served [e.g., core subject, compulsory subject in minor, restricted elective].

Note: a memorandum is NOT required for a new subject which is accompanying a course document.

Fields Changed

For a **new subject being based on an existing** subject or a **revised subject**, list by **field number and name** the fields which have been changed.

For a completely new subject, select N/A.

Note: a memorandum is NOT required for a new subject which is accompanying a course document.

Rationale

In the case of a **completely new** subject, provide reasons for creating a completely new subject.

In the case of a **new subject being based on an existing** subject or a **revised subject**, provide reasons for the changes which have been made.

Note: a memorandum is NOT required for a new subject which is accompanying a course document.

Subject Title

Subject Title

Description

The descriptive name for the subject. This name may exceed 30 characters in length but moderation is encouraged.

Guidelines

Arabic numbers should be used in preference to Roman numerals (eg. Art 2 not Art II).

Note: a subject title need not be unique, but it should concisely convey meaning to the reader.

Approval by

Faculty Courses Committee

Change approved by

Faculty Courses Committee

Note: if the title for this subject which is selected at the commencement of this subject profile has been included in any accompanying course documents which are in process **and this subject title is subsequently changed during the development of this profile**, then the subject title must also be amended in the following fields in those accompanying course documents in process: Course structure, Enrolment pattern. For all other fields in an accompanying course document, changing the subject title in the subject profile during the development/approval of the profile will result in automatic updating in those course document fields in which the subject has been listed.

Subject Title Abbreviation

Description

If the subject title exceeds 30 characters in length (including the spaces between words), provide a preferred abbreviation of 30 characters or fewer. The Banner system holds only 30 characters.

Guidelines

Arabic numbers should be used in preference to Roman numerals (eg. Art 2 not Art II).

A subject title abbreviation need not be unique.

If the proposed subject title has fewer than 31 characters, enter 'as for Subject Title'.

Approval by Faculty Courses Committee
Change approved by Faculty Courses Committee

Code & Duration

Subject Code

The proposed subject code must be entered **IN FULL** on the subject profile that is submitted to the Faculty Courses Committee.

Where an incomplete code is used prior to submission (for example, ACC3xx), this code MUST still be a unique set of characters to distinguish it from all other subjects. When this code is finalised in the Subject title field of the subject profile, it must also be amended in the following fields in any accompanying course documents: Course structure, Enrolment pattern. For all other fields in an accompanying course document, finalising the subject code in the subject profile will result in automatic updating in the other course document fields in which the subject has been listed.

If a completed subject code for this subject is selected at the commencement of this subject profile and that subject code has been included in any accompanying course documents which are in process, then **if the subject code in this profile is subsequently changed during the development/approval of this profile**, the subject code must also be amended in the following fields in those accompanying course documents: Course structure, Enrolment pattern. For all other fields in an accompanying course document, changing the subject code in the subject profile during the development/approval of the profile will result in automatic updating in those course document fields in which the subject has been listed.

Description Guidelines

The subject code is a unique identifier for the subject.
The subject code is of the form XYZLMN, where:
XYZ is a three alpha-character prefix indicating the subject area;
L is a numeral in the range of 0 – 7 indicating the subject level, and
M and N are either two further digits, or one digit and the letter 'C'
(for unspecified credit)
The unnecessary proliferation of different prefixes is discouraged.
The meaning of each of the levels is as follows:

- Level 0 = bridging, enabling or other non-award subject.
- Level 1 = Introductory
- Level 2 = Building on Level 1
- Level 3 = Building on Level 2 up to a level expected of a graduate of a three year undergraduate degree
- Level 4 = Level expected of a graduate of an undergraduate degree of more than three years duration or in a postgraduate study that goes beyond an undergraduate degree
- Level 5 = Expected to involve a level of analysis or application of knowledge that meets the AQF Masters Guidelines
- Level 6 = Codes assigned to the research component of Master courses
- Level 7 = Subjects taken in a Doctoral Program and codes assigned to the research component of Doctoral courses (including professional doctorates).

