

## Course Catalogue, Coding and Other Course Attributes Policy

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<b>TRIM document</b>	2018/9007001
<b>Description</b>	This policy sets out the attributes of Griffith University courses and the approach to publishing them in the course catalogue.

### Related documents

[Course Approval and Review Process](#)

[Course Profile Requirements](#)

[Cancellation and Withdrawal of Courses Policy](#)

[Postgraduate Qualifications \(AQF Level 8 & 9\) Policy](#)

[Role Statement Course Convenor](#)

[Student Administration Policy](#)

[Course Catalogue, Coding and Other Course Attributes Policy - Schedule A: Relationship Between Field of Education Codes and Academic Subject Area](#)

[Conscientious Objections to the Use of Animals or Animal Products in Teaching and Assessment Policy](#)

[\[Definitions\]](#) [\[Course catalogue\]](#) [\[Academic owner, Course and Teaching Responsibility\]](#) [\[Minimum units; maximum units; progress units\]](#) [\[Course level\]](#) [\[Course catalogue number\]](#) [\[Allocating a different course catalogue number\]](#) [\[Course status\]](#) [\[Course title\]](#) [\[Course catalogue description\]](#) [\[Multi-component sequence courses, including full-year courses\]](#) [\[Course campus and location\]](#) [\[Learning mode\]](#) [\[Course Offering Details\]](#) [\[Subject area and field of education classification\]](#) [\[Instructor\]](#) [\[Maximum and minimum enrolment limits\]](#) [\[Course attributes\]](#) [\[Grading basis\]](#) [\[Course topics\]](#) [\[Repeat for credit flag\]](#)

## 1. DEFINITIONS

**Academic Career** refers to the broad academic level to which a program belongs. There are four academic careers: Undergraduate (UGRD), Postgraduate (PGRD), Research (RSCH) and Non-Award (NAWD)

**Academic Transcript** is a record of all learning leading to an Australian Qualifications Framework (AQF) qualification or an accredited course in which a student is enrolled and is issued by the University.

**Australian Higher Education Graduation Statement (AHEGS)** is a supplementary statement to the testamur and the transcript that provides information to enhance understanding of the qualification by students, employers, industry, professional associations and internationally.

**Census date:** The Census date is the effective enrolment date and the charges liability date for the course. The Census date is determined in accordance with the Higher Education Support Act – Administration Guidelines 2012: "...must not occur less than 20 per cent of the way between the course commencement and completion dates". This period includes mid-term break(s), study week(s) and formal examination period(s) excluding the Deferred and Supplementary assessment period.

**Course** refers to a component of a qualification, normally undertaken over a single trimester, in which the student enrolls and on completion of which the student is awarded a grade, such grades appearing on a student's academic transcript. Learning outcomes, assessment tasks and achievement standards

are specified for each course appropriate to a level and qualification type. There are a number of course types:

- **pre-requisite course** is a course that must be completed, and for which a specified minimum grade must be obtained before another specified course may be commenced;
- **co-requisite course** is a course that must be studied before, or at the same time as, another specified course;
- **prior assumed course** is a course the content of which it is assumed a student has mastered before commencing a second course but which is not a pre-requisite;
- **incompatible courses** where there is sufficient overlap between the content of two or more courses such that the student is not permitted to receive credit for more than one of the courses;
- **restricted course** is one where the School responsible for the course places restrictions on the enrolment of students in that course. Restrictions may include limits on the number of students enrolled; level of performance such as GPA; or a requirement to demonstrate an acceptable reason for undertaking the course;
- **English language enhancement (ELE)** course is a core course and a mandatory requirement for all bachelor degree programs that enrol international students in first and second year.

**Course attributes** are pre-coded text notings used to display specific information about a course to students.

**Course Catalogue number** is a unique number used to identify a course with a three character alpha code and a four digit unique numeric code; this course catalogue number is published in course lists on the *Degree and Career Finder* and *Programs and Courses* websites, and will appear on students' academic transcripts to identify the courses undertaken.

**Course ID** is a unique number assigned to a course in the PeopleSoft course catalogue.

**Course Convenor** is the academic staff member so designated by the Head of School who is responsible for the course. (See [Role Statement Course Convenor](#)).

**Course Profile** is a document that specifies course requirements within the format specified in the Course Profile System and the Course Profile Template.

