1. Purpose and 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.

2. Definition

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.

3. Procedure

3.1 Planning of Summer Term course offerings

The requirements and timing of forward 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.

3.2 Development and approval of Summer Term Courses

Prior to the first term planning of a course in Summer Term:
- The course authority will complete a MAPPS teaching method proposal. This is required due to the shorter duration of Summer Term. If this is a new course a complete MAPPS course proposal should also be completed. The MAPPS 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 MAPPS 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 Standing Committee for
  consideration and final approval.

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

If a course is proposed to be offered in online or blended mode, the course
authority will consult with L&T @UNSW to ensure the IT infrastructure (e.g.
TELT platform) is capable of support, and will note this consultation in the
MAPPS teaching methods approval process.

3.3 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 12UoC 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.
3.4 Support for Summer Term courses

The PVC (Students) 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 Academic Administration. 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.

4. Review & History

The Summer Term Courses Procedure will be reviewed by the Academic Board every two years.

Appendix A: History

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<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
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<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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