Note: The owning Faculty devises a subject code after consultation with the Master Files Officer in Student Administration, who will advise on what subject codes are available (in the case of all other subjects).

Approval by Faculty Board

Change approved by Not alterable; if this field is to be changed, a new subject must be created.

Discipline Code/Name

Description The discipline code or CSU Discipline Code (CSUDC) is an internal CSU classification of the CSU discipline most closely linked to a subject. Discipline codes are assigned by the University Course Planning Committee via subject prefix, and can be found on the Planning and Audit website along with details as to how to modify or add codes.

Guidelines This field will be auto-filled.

Approval by UCPC (University Course Planning Committee)

Change approved by UCPC

Duration

Description The duration is the number of teaching sessions (or trimesters) over which the subject will run.
If a subject requires **more than one duration** [e.g., for distance and internal offerings] this is created as a pair (or set) of subjects with separate codes to enable correct enrolment (see also below in Guidelines).

Guidelines Enter one session, two sessions, two trimesters, etc., as appropriate.

Fractional duration should not be used, although for a non-award subject, a statement of the actual number of hours may be included in addition to the session duration.

Subjects with more than one duration. For a new subject, create a new subject profile in CASIMS which contains the first duration, then create a separate profile for each additional duration using the "New subject based on an existing subject" option, amending only the following fields with the correct information for the duration in question: **Subject code, subject title** (whilst the same title is used for all durations, each must have the relevant duration in brackets after it, e.g. Anatomy for Nurses (Full-time, Anatomy for Nurses (Part-time), **duration**). The set of subjects created will be linked in CASIMS so as to ensure that the document administrator amends all of the related profiles for the subject.

Approval by Faculty Courses Committee

Change approved by Not alterable; if this field is to be changed, a new subject must be created.

Point Value

Description For award subjects, point values may be 0, 2, 4, 8, or whole number multiples of 8. Point value is not ascribed to non-award subjects, but load is indicated in terms of its equivalence to standard point values (see also Guidelines below).

Guidelines The point value should be indicative of the amount of work involved in the subject relative to a normal workload. The normal workload for a full time student is 32 points per session (see also the field on Senate Standard Hours). For non-award subjects, select the point value to which the load for the subject is equivalent.

Created by Proposing School

Approved by Faculty Courses Committee

Alterable by Not alterable; if this field is to be changed, a new subject must be created.

Note: if the point value which is selected at the commencement of this subject profile has been included in any accompanying course documents which are in process **and this point value is subsequently changed during the development of this profile**, then the point value must also be amended in the following fields in those accompanying course documents in process: Course structure, Enrolment pattern. For all other fields in an accompanying course document, changing the point value in the subject profile during the development/approval of this profile will result in automatic updating in those course document fields in which the subject has been listed.

Administration Tags

Applied Tag Sets for this subject

<u>Description</u>	Tags are descriptive labels for subjects, which allow the University to better manage and search its full collection of subjects.
<u>Guidelines</u>	Select the appropriate tags for this subject from the drop-down list, then click "Add Selected". Tags can also be deleted if required using the delete option. All tags applicable to this subject must be selected. (This can also be done without a subject document going through CASIMS, by the Office of Academic Governance or Faculty Office.)
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Faculty Courses Committee

Standard Subject Data

Learning Designs

<u>Description</u>	The aim of this field is to make clear how students will work in the subject. The design of curriculum and pedagogy for student learning provides the support framework and the parameters for what is experienced by learners, how they engage with the content of the subject, what they do and how they are assessed. Subjects will inevitably be designed in ways that best suit the learning outcomes to be achieved, the (assumed) prior knowledge of the students and the nature of the knowledge, skills and attitudes to be developed. Learning design impacts strongly upon the regularity and pace of student workload, and the nature of communications between student, peers and staff.
<u>Guidelines</u>	Briefly explain the basis of the planning for student learning used in this subject. This may include (as a single approach or in combination), such principles and features as, for example: problem based learning assessed through authentic products and reflective writing; practice of skills plus reflection on theory; individual reading, study and demonstration of learning through essay or examination; experimental processes supported by procedural/theoretical background information; lectures and tutorials with student background reading, assessed through essay responses; lectures, reading and tutorials including collaborative group research projects and so on.
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Faculty Courses Committee