**Coursework** is a method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component.

**Dynamically dated courses:** Dynamically dated course refers to Trimester 1, Trimester 2, and Trimester 3 courses that do not comply with the standard course definition. A standard course is one that starts in Week 1 of a Trimester and is greater than 10 weeks (70 days) in length and ends on the last day of the examination period, not including the supplementary/deferred examination period. Courses that start in week 1 of a trimester and are longer than 140 days are established as year-long courses. Refer to the [Academic Calendar](#) procedure for the duration of dynamically dated courses.

**Off-campus Offering:** A course has an off-campus offering when there is no requirement for on-campus attendance and the teaching delivery involves the mailing of teaching materials and/or the delivery of teaching resources online via the internet.

**On-campus Offering:** When a course has an on-campus offering a student is required to attend at a physical location; this may include the five university campuses [Gold Coast (GC), Logan (LG), Mt Gravatt (MG), Nathan (NA), South Bank (SB)] or at an off-shore (OS) or other (OT) location external to the University.

**OUA** refers to Open Universities Australia, an online higher education organisation owned by a public university consortium including Griffith University.

**Research** comprises systematic experimental and theoretical work, application and/or development that results in an increase in the dimensions of knowledge. The term **research** includes original, exploratory, experimental, applied, clinically or work-based and other forms of creative work undertaken systematically to increase knowledge and understanding, deploying a range of research principles and methodologies.

**Term Code:** a time based field in PeopleSoft System Configuration that aligns a course offering to a teaching period e.g. Trimester or 6x8 week teaching period, using a four digit code.

## 2. COURSE CATALOGUE

The Course Catalogue is the collection of the courses offered by the University. The following sections provide information about the key attributes which must be recorded for each course in the PeopleSoft Student System.

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## 3. ACADEMIC OWNER, COURSE AND TEACHING RESPONSIBILITY

### 3.1 Academic Owner

A course has one academic owner which is a School. The academic owner is the School which has responsibility for convening the course, including appointing the Course Convenor, and managing the arrangements for the delivery of the course. Where more than one School contributes to the teaching of the course, the academic owner will normally be the School which contributes the major part of the teaching of the course.

An academic group is comprised of several schools. In exceptional circumstances, a course may have the Group as the academic owner instead of one of the constituent schools. This arrangement requires the approval of the Academic Registrar. Approval will only be granted when the Group has arrangements in place to support the full range of course management processes at Group level.

### 3.2 Course Responsibility

The School which is the academic owner of the course is responsible for managing the attributes of the course in the PeopleSoft Student System. The Course Catalogue Manager in Business Systems Services (BSS) oversees the implementation of this policy by the Schools and is responsible for the quality and integrity of the Course Catalogue data in the PeopleSoft Student System.

In setting up course offerings with [dynamic dating](#) the School is to ensure the course is assigned to a teaching period in the same year as the Census date for the course. For example, a course with a Census date in January must be assigned to trimester 1. In all other cases, the course is assigned to the teaching period in which the Census date falls.

### 3.3 Teaching Responsibility

Where more than one academic element contributes to the teaching of a course, the percentage contribution is recorded in the PeopleSoft Course Catalogue. This percentage is used to distribute the load of the course to each academic element.

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## 4. MINIMUM UNITS; MAXIMUM UNITS; PROGRESS UNITS

All courses have a credit point (CP) value, normally 10CP is the minimum value. In exceptional circumstances a course may have a credit point value of less than 10CP as approved by the Programs Committee.

There are three fields in which the credit points for the course are recorded. The three values should be identical, except for multi-component courses (refer [section 11](#)). If there are any circumstances where a School seeks to vary this requirement the Senior Manager, Academic Services in Academic Administration is to be consulted.

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## 5. COURSE LEVEL

A course is designated an academic level which is one of the following:

### UNDERGRADUATE

the course is designed for students in the undergraduate career, taking sub-Bachelor degree qualifications (e.g. Diploma, Advanced Diploma and Associate Degree), Bachelor degree, and Bachelor Honours degree programs.

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## POSTGRADUATE

the course is designed for students in the postgraduate career, taking coursework postgraduate programs e.g. Graduate Certificate, Graduate Diploma, Masters Coursework and Extended.

## RESEARCH

the course is designed for students in the research career, undertaking programs of study comprising 66% research e.g. Masters Research and Doctorates (coded in the range 8900 – 8999, see [6.1 below](#)).

