



Australian Graduate School of Leadership

Policy register

Policy name	Courses and Subjects		
Version	1.0	Status	Approved by Board of Directors
Communication	To all staff, students and prospective students	Date	21 January 2013

Printing this document may render it out of date. Please refer to the latest online version at <http://imia.edu.au/reference>

1. Preamble

This policy is designed to ensure that the courses and subjects AGSL offers are of the highest academic quality.

2. Scope

This policy applies to all courses and subjects offered by AGSL.

3. Definitions

Term	Definition
Subject	Coherent, structured study in an academic discipline -- also referred to as a "subject."
Subject	See "subject" above
Course	Structured study in a range of disciplines leading to the award of a degree, diploma or certificate
Award	A degree, diploma or certificate offered by AGSL that is accredited as a higher education award

4. Principles

AGSL will publish, either in printed form, on its website or both, comprehensive information about –

- the requirements to be satisfied for the award of the degrees, diplomas and certificates it offers

- the policies and procedures that support the delivery of its courses and subjects
- individual subjects so that students may make an informed choice.

AGSL will review its subjects, courses, policies and procedures on a regular basis to ensure that they –

- are of high quality
- produce the outcomes for students that are intended
- are relevant to the needs of graduates and their employers.

5. Procedures

In respect of each of its courses, AGSL will publish, prior to enrolling students, either in printed form, on its website or both –

- the course objectives and course outcomes
- a description of the course content and structure showing the overall course design including general and specialised components, if any
- a chart of the course sequence by teaching period, with core and elective subjects as appropriate, and exit points
- the delivery mode, the duration, and the maximum and minimum timeframes within which the course may be completed
- the educational and other qualifications (including English competency) required for admission to the course
- any special admission categories or alternative admission arrangements
- details of articulation or credit transfer arrangements with other higher education providers
- where the course has a research component, a statement of the overall assessment criteria for the course
- details of the nature and quantity of library and other reference resources, such as online databases and journals, to support the course, and a description of the arrangements that have been established for students to access the resources.

In respect of each of its subjects, AGSL will publish, either in printed form, on its website or both –

- the name of the subject
- the duration in teaching periods

- the award or awards with which the subject is associated and if relevant whether it is a core or elective subject for those awards
- the weighting of the subject in the course
- the mode of delivery and teaching methods and strategies
- any pre-requisites for enrolment
- the expected student workload per week
- student learning outcomes for the subject – the knowledge and skills students would be expected to attain by successfully completing the subject
- subject content and structure
- details of assessment tasks, including examinations, and the breakdown of marks for each assessment task or examination
- prescribed and recommended readings.

The subject details listed above shall be made available to students by no later than the start date of the session in which they are studying that subject.

In respect of its teaching and academic leadership staff, AGSL will publish, either in printed form, on its website or both.

- details of the academic qualifications and teaching experience of staff employed to teach its courses
- the curriculum vitae (CVs) of staff undertaking education leadership roles (such as course co-ordination, supervision, etc).

6. Responsibilities

The following are responsible for this policy –

- Academic staff
- Executive Dean
- Registrar
- Academic Board