Senate Standard Hours

<u>Description</u>	Academic Senate requires that students will normally spend between 140-160 hours engaged in the learning and assessment activities in a standard 8-point subject. Any workload of greater than 180 hours per session must be within the context of a total course load for that session of 640 hours – in other words if a given subject, such as a practicum subject, requires students to undertake learning and assessment activities totalling more than 180 hours in a session, then the other subjects in that session must have fewer hours so that the overall total course study load for the session is 640 hours or less. Where a subject's hours are outside the upper or lower limits
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	[consult the Office of Academic Governance], and other subjects in the course do not 'correct' this by having fewer or more hours, then the subject must be given a new point value to reflect the actual workload.
<u>Guidelines</u>	Select whether the subject is compliant with the Senate Standard Hours policy (Yes/No radio button). Where the subject is non-compliant provide an explanation for this in the text box provided.
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Faculty Courses Committee

Specialised Resources

<u>Description</u>	A subject may require students to expend time and/or money or other resources to access specialist equipment or services, or travel away from their term-time residence in order to complete the specified learning and assessment activities.
<u>Guidelines</u>	Where this subject requires this sorts of specialised resources, select "Yes" and provide details in the text box provided.
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Faculty Courses Committee

WPL data

Workplace learning

<u>Description</u>	A Workplace Learning (WPL) subject is a subject which: must be completed for academic credit must have a work placement making up 75% or greater of the learning activities, and the work placement must be in a 'real world' workplace, such as a non-CSU workplace, or CSU clinic, farm, radio station, winery etc. For the purposes of this field it cannot be a simulated work environment. Note that WPL here does not include workplace experience that doesn't accrue credit (points) for a student towards their enrolment, or compulsory work experience that is outside a formal subject in which a student enrolls. It also does not apply to hybrid subjects where there is workplace experience AND distance or on campus components of the subject.
<u>Guidelines</u>	Select Yes or No for each radio button. Where there is WPL add the number of days in the box provided, and describe the workplace learning in the text box that will appear.
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Faculty Courses Committee

Content Detail

Abstract

<u>Description</u>	The abstract is the most 'public' field of the Subject Profile; it is the 'public face' of the subject. The abstract should provide a clear and concise summary of the purpose and scope of the subject. It should be sufficiently specific to allow understanding, and, to assist meaningfulness, it may identify the context of the subject within its course. It is not intended that the abstract provide the full information about the subject to any audience including enrolled or potential students.
<u>Guidelines</u>	50 -100 words is the suggested length, but fewer words are acceptable. More are probably unnecessary. A single line entry is probably inadequate.
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Faculty Courses Committee

Objectives

<u>Description</u>	The intention of this field is to identify outcomes in terms of the skills, attributes and knowledge that a student who has successfully completed this subject should possess. While
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	outcomes should clearly relate to the syllabus and assessment, they should not be simply a list of activities either undertaken in the subject or able to be undertaken by the graduate.
Guidelines	Objectives are to be listed in point form below the heading: <i>Upon successful completion of this subject, students should:</i> There should normally be between 5 and 10 objectives.
Approval by	Faculty Courses Committee
Change approved by	Faculty Courses Committee