## NON-AWARD

the course is designed **only** for students undertaking non-award programs

The restrictions on students undertaking courses that are not specified in their program structure and at an academic level (e.g. undergraduate) different from their program (e.g. postgraduate) are set out in the *Student Administration Policy*.

Refer also to the *Postgraduate Qualifications (AQF Level 8 & 9) Policy*.

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## 6. COURSE CATALOGUE NUMBER

### 6.1 Standard Course

Each course is given a unique Course Catalogue number which conforms to the following scheme. The Course Catalogue number is of the form

nnnnAAA where

nnnn is the four character numeric code providing a unique identifier, within the following ranges:

#### Undergraduate Career Level

1000 – 1999	Level 1 Bachelor degree courses
2000 – 2999	Level 2 Bachelor degree courses
3000 – 3999	Level 3 Bachelor degree courses
4000 – 4999	Level 4 Bachelor degree courses
5000 – 5899	Level 5 Bachelor degree courses
5900 – 5999	Bachelor degree courses which cannot be linked to a level (e.g. ELE courses)
6000 – 6999	Bachelor Honours degree courses

Courses in sub-bachelor degree qualifications are coded as follows:

- Diploma qualifications comprise level 1 Bachelor degree courses with numeric codes 1000 – 1999
- Advanced Diplomas and Associate Degrees comprise a combination of level 1 Bachelor degree courses with numeric codes 1000 – 1999 and level 2 Bachelor degree courses with numeric codes 2000 – 2999

The assignment of a course to a level is made by the owner Group Board on the basis of:

- the course's position in the program with which the course is most strongly associated;
- the amount of knowledge required in the discipline to successfully undertake the course; and

is reflected in the code which is assigned to the course in the Course Catalogue.

Where there is ambiguity concerning the year level of the course and/or the program with which the course is most strongly associated, the owner Group Board decides on the most appropriate level on the basis of the characteristics of the course and assigns the code accordingly.

The course level as designated by its code applies for the purpose of degree requirements.

#### Postgraduate Career Level

7000 – 7999	Postgraduate coursework courses
8000 – 8899	Advanced postgraduate level courses

#### Research Career Level

8900 – 8999	Research courses, i.e. research candidature or coursework specifically designed as part of a research program
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### **Non-Award Career Level**

9000 – 9999 Courses designed for non-award students

AAA is the three character alpha code of the course.

#### **6.1.1 Term Codes for standard courses**

All standard courses have a [term code](#) where:

- the first digit is always 3
- the second and third digits represent the year (as in '16' for 2016)
- the fourth digit represents the trimester in which the course is offered, where:
  - 1 is Trimester 1
  - 5 is Trimester 2
  - 8 is Trimester 3

#### **6.1.2 Term Codes for courses offered in a six-week teaching period**

All courses are offered online and have a [term code](#) where:

- the first digit is always 6
- the second and third digits represent the year (as in '16' for 2016)
- the fourth digit represents the Teaching Period in which the course is offered, where:
  - 1 is Teaching Period 1
  - 2 is Teaching Period 2
  - 3 is Teaching Period 3
  - 4 is Teaching Period 4
  - 5 is Teaching Period 5
  - 6 is Teaching Period 6

#### **6.1.3 Term Codes for GELI (English language) courses**

GELI offers English language courses every five weeks over 10 'terms' and they have term codes where:

- the first digit is always 1
- the second and third digits represent the year (as in '16' for 2016)
- the fourth digit represents each 5 week 'term' using all digits between 0 and 9.

### **6.2 OUA Courses**

Each course is given a unique Course Catalogue number which conforms to the following scheme: the Course Catalogue number is of the form

AAAnnn, where

- AAA is the three character alpha code assigned to the course;
- nnn is the three character numeric code providing a unique identifier, within the following ranges:

#### **Undergraduate Career Level**

100 – 199 Level 1 Bachelor degree courses  
200 – 299 Level 2 Bachelor degree courses  
300 – 399 Level 3 Bachelor degree courses  
400 – 499 Level 4 Bachelor degree courses  
500 – 589 Level 5 Bachelor degree courses  
590 – 599 Bachelor degree courses which cannot be linked to a level  
600 – 699 Bachelor Honours degree courses.

The rules about assigning these courses to a particular level or to sub-bachelor degree qualifications are the same as specified above for 'standard courses'.

