

Office of the Pro Vice-Chancellor (Education)

Program Delivery Procedure

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At a Glance

New requirements include:

- Qualifications of teaching staff must be recorded.
- Contact details of Program and Course Authorities and key teaching staff must be made available to students and UNSW staff.
- All new teaching staff must complete FULT or equivalent.
- Student attendance can only be mandated if it meets certain requirements. If mandatory, it needs to be monitored (see 3.1).
- Combined teaching of students from different AQF levels is permitted provided learning outcomes, content, learning activities and assessment are at the appropriate AQF level of the program the student is enrolled in.

New for 2019

3. Program Delivery Procedure

3.1 Attendance and participation

The Program Design Procedure states that attendance or participation can only be mandated if the requirement meets certain criteria and has been approved as part of the course approval process. When approved, students must be informed about requirements and the requirements must:

- Align with the course learning outcomes;
- Result in a recorded artefact and have processes in place for recording this;
- Be supported by evidence that attendance or participation is required to meet statutory or professional body requirements (where relevant); and
- Be comparable where the activity is delivered in different modes.