Syllabus

Description	The syllabus lists the major topics to be covered by the subject.
Guidelines	Syllabus items are to be listed in point form below the heading: <i>The subject will cover the following topics:</i> <ul style="list-style-type: none"> • While the syllabus need not take the form of a week-by-week overview of the subject's content, it should provide guidance as to the topics to be covered, and the relative weight of each. • There should normally be between 5 and 15 syllabus items.
Approval by	Faculty Courses Committee
Change approved by	Faculty Courses Committee

Residential School

Description	As part of the teaching and support strategies for distance education students, residential schools need to be planned and organised well in advance. The inclusion of a residential school is seen as an integral component of the subject and is not to be varied session by session. Noting details in this field enables planning for the residential school.
Guidelines	The table in the template requires information on whether or not there is a residential school and, if so, whether it is compulsory or optional, and the duration of the residential school. Note: duration is usually able to be expressed in number of days, but if some other description is more appropriate, the box for duration should be left blank (it will autofill with the number 0) and the description should be given in the box provided for a statement on the purpose of the residential school. State also the purpose of the residential school and list the activities to be undertaken. See also Section P1 of the Academic Manual (available on the Web) for the Senate policy on residential schools.
Approval by	Faculty Courses Committee
Change approved by	Faculty Courses Committee

Enrolment Requirements

Prerequisite(s)

Description	Prerequisites are subjects that must be passed before a student may commence this subject.
Guidelines	Where more than one subject is specified, the relationship(s) between subjects selected must be shown by using, as appropriate, the indicators given ('and', 'or', brackets) to group subjects. Where any subject having a particular prefix and at a specific level will satisfy as a prerequisite, it should be shown thus - ACCI%% (meaning any level 1 subject with a code commencing with ACC). If there is no prerequisite, select Nil. Note that the University expects prerequisites to be used only where absolutely necessary, for example where professional accreditation requirements make this necessary in a course.
Approval by	Faculty Courses Committee
Change approved by	Faculty Courses Committee

Incompatible Subject(s)

Description	Incompatible subjects are those subjects that cover much of the material covered in this subject. For this reason it is not acceptable
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for students to count both this subject and the other subject towards the one award. The intention is that if a student has already passed any of the subjects identified here (or is currently enrolled in one of them), the enrolment restrictions for this subject are set so that those students are not permitted to enrol in this subject.

Guidelines

There are three categories of incompatible subjects:

- sets of subjects that are similar (as, for example, is the case where basic skills such as statistics are presented for students in different courses under a variety of subject codes). In this case, each of the subjects should list all others as being incompatible;
- new subjects that supersede existing subjects (either for all students or for students in specified courses). In this case, the newer subject would list the older subject as an incompatible subject, but the older subject would not need to be updated unless it was still being offered (either to cohorts of students in a specified course who are completing an older course structure or to students in a course for which the older subject is still appropriate);
- subjects in a discipline area that cover material in that area in either a more introductory or more advanced level. In this case, each of the subjects should list the other as incompatible unless the incompatibility works in one direction only.

The 'Enrolment restriction' entry should reflect the relationships listed here.

Subjects listed here may also appear in the fields 'Relationship to existing subjects' and/or 'Subject(s) made obsolete by this subject'. If there are no incompatible subjects, select Nil.

Approval by

Faculty Courses Committee

Change approved by

Faculty Courses Committee

Subject Relationships

Subject(s) made obsolete by this subject

Description

This field assists with the tracking of subjects, their development, the need for them to be placed on the SAL, and their obsolescence. It is intended to identify those subjects that this subject is designed to completely replace and that will become obsolete as a result. **It does not refer to subjects that are being replaced in a particular course but that remain in existence to serve in other courses.**

Replacement of an existing subject may occur simply as a result of alteration to its code and/or title, or may be the result of, say, significant revision of the subject, or splitting an existing subject into two or combining existing subjects into one.

Guidelines

Record the code and title of any subject to be replaced by this subject. Those subjects which have the replaced subject as a prerequisite will need to be checked to see if this replacement subject (i.e. the subject in this profile) will also serve as a prerequisite. **Note: Inclusion in this field does not result in the replaced subject being made obsolete on the masterfiles or removed from the SAL.** For these to occur, the Masterfiles Officer will need to be advised via the standard procedures.