#### **Postgraduate Career Level**

700 – 799 Postgraduate coursework courses

800 – 889      Advanced postgraduate level courses

**Research Career Level**

890 – 899      Research courses, i.e. research candidature or coursework specially designed as part of a research program

**6.2.1 Term Codes**

All OUA courses have a [term code](#) where:

- the first digit is always 2
- the second and third digits represent the year (as in '16' for 2016)
- the fourth digit represents the Study Period (UG) or Session (PG) in which the course is offered, where:
  - 1 is OUA Study Period 1
  - 2 is OUA Session 1
  - 3 is OUA Study Period 2
  - 4 is OUA Session 2
  - 5 is OUA Study Period 3
  - 6 is OUA Session 3
  - 7 is OUA Study Period 4

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## 7. ALLOCATING A DIFFERENT COURSE CATALOGUE NUMBER

An existing course is to be allocated a different course catalogue number in the following circumstances:

- a) When the course is to be specified in a program structure at an academic level (e.g. postgraduate) different from the program (e.g. undergraduate) for which it was initially designed and changes are being made to teaching approaches, assessment strategies and learning outcomes.
- b) When the course is being modified to meet the learning outcomes of a specific qualification type and level.
- c) When a specific campus offering is no longer equivalent to other campus offerings through changes to teaching approaches, assessment strategies and learning outcomes (see [Cross Campus Consistency Guidelines](#)).
- d) When the content and learning outcomes of the course change more than 20%, and including changes to unit value and/or grading basis.

In the case of a), b) and c) approval for allocating a different course catalogue number needs to be included in a Major Change or Minor Change Proposal identifying changes to teaching approaches, assessment strategies and learning outcomes. The Major Change or Minor Change Proposal is to be approved in accordance with the University's program approval processes.

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## 8. COURSE STATUS

On the PeopleSoft Student System, a course will have one of the following statuses:

**PENDING**

The course is in the process of being designed and approved, but is not yet approved for scheduling.

**APPROVED**

The course is approved and is able to be scheduled according to the pattern of offering which the School requires.

**WITHDRAWN**

The course is withdrawn from further offering and will not be scheduled in future trimesters.

## 9. COURSE TITLE

A course is given a short title (maximum 30 characters) and a long title (maximum 100 characters). The short title is used on the student's transcript and their Australian Higher Education Graduation Statement (AHEGS). The long title is used in the program structure in the Programs and Courses Website.

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## 10. COURSE CATALOGUE DESCRIPTION

This is a description of the content, learning outcomes and important characteristics of the course for the purpose of assisting students in selecting the course for enrolment, and for facilitating decisions on the awarding of credit for prior learning and other academic purposes.

The text included in the description is not to exceed 4,000 characters.

As well as indicating the course content, the following information must be included where relevant: advised pre-requisites\*, co-requisites, prior-assumed and incompatible courses (\* where not coded as enrolment requirements).

The following information may be included where relevant: advice to students about teaching strategies, compulsory components.

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## 11. MULTI-COMPONENT SEQUENCE COURSES

Where a course is conducted over two or more trimesters and a final grade is given only at the end of the sequence each trimester of the course is given its own course catalogue entry.

The 7-character course catalogue number is normally identical for each entry. The components are designated by a suffix on the course catalogue number. For more information about Trimesters and Teaching Periods refer to Sections 6 and 7 of the [Structure and Requirements of Qualifications Awarded by Griffith University](#).

### 11.1 Multi-component course consisting of exactly and only two components offered in Trimesters 1 and 2

These courses will be established with a '\_Yn' extension in the course code where:

nnnnAAA\_Y1 is the first component of the course

nnnnAAA\_Y2 is the second and final component of the course

- For a 10 credit point course each component offered in Trimester 1 and 2 would have a weighting of 5 credit points.
- For a 20 credit point course each component offered in Trimester 1 and 2 would have a weighting of 10 credit points.
- For courses greater than 20 credit points the weighting for Trimester 1 and 2 may be split as, for example:
  - 30 credit points: 10 + 20; 15 + 15; 20+10.
  - 40 credit points: 10 + 30; 20 + 20; 30 + 10.
  - an 80 credit point course will comprise 40 credit points in Trimesters 1 and 2.

All multi-component courses where one or more components are offered in Trimester 3 or where there are more than two parts will be created with \_Pn extensions, as follows.

