

Subject Outline Policy

1. Purpose

The Subject Outline Policy outlines principles guiding the presentation of key subject information (e.g. subject specifics, teaching topics and assessment methods, learning resources, etc) required for each subject. This policy ensures that information is collated, formatted and published consistently across the Institution.

2. Scope

This policy applies to all subjects for all undergraduate and postgraduate coursework subjects and to staff involved in teaching and assessing, subject development and review. It should be read in conjunction with *Subject Development, Review and Approval Procedures*.

3. Definitions

See *Glossary of Terms*.

4. Policy statements

4.1. Subject outlines are a critical resource for all teaching staff and students enrolled in the subject, detailing the subject description, intended learning outcomes and how these fit within their course of study, topics, learning resources and assessment strategies.

4.2 All subject outlines at the Institution:

- align with the strategic direction of the Institution;
- are consistent with the Institution's policies and procedures; and
- are provided to students in an accessible format and in a timely fashion.

4.2. Subject outlines are stored in the Institution's Subject Outline Master files folder and made available for students through the Learning Management System

(Moodle) on the applicable subject site .

4.3 Subject outline information is available on the Institution's public website embedded in each course of study.

4.4 Once published to students, approved subject outlines are not varied by the Institution without approval by the Learning and Teaching Committee.

4.5. A subject outline template is used for presenting subject information to ensure consistency of information and style across the Institution. (The endorsed template includes following prescribed elements::

4.5.1 General subject information

- subject code and title in full;
- subject type;
- number of credit points;
- pre-requisite/co-requisite subject requirements;
- subject level; and
- subject workload in hours for the entire study period comprised of timetabled hours and personal study hours

4.5.2 Detailed subject information

- subject rationale;
- subject learning outcomes and how they relate to assessment tasks;
- delivery mode; and
- Work Integrated Learning requirements.

4.5.3 Assessment information

- type of assessment task (e.g. essay presentation, online quiz, etc.),
- weighting of each assessment task (no task is worth more than 50% of total assessment weighting, unless special approval has been obtained by the L&T committee)
- due dates (week); and

- how the assessments relate to the subject learning outcomes.

Assessment information should also:

- comply with the specific graduate capabilities to be practised and/or assessed in the subject;
- ensure attendance alone must not be a component of graded assessment in any subject;
- ensure criteria for standards of achievement for assessments are to be made available to students in a separate assessment brief including a grading rubric;
- include a link to the Assessment Policy and related assessment procedures with penalties applied for late submission;
- include a link to the Academic Integrity Policy and related academic integrity procedures with penalties applied for proven cases of misconduct;
- include procedures for secure submission of material for assessment, including procedures for electronic submission through the learning management system;
- ensure timely written notification of assessment changes is communicated to all students by the lecturer/Subject Lead via the Learning Management System (Moodle).

4.5.4 Assessment submission

Information on how to submit assessment tasks.

4.5.5 Late submission

Information on requests for deferred assessments, late submission penalties and requests for extensions as per the Assessment Policy.

4.5.6 List of topics to be covered

The topics to be covered during the subject.

4.5.7 Learning resources

A list of recommended textbooks, journals and websites for the subject, using the appropriate referencing style. Teaching staff may later supplement this list with additional resources as appropriate.

4.5.8 Additional resource requirements

A list of any additional resources required, such as special software, simulations, etc.

4.6 The subject outline is published in Moodle no later than Monday in O-Week prior to the commencement date of the prescribed study period.

4.7 Subject outlines are reviewed in accordance with the *Subject Development, Review and Approval Procedures* as part of a cyclical review process. .

5. Roles and responsibilities

5.1 The Academic Board is responsible for approving new subject outlines as part of new course accreditation applications prior to submission to TEQSA and for approving major changes to existing subject outlines.

5.2 The Learning and Teaching Committee is responsible for approving minor changes to existing subject outlines as per the *Subject Development, Review and Approval Procedures* and for endorsing major changes to subject outlines and new subject outlines for new course accreditation applications.

5.3 Program Managers are responsible for:

- ensuring that current subject outlines are distributed to all teaching staff, including lecturers and/or assessment markers, and Student Success Centre and Library staff if needed;
- ensuring that the current subject outline is available to all students enrolled in the subject in Moodle in accordance with 4.6;
- responding to feedback and inquiries regarding subject outlines from

teaching staff and students; and

- proposing changes to subject outlines for approval and implementing the subject review process in accordance with the *Subject, Development, Review and Approval Procedures*.
- Subject Leads and lecturers are responsible for using the subject outline to guide their teaching and assessment practice.
- Students are responsible for accessing published subject outline information including assessment due dates and requirements, and seeking clarification from their lecturer or academic staff if necessary.

6. Related documents

- *Assessment Policy and related assessment procedures*
- *Academic Integrity Policy*
- *Academic Integrity Procedures*
- *Complaints and Appeals Policy*
- *Complaints and Appeals Procedures*
- *Examination Policy*
- *Examination Procedures*
- *Review of Assessment Results Procedures*
- *Learning and Teaching Policy*
- *Student Examination Rules*
- *Supplementary Assessment Procedures*
- *Subject Development and Review Procedures*

Approved by Academic Board on 10 February 2023