Subjects listed here may also appear in the field 'Incompatible subjects'.

If there are no subjects replaced by this subject, select Nil.

Approval by

Faculty Courses Committee

Change approved by

Should not need to be altered but, if altered, approval of the Faculty Courses Committee is required.

Relationship to existing subject(s)

Description

These are existing 'live' subjects with which this subject has a special relationship or which have been drawn upon as the basis for this subject, and it is useful for the relationship to be on record. Examples: a post graduate subject is based on an undergraduate

Guidelines	<p>one and it is important to note the connection; existing subject material is presented in different contexts for different groups of students; subjects have special (but non-prerequisite) links to others, e.g. are located in the same session as a practicum, and are thus affected in some way.</p> <p>List under the sub-heading 'related subjects' those subjects whose content is substantially the same as this subject and, for each subject, provide a brief description of the commonality.</p> <p>When a new subject is created that is related to an existing subject, the existing subject profile should also be updated to show the relationship.</p> <p>The 'Enrolment restriction' entry should reflect the relationships listed here.</p> <p>If there are no relationships to existing subjects, select Nil.</p>
Approval by	Faculty Courses Committee
Change approved by	Faculty Courses Committee

Enr Restrictions, Grading

Enrolment Restrictions

Description	Enrolment restrictions are conditions which restrict enrolment in the subject to students having particular characteristics.
Guidelines	<p>Restrictions may be of the following types:</p> <ul style="list-style-type: none"> • course-based - for example, available to students in course X, or not available to students in course X; • student type-based - for example available only to associate students; • subject-based – for example, not available to students who have completed subject X [where subject X is an earlier version of the subject]; • requiring special approval from either course coordinator, subject coordinator, or head of teaching school as appropriate. <p>This field is completed in consultation with other Schools as appropriate.</p> <p>Enter nil if there are no enrolment restrictions.</p> <p>Note: entering nil in this field means that any student in the University may enrol in this subject as a free elective provided he/she has the required prerequisite(s).</p>
Approval by	Faculty Courses Committee
Change approved by	Faculty Courses Committee in consultation with other Faculties as appropriate

Grading System

Description	The grading system defines the way in which results for the subject will be presented.
Guidelines	<p>Select one of these two alternatives</p> <ul style="list-style-type: none"> • Graded HD/FL – this means that students' work will be graded (High Distinction, Distinction, Credit etc.); • Ungraded SY/US – this means that students' work will be assessed as being either satisfactory or unsatisfactory. This grading system normally applies only to practical work, industrial experience subjects, non-award (bridging and supplementary) subjects, and theses or other examinable works undertaken in master programs by research or doctoral programs (including research and coursework professional doctoral programs). <p>Note: see also Assessment Regulation 6.2 for approval of this usage for other subjects.</p>
Approval by	Faculty Courses Committee
Change approved by	Faculty Courses Committee

Offering, Conv Sch, FOE

Year and Session of First Offering

<u>Description</u>	This field indicates the year and session or trimester in which it is proposed that this new or revised version of the subject will be first offered. This field is NOT used to put a subject on the Subject Availability List (SAL), but to provide the information required for the creation of a (new) subject on the master files by the Master Files Officer and, where appropriate, for the updating of relevant information in the current version of the Handbook. The SAL will need to be amended by the Faculty/School to provide actual availability.
<u>Guidelines</u>	Year and session or trimester should be selected from the lists presented. These lists represent the sessions/trimesters currently offered. Selection of a particular session or trimester will also result in the automatic selection of the appropriate Banner code for the session/trimester for Banner purposes; however, the Banner code will not show in the printed subject profile.
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Should not need to be altered, but if altered approval by the Faculty Courses Committee is required.