### 11.2 For other project, placement and dissertation courses which extend over several trimesters

These courses will be established with a '\_Pn' extension in the course code where:

nnnnAAA\_P1 is the first component of the multi-trimester course

nnnnAAA\_P2 is the second component of the multi-trimester course

nnnnAAA\_P3 is the third component of the multi-trimester course  
etc.

### 11.3 Load and fee calculations for multi-component courses

The credit points of each component are configured such that the credit points for academic load and fee calculations are applied to each component of the course but the credit points for academic progress, degree requirements and GPA are applied as a single total to the final component.

### 11.4 Grading Scheme for multi-component courses

For all components other than the final component, the grading scheme applicable to multi-component courses is applied, such that the student's academic record indicates "CTG - Continuing Grading" for each component. The grade assigned against the final component of the course will be in accordance with the award of grades as specified in the [Assessment Policy](#).

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## 12. COURSE CAMPUS AND LOCATION

The campus of the course is the campus at which the teaching of the course is conducted, or in the case of a course offered by off-campus mode, the home campus of the academic owner School determines the campus to which the course is linked, with the following exceptions:

- Courses taught in person at other locations off-campus or taught online e.g. off-shore, other and online.

Each course offering in the Course Catalogue is linked to a single campus, one of the following:

Gold Coast  
Logan  
Mt Gravatt  
Nathan  
South Bank  
Online  
Off-shore ([refer to 12.1](#))  
Other

Where a course is offered at more than one campus, the course catalogue will indicate more than one course offering for the single catalogue number. When the course offering is scheduled for a specific trimester, the campus of the course offering defaults as the campus of the scheduled class(es) which students select for their enrolment.

### 12.1 Off-Shore Offering

When a course is offered at an off-shore location, the Course Catalogue indicates that the campus is OFF-SHORE and the location is the designated address of the off-shore location.

### 12.2 Location

The permissible values for location of a course offering are:

- on-campus
- off-campus
- or a specific off-shore location, such as Hong Kong, when the campus is "off-shore",
- or on-shore organisations, such as high schools, with which the University partners to deliver courses when the campus is "other"
- or online when the campus is online.

The location selected against the course offering determines whether the course is offered *off-campus*, *on campus* or both.

These values are displayed in the Course Catalogue for the information of students and to assist staff to schedule classes appropriately.

Based on these values classes (which is what students enrol in) are scheduled as follows:

	Campus	Location	Available Learning Modes (refer to table in Section 13 below)
For an on-campus offering	(a GU campus)	(a campus),	In person In person, intensive In person, in field Supervised research Mixed mode Mixed mode, in field Mixed mode, intensive Mixed mode, supervised research Synchronous
For an offering in another country	(a physical location)	Off-shore (OS)	In person In person, intensive In person, in field
For an offering interstate	(a physical location)	Other (OT)	Supervised research Mixed mode Mixed mode, in field Mixed mode, intensive Mixed mode, supervised research Synchronous
For an off-campus offering	Other	Off-campus	Print materials Mixed mode Mixed mode, in field Mixed mode, supervised research
For an off-campus online offering (this includes courses offered in the six-week teaching periods)	Online	online	online
For an off-campus OUA online offering	Other	Open Universities Australia	
For an off-campus High school offering #	Other	High school	In person

# High school students may also undertake an online or an on campus course.

Note that class locations of off-campus, an off-shore location, high school or online are the basis for designating a student as off-campus for the purpose of Student Service Charges and statistical reporting.

### 13. LEARNING MODE

For the information of students, and to provide the University with a way of managing its course activities, classes will be designated with a LEARNING MODE (referred to in PeopleSoft as 'Instruction Mode'). The Course Convenor is responsible for designating the learning mode for each of the classes associated with a course and assuring learning mode information on the Course Catalogue is accurate at all times and updated prior to the initiation of Course Profiles.

Use of technology in learning and teaching at Griffith encompasses three modes of operation.

**Mode 1:** Technology is used to facilitate course management and resources for learner support. This level of provision is mandatory for all courses at Griffith University.

**Mode 2:** Technology is used to enrich the quality of the student learning experience through interactive learning activities beyond those attainable through face to face classroom interactions. The facilitation of more courses to Mode 2 is the main goal of the University.

**Mode 3:** Technology is used to support learning that is largely self-directed but also involves the use of interactive and collaborative learning activities. Mode 3 courses will be developed in response to the strategic needs of the University.

LEARNING MODE values and their definitions are detailed below.

