Summer Term Courses Procedure

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<th>Approved by</th>
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<tr>
<td>1.2</td>
<td>Director of Governance</td>
<td>24 January 2017</td>
<td>24 January 2017</td>
<td>October 2015</td>
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Procedure Statement

**Purpose**
This procedure outlines the processes involved in the planning, development, implementation and support of Summer Term courses.

**Scope**
This procedure applies to all undergraduate and postgraduate courses offered in Summer Term, but does not apply to programs with non-standard teaching terms.

**Are Local Documents on this subject permitted?**
- ☐ Yes, subject to areas specifically restricted within this Procedure.
- ☐ No

Procedure Processes and Actions

1. **Planning of Summer Term course offerings**

   The requirements and timing of planning for Summer Terms will be in line with practices in the normal semesters.

   Courses that may be offered in Summer Term include:
   - Undergraduate and postgraduate courses
   - Core, elective and general education courses
   - ‘Specialised’ courses involving activities that can be offered only with difficulty during other semesters due to their characteristics (e.g. field trips, master classes, visiting experts).

   Where Summer Term offerings are run with potentially large cohorts, faculties should consider whether it is necessary to reduce the class sizes of associated tutorials/labs/workshops when compared to normal term timetabling of the courses, in recognition of the more intensive nature of these courses, and consequent need for closer assistance of student learning.

2. **Development and approval of Summer Term Courses**

   Prior to the first term planning of a course in Summer Term:
   - The course authority will complete an online Academic Information Management System (AIMS) teaching method proposal. This is required due to the shorter duration of Summer Term. If this is a new course a complete AIMS course proposal should also be completed. The AIMS teaching method proposal should note the alignment of the learning outcomes between the two versions of the course and the suitability of the course assessments for the intensive nature and proposed mode of delivery.
   - The AIMS proposal will be presented to the Faculty Education Committee.
   - Faculty Education Committee will be responsible for ensuring the consistent quality of Summer Term courses, particularly in terms of pedagogy.
   - The proposal will then be presented to Faculty Board for consideration and final approval.

   Subsequent amendments to teaching methods of courses offered over Summer Term will require Faculty Committee/Board approval via the AIMS teaching methods approval process.

   If a course is proposed to be offered in online or blended mode, the course authority will consult with the Office of the Pro-Vice-Chancellor (Education) to ensure the IT infrastructure (e.g. TELT platform) is capable of support, and will note this consultation in the AIMS teaching methods approval process.
3. Implementation of courses

Unless otherwise authorised by these Procedures, students will be limited to enrolling in 12 UoC of courses in any one Summer Term.

Where students are enrolled in more than one degree award program – whether as a Dual Award degree program or as part of concurrent Certificates or Diplomas – students will be permitted to take the 12 UoC from either or both of their programs, but must not enrol in more than 12 UoC overall.

In situations where a Faculty wishes to permit students to enrol in more than 12 UoC, the conditions under which this may occur should be clearly specified on the Faculty website. A Faculty may only permit enrolment in more than 12 UoC if the student is enrolled in only one program, or if the Faculty has obtained agreement with the course authorities of all the programs in which the student is enrolled.

The university's online enrolment systems will be configured to, as far as is possible, prevent students from being able to enrol in more than 12 UoC without academic approval.

The timing of census dates for Summer Term will be such that it allows students to withdraw from Summer Term courses with full knowledge of the previous semester’s results.

The Examinations Unit will provide central co-ordination and supervision of final exams in Summer Term.

Faculties offering courses in Summer Term will ensure that the Summer Term offerings of the course are assessed using the CATEI process regularly, and to the same frequency as the offering of the course in normal semesters.

Each Faculty Assessment Review Group (FARG) is responsible for authorising the finalisation of grades for courses offered in Summer Term prior to their release to students. FARG groups should consider those grades in light of comparable results for offerings of the course in normal semesters (where available) to ensure that any differences in the courses do not adversely affect students in either variant of the course.

4. Support for Summer Term courses

The Office of the Pro-Vice-Chancellor (Education) will develop a Summer Term webpage on the University website to provide a central portal of information concerning Summer Term and the courses offered. Elements of the website include important dates, enrolment and application information, special procedures for international students, fees, and withdrawal procedure.

Faculties should also ensure that program and/or faculty websites clearly identify courses that will be available in Summer Term and any implications for completion of a program within the standard minimum time if those courses are taken in Summer Term. Faculties should indicate if a Summer Term course will be full-paying. In this instance, Faculties will ensure such courses are also offered in at least one normal semester.

Subject to need, Summer Term courses should be centrally timetabled by the Office of the Pro-Vice-Chancellor (Education). The timetabling of courses should account for courses which can only be offered in Summer Term (e.g. due to fieldwork) and where possible give priority to these courses.

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<th>Supporting Information</th>
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<td><strong>Legislative Compliance</strong></td>
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Definitions and Acronyms

Summer Term
Comprises the teaching period spanning November, December, January and February. The exact dates of this teaching period may vary from year to year.

Revision History

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<tr>
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<td>1.0</td>
<td>Vice-President and Deputy Vice-Chancellor (Academic)</td>
<td>30 November 2012</td>
<td>30 November 2012</td>
<td>This is a new procedure</td>
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<tr>
<td>1.1</td>
<td>Administrative update by Head of Governance</td>
<td>18 February 2016</td>
<td>29 February 2016</td>
<td>Administrative updates to senior leadership roles</td>
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<tr>
<td>1.2</td>
<td>Administrative update by Director of Governance</td>
<td>24 January 2017</td>
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