Convening School

<u>Description</u>	For award subjects, the Convening School is the school responsible for monitoring the quality and effectiveness of teaching in the subject and ensuring that the assessment procedures used are consistent with the subject's objectives. Initially this will probably be the School which proposes the subject. In cases where a subject is owned by one Faculty but taught by another, the owning Faculty will provide the convening School. For non-award subjects, the 'Convening School' is the unit responsible for the matters identified in the paragraph above.
<u>Guidelines</u>	Select the name of the Convening School and its Academic Organisational Unit (AOU) code from the current listing given.
<u>Approval by</u>	Faculty Courses Committee (or CLTC for non-award subjects)
<u>Change approved by</u>	Dean of Faculty (or CLTC for non-award subjects)

Approving Body

<u>Description</u>	The School shown in this field will be the same as the Convening School, unless the subject is approved to go to Faculty Courses Committee by a body other than the relevant School Board. Current examples are psychology subjects, which are approved by the Board of Psychology rather than a School Board, and IT subjects, which are approved by the Information Technology Discipline Committee. All authorised approving bodies which are not School Boards are included in the drop-down list.
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ASCED Field of Education

<u>Description</u>	This is the code assigned to a subject to represent its "Discipline Group" and is taken from the ASCED Fields of Education Classification table prepared by the Australian Bureau of Statistics. Only narrow and detail codes, otherwise known as four and six digit codes, can be selected for subjects. Note that four digit codes are padded with zeros (on the right hand side) to create the six digit codes that are reported to government. The ASCED Fields of Education Classification table replaces the DEST Discipline Groups Classification. The code will initially be proposed by the Proposing School and approved by Faculty Courses Committee, but may be altered by the Office of Planning and Audit (P&A). From time to time, P&A reviews ASCED field of education codes assigned to subjects and invites Faculties to make any cases for alteration.
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<u>Guidelines</u>	Select the code and descriptor appropriate for the academic content of the subject from the listing given. Advice on the selection of these codes can be obtained from the Faculty Office. Note that the Field of Education code cannot be changed when a subject is revised.
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Faculty Courses Committee and Office of Planning and Audit

Content Mix & Dev Panel

DEST Work Experience in Industry

Note: DEST is now DEEWR

<u>Description</u>	This field determines whether the subject can be categorised as a Work Experience in Industry (WEI) subject. A subject must be either wholly Work Experience in Industry, or not at all. It is important to realise that nominating a subject as Work Experience in Industry will mean that it will not be funded by the government. Whether a student contribution or a fee can be charged depends upon the level of student support provided by the University.
<u>Guidelines</u>	The definition of a WEI subject is one where the work undertaken by the student is carried out with an industry or work partner so that the student obtains work experience. If the University supports this work experience by providing significant supervision and perhaps assessment of the work then no government funding is received but the student will be contribution or fee-liable. If the University's support is either non-existent or very minor, such as a monitoring role, no government funding is received and the student is exempt from a Contribution or fee.
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Faculty Courses Committee

Development Panel

<u>Description</u>	All new and revised subjects should have a development panel to advise on their construction. Where the subject is part of a double degree program, or serves a course of another Faculty, the second Faculty should be represented on the development panel.
<u>Guidelines</u>	List the title, name and School (for academic staff of the University) or position and organisation (for external advisers) who contributed to the development of this subject.
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Faculty Courses Committee