<b>MODE 1</b>		
<b>LOCATION</b>	<b>LEARNING MODE VALUE</b>	<b>DEFINITION</b>
On-campus	In person	Learning in this course requires attendance at on-campus face-to-face meetings that are timetabled across the trimester. This course requires face-to-face interactions between fellow students and the teaching team to achieve the course's learning outcomes. Course information (e.g. profile, notices, assessment submission) and learning resources (e.g. lecture notes, audio or video recorded lectures, powerpoints) are to be obtained by the student via Learning@Griffith. Textbooks may also be specified for this course, please check the Course Profile on Learning@Griffith.
	In person, intensive	Learning in this course requires attendance at on-campus face-to-face meetings that are timetabled over a short intensive period before or during the trimester. This course utilises face-to-face interactions between fellow students and the teaching team to achieve the course's learning outcomes. Course information (e.g. profile, notices, assessment submission) and learning resources (e.g. lecture notes, audio or video recorded lectures, powerpoints) are to be obtained by the student via Learning@Griffith. Textbooks may also be specified for this course please check the Course Profile on Learning@Griffith.
	In person, in field	Learning in this course combines on-campus face-to-face meetings that are timetabled across the trimester with industry/workplace experiences. This course requires face-to-face interactions between fellow students, the teaching team and industry practitioners to achieve the course's learning outcomes. Course information (e.g. profile, notices, assessment submission), industry/ workplace materials and learning resources (e.g. lecture notes, audio or video recorded lectures, powerpoints) are to be obtained by the student via Learning@Griffith. Textbooks may also be specified for this course please check the Course Profile on Learning@Griffith.
	Supervised research	Learning in this course requires face-to face interactions between the student/candidate and the Supervisor to undertake a supervised research project and/or dissertation. Course information is to be obtained by the student/candidate from their Supervisor.
Off-campus	Print materials	Learning in this course does not require attendance at face-to-face meetings or attendance on campus. Course information (e.g. profile, notices, assessment submission), and learning resources (e.g. lecture notes, library materials,) are posted to students. Student is self-directed with limited interactions with fellow students and the teaching team. Textbooks may also be specified for this course please check the Course Profile on Learning@Griffith.
<b>MODE 2</b>		
On-campus	Mixed mode	Learning in this course requires some attendance, in that a limited number of on-campus face-to-face meetings are timetabled according to a regular pattern during the trimester. Learning in this

		course also requires the use of communication tools (e.g. blogs, wikis, text messaging, online discussion groups) to interact with fellow students and the teaching team. Teaching is primarily delivered via a range of learning resources (e.g. lecture notes, podcasts, website links, simulations, library and support materials) through Learning@Griffith or by resources (CD-ROM or print) posted to students. Course information, communication tools and learning resources are to be accessed by the student via Learning@Griffith. Textbooks may also be specified for this course please check the Course Profile on Learning@Griffith.
	Mixed mode, in field	Learning in this course combines some attendance requirements, in that a limited number of on-campus face-to-face meetings are timetabled according to a regular pattern during the trimester, with an industry/workplace experience. This course requires the use of communication tools (e.g. blogs, wikis, text messaging, online discussion groups) to interact with fellow students, the teaching team and industry practitioners to achieve the course's learning outcomes. Supervision of the industry/work experience is undertaken by the teaching team either in person and/or on-line. Course information (e.g. profile, notices, assessment submission), industry/ workplace materials (e.g. online demonstrations) and learning resources (e.g. lecture notes, podcasts, website links, simulations, library and support materials) are to be obtained by the student via Learning@Griffith. Textbooks may also be specified for this course please check the Course Profile on Learning@Griffith.
On-campus	Mixed mode, intensive	Learning in this course requires attendance at on-campus face-to-face meetings that are timetabled over a short intensive period before or during the trimester. This course requires the use of communication tools (e.g. blogs, wikis, text messaging, online discussion groups) to interact with fellow students and the teaching team. Teaching is primarily delivered via a range of learning resources (e.g. lecture notes, podcasts, website links, simulations, library and support materials) through Learning@Griffith or by resources (CD-ROM or print) posted to students. Course information (e.g. profile, notices, assessment submission), communication tools and learning resources are to be accessed by the student via Learning@Griffith. Textbooks may also be specified for this course please check the Course Profile on Learning@Griffith.
	Mixed mode, supervised research	Learning in this course requires attendance at a limited number of face-to-face meetings scheduled in accordance with a regular pattern and the use of communication tools (e.g. e-mail, tele-conferencing, discussion forum) to facilitate interactions between the student/candidate and the Supervisor to undertake a supervised research project and/or dissertation. Supervision of the research project and/or dissertation is undertaken both in person and on-line. Course information is to be obtained by the student/candidate from their Supervisor.
	Synchronous	Learning in this course does not require attendance at regularly timetabled face-to-face meetings. Synchronous technologies are used in this course and students may attend on-campus in order to interact through audio and video conferencing with fellow students and the teaching team to achieve the course's learning outcomes. The majority of the course's content is delivered via the web through interactive learning activities. Learning resources are provided via a range of media. Course information (e.g. profile, notices, assessment submission) and learning resources are to be obtained by the student via Learning@Griffith. Textbooks may also be specified for this course please check the Course Profile on Learning@Griffith.