Contact Person

Course(s) Served

<u>Description</u>	This field notes all the courses of which the subject is an identified component, either as a core subject, a subject (compulsory or otherwise) in a specialisation, major or minor, or as a restricted elective. This is a very important field for the identification of double degree programs and service teaching arrangements and, where other Schools or Faculties are involved, should be completed or amended as a result of consultation with those others. Note: When a subject is included in a course offered by another Faculty, this service teaching arrangement is required to be administered and managed according to the Inter-Faculty Teaching Guidelines, at L8 in the Academic Manual. Double degree programs and shared courses are categories of inter-Faculty teaching – see L8 for specific requirements for these.
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<u>Guidelines</u>	<p>For a new subject, when the subject is an identified component in specific courses, the text in this field will be automatically derived from relevant course documents which are also in process, as follows: for a course to appear in this field, a course document for that course will need to be in progress at the same time as this subject profile, and that course document will need to have identified this subject in the course document field Summary of Subjects. The course document may be a course approval document, a major review document or a course modification document.</p> <p>When the subject is not an identified component in any course, select NIL.</p> <p>For a revised subject, any changes to the existing list of courses in this field will also be automatically made as described above for new subjects, from course documents which are also in process. Where a subject is being revised and the changes have no implications for those courses which the subject serves, the existing text in this field will remain unchanged.</p>
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Faculty Courses Committee in consultation with other Faculties as appropriate

Contact

<u>Description</u>	<p>This information is provided to allow queries with the subject which arise while it is being approved to be answered more readily. Queries which arise after the approval process has been completed will normally be directed to the Head of the Convening School.</p>
<u>Guidelines</u>	<p>The following information is required: title, name, School and contact details (telephone, facsimile, e-mail) of the person who should be contacted regarding this proposal. The name and email of the document administrator will be automatically entered in this field upon creation of this document. If the document administrator is to be the contact person, the remaining details should be entered. If another person is to be the contact, this person's details should be entered to replace those of the document administrator.</p>
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved</u>	Convening School

Initial Subject Offerings (New Subjects only)

Initial Subject Offerings

<u>Description</u>	<p>For a range of reasons (eg funding, Handbook, SAL listing), the administrative systems of the University need to list the data associated with the offering(s) of a subject.</p>
<u>Guidelines</u>	<p>An offering includes the following set of data: Mode, Campus, Session, Teaching School Name and Academic Organisational Unit (AOU) code. A set of data must be provided for each initial offering. The listings attached represent the current modes, campuses, sessions and teaching schools. Note: selection of a particular teaching school will also result in the automatic selection of the relevant AOU, which will also appear in printed documents.</p> <p>Note: this field is completed for a new subject only. It is NOT subsequently revised, even when a profile is revised. This is because the information provided here is only for the initial establishment of the subject, including a masterfile record on the Banner masterfiles. It is NOT used to put a subject on the Subject Availability List (SAL). Initial inclusion on the SAL and any subsequent changes to the information in this field must be notified through the normal SAL inclusion and variation procedures and not by the completion of an alteration to the Subject Profile.</p>
<u>Approval by</u>	Faculty Courses Committee
<u>Change approved by</u>	Faculty Courses Committee, although this entry will not normally be altered. Actual offering modes and teaching schools will be amended by means of Subject Availability List variations.

Appendix A (New Subjects only)

Body of Literature

Include:

Examples of suitable required texts

A short [6 to 10] list of suitable recommended readings

Examples of appropriate journals

A short list of appropriate web sites or other e-resources

In the case of emerging disciplines, an explanation of how the minimal body of literature might be supported

Teaching Strategies

Include, with reference to each mode of offering:

Examples of the ways in which the subject might be taught generally

A statement about any new resources* essential for the teaching of the subject

A listing, with justification, of any mandatory teaching strategies** e.g. laboratory sessions

A statement about whether students need access to a computer, and reasons for this requirement

A statement about whether students need access to the internet, and reasons for this requirement

* The Faculty will need to develop a mechanism for ensuring these are acquired at the appropriate time

** The Faculty will need to develop a mechanism for ensuring that these strategies are specified within Subject Outlines for each offering of the subject

Assessment Strategies

Include, with reference to each mode of offering:

Examples of the ways the subject might be assessed generally

A statement about any new resources* essential for the assessment of the subject

A listing, with justification, of any mandatory assessment strategies** e.g. examination, e-portfolio