Off-campus	Mixed mode	Learning in this course requires some attendance and the use of communication tools (e.g. blogs, wikis, text messaging, online discussion groups) to interact with fellow students and the teaching team. Teaching is primarily delivered via a range of learning resources (e.g. lecture notes, podcasts, website links, simulations, library and support materials) through Learning@Griffith or by resources (CD-ROM or print) posted to students. Course information, communication tools and learning resources are to be accessed by the student via Learning@Griffith. Textbooks may also be specified for this course please check the Course Profile on Learning@Griffith.
	Mixed mode, in field	Learning in this course requires attendance at an industry/workplace location. This course requires the use of communication tools (e.g. blogs, wikis, text messaging, online discussion groups) to interact with fellow students, the teaching team and industry practitioners to achieve the course's learning outcomes. Supervision of the industry/work experience is undertaken by the teaching team either in person and/or on-line. Course information (e.g. profile, notices, assessment submission), industry/ workplace materials (e.g. online demonstrations) and learning resources (e.g. lecture notes, podcasts, website links, simulations, library and support materials) are to be obtained by the student via Learning@Griffith. Textbooks may also be specified for this course please check the Course Profile on Learning@Griffith.
	Mixed mode, supervised research	Learning in this course requires some attendance and the use of communication tools (e.g. e-mail, tele-conferencing, discussion forum) to facilitate interactions between the student/candidate and the Supervisor to undertake a supervised research project and/or dissertation. Supervision of the research project and/or dissertation is undertaken both in person and on-line. Course information is to be obtained by the student/candidate from their Supervisor.
<b>MODE 3</b>		
Off-campus/ Online	On-line	Learning in this course does not require face-to-face meetings or attendance on campus. The majority of the course's content is delivered via the web through interactive learning activities. Learning resources are provided via a range of media. Learning may be largely self-directed but may also involve use of the communication tools and collaborative features available in Learning@Griffith to interact with fellow students and the teaching team. Course information (e.g. profile, notices, assessment submission) and learning resources are to be obtained by the student via Learning@Griffith. Textbooks may also be specified for this course please check the Course Profile on Learning@Griffith.

## 14. COURSE OFFERING DETAILS

Every course requires a Course Profile. For a given trimester there is only one Course Profile per course code. For a course that is offered in more than one learning mode there is to be only one course code and the same Course Profile is to be published for every offering. The Course Profile allows for inclusion of campus specific information.

## 15. SUBJECT AREA AND FIELD OF EDUCATION CLASSIFICATION

### 15.1 Field of Education Classification Code

All courses are required to be allocated to the most appropriate Field of Education Code in accordance with the current Australian Government requirements, using the Australian Standard Classification of Education.

The academic owner School may propose the Field of Education code for a new course if they so desire. The Coordinator, Programs and Courses in the Academic Registrar's Office is responsible for allocating the Field of Education code to all courses, including checking and authorising codes proposed by Schools.

### **15.2 Student Contribution Band**

The Student Contribution band for a course is derived automatically from the Field of Education code. Once assigned, the Field of Education code and the Student Contribution band for a course may not be changed without the approval of the Academic Registrar.

### **15.3 Academic Subject Area**

The Course Catalogue is organised into Academic Subject Areas to aid searching for courses in the Course Catalogue.

Each course is allocated to an Academic Subject Area based on its Field of Education Code.

The University has adopted Academic Subject Areas covering the full set of Field of Education Codes. The relationship between the Field of Education Code and the Academic Subject Areas is set out in [Schedule A](#).

Changes to Schedule A require the approval of the Academic Registrar.

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## **16. INSTRUCTOR**

The School is responsible for recording a Course Convenor and where a course is offered in more than one location and/or learning mode a Primary Convenor and Campus Convenor/s are recorded for each offering of the course via the Course Offerings Details panel in the PeopleSoft Student System. The Course Offering Details require the Employee IDs of the Primary Convenor and Campus Convenors, the course's location and learning mode. The Course Offering Details are used in the following systems:

- *Academic Integrity Management System* (to enable convenors to report breaches of academic integrity)
- The *Web Faculty Centre* (to obtain course and student enrolment information and to approve student assessment applications for the courses they convene)
- *Course Profile System* (to enable edit access to review and update Course Profiles for each trimester's offering/s)
- *Course Catalogue* (PeopleSoft, Griffith Portal & Web – to provide a contact person for the course for students as well as to Student Administration staff who may have a need to contact the Course Convenor)
- *Digitisation and Distribution Services*
- *Learning@Griffith*
- *Course Timetabling Requirements (online form)*
- *Syllabus Plus timetabling system*
- *Assessment Applications*
- *Readings List Service (to enter required and recommended course learning resources)*

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## **17. MAXIMUM AND MINIMUM ENROLMENT LIMITS**

The School may designate controls on enrolment numbers in the form of:

Maximum enrolment number

Minimum enrolment number

Default values will be set for these fields when no limits on maximum and minimum numbers are required.

## 18. COURSE ATTRIBUTES

Course attributes are pre-coded text notings which are used to display specific information about courses which are regularly repeated. The course attribute descriptions are displayed in the Course Catalogue. Their main rationale is for information to students. Course attributes do not of themselves drive functionality, but they do serve to convey information to staff who are managing courses and scheduling classes to assist them to carry out certain functions.

### Course attributes and their meaning

Course Attribute	Description	Definition	In Use
COMM	Commencement Year/Sem	The year and trimester a course is due to start	✓
CTRM	Campus/Trimester Flag	The campus and trimester a course is typically offered	✓
MULT	Multi-component Course (ie _Pn)	Which part of a multi-part course that is designated to be a project, Dissertation or Research candidature.	✓
YEAR	Year Long Course (ie _Y1 or _Y2 only)	Which part of a multi-part course that is not a project, Dissertation or Research candidature.	✓
PATT	Pattern of Offering	Courses offered in odd or even years only	✓
RSTR	Restricted Access Course	Course enrolment is restricted to program, or requires permission from the School	✓
PRAC	Prof Practice Teaching Flag	Professional Practice Teaching Course	✓
PREL	Promoted Elective		X
OUAC	Open Univ Aust Course Code	Use against OUA courses only	✓

## 19. GRADING BASIS

Each course is linked to the applicable "Grading Basis". The options are:

Graded	full set of grades (7, 6, 5, 4, 3, 2, 1, FNS, SUP, SSP, RW, DEF, DEC, W, WF, UNF)
No Supplementary	identical to Graded but without Supplementary assessment (SUP, SSP).
Honours Dissertation	identical to No Supplementary but without deferred assessment (DEF). This grading basis must be selected for all dissertation courses offered in the Bachelor Honours degree
Pass/Not pass	where "Non-graded pass" (NGP) is the only passing grade available
Multi-Term Course	used for a non-final component of a multi-term course where a grade of "Continuing" (CTG) is the normal outcome
No Grade	where no grade is associated with the course outcome

## 20. COURSE TOPICS

Course Topics are used where a course has specific areas or topics which need to be recorded for each student; for example, instruments for music practical study. Each topic has its own class scheduled, permitting students to enrol against the specific topic which is relevant to them. On the student's academic transcript, both the course information (Catalogue number, title, grade) and the topic are reported. Other situations where course topics may be useful include "Special Topics" courses.

Course topics should only be used where the topics available are decided by the School and the students select the appropriate topic in which to enrol. They are not suitable for project topics, for example.

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## **21. REPEAT FOR CREDIT FLAG**

This is a field in the PeopleSoft Student System which permits a student to repeat a course which has a passing grade and to receive credit for it on the subsequent attempt. This will occur only in exceptional cases. Proposals to use this flag in any other cases require the approval of the Course Catalogue Manager in Business Systems Services.

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