



The Course Profile - Procedures

Document Number:

3.10.03b

Topic:

[3.10.03 The Course Profile](#) ^[3]

Approval Authority:

Academic Registrar

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Evaluation Timeframe:

3 Yearly Review

Audience:

All Staff

All Students

Document Web Links:

[PPL 1.60.07 Working with Children](#) ^[4]

[PPL 1.70.06 Discrimination and Harassment](#) ^[5]

[PPL 2.30.14 Laboratory Safety in Teaching Laboratories](#) ^[6]

[PPL 3.10.02 Assessment](#) ^[7]

[PPL 3.10.04 Placements in Coursework Programs](#) ^[8]

[PPL 3.50.09 Arrangements for Reasonable Adjustments in Examinations for Students with a Disability](#) ^[9]

[PPL 3.60.04 Student Integrity and Misconduct](#) ^[10]

[PPL 3.10.05 Graduate Attributes](#) ^[11]

[PPL 3.10.09 Supplementary Assessment](#) ^[12]

[PPL 1.70.02 Prevention of Sexual Harassment](#) ^[13]

Notes:

July 2016 - Changes throughout procedures arising from 2015 review of Electronic Course Profile System. Section 5 amended to include details on assessment requirements; Section 7 relating to responsibilities of course coordinators and head of coordinating units added. June 2018 - Editor accesses updated.

1. Purpose and Objectives

These procedures detail the content which must be included in the course profiles referred to in PPL 3.10.03a The Course Profile - Policy.

2. Definitions, Terms, Acronyms

Assessment lockdown date – five (5) days after the start of the relevant teaching period for the course

Coordinating unit – The organisational unit that coordinates the course

ECPS – Electronic course profile system

mySI-net ^[14] – the interface to the student information system

3. Procedures Scope/Coverage

These procedures apply to all staff at The University of Queensland.

4. Procedures Statement

The course profile will include (but will not necessarily be limited to) details about the course itemised below and will be contained within the ECPS.

The online version of the course profile, available to enrolled students via mySI-net ^[14], is the authorised version of the course profile.

5. Course Profile Content

5.1 General course information

5.1.1 Course details

This section will include SI-net ^[15] course catalogue information for the course including: course code, course title, the coordinating organisational unit, unit value, contact hours per week and the course description. Where relevant, the course profile will also include information on assumed background knowledge and skills.

5.1.2 Course introduction

Where the information in Section 5.1.1 (Course Details) does not adequately describe the course, a more detailed course introduction should be included.

5.1.3 Course staff

This section should include contact details of the course coordinator and other course contributors, including information on available consultation times.

5.1.4 Course timetable

This section should include or refer students to the authoritative source for the course timetable. Where further information relating to the timetable or class sign-on is required, it should be included here.

5.2 Aims, learning objectives and graduate attributes

5.2.1 Course aims

Broad aims of the course should be included as an introduction to the specific learning objectives of the course.

5.2.2 Learning objectives

This section should list specific measurable learning objectives that the student will have the opportunity to develop and demonstrate during the course.

5.2.3 Graduate attributes

The learning objectives should be mapped to the appropriate set (e.g. bachelor pass, bachelor honours) of University graduate attributes. (See [PPL 3.10.05 Graduate Attributes](#) ^[11].)

Where a course is offered predominantly in a professional program that requires accreditation against graduate attributes, the learning objectives may also be mapped against these attributes. (See [PPL 3.10.05 Graduate Attributes](#).) ^[11]

A reference to other program graduate attributes can also be included.

5.3 Learning resources

5.3.1 Required resources

A list of required texts, readings, online and electronic resources should be included using the appropriate referencing style for the discipline. Details of resources that will be available in the UQ Bookshop and Library must be made available no later than 8 weeks prior to the commencement of the course.

5.3.2 Recommended resources

A list of recommended texts, readings, online and electronic resources should be included using the appropriate referencing style for the discipline. Details of resources that will be available in the UQ Bookshop and Library must be made available no later than 8 weeks prior to the commencement of the course.

5.3.3 University learning resources

This section should reference resources available to all students at the University.

Content in this section in the ECPS must be approved by the Deputy Vice-Chancellor (Academic).

5.3.4 Coordinating unit learning resources

Resources available in all courses coordinated by the school or organisational unit should be specified in this section. The content of this section must be ratified by the Head of School.

5.3.5 Other learning resources and information

This section should include other information about resources that are available or required for the course including details of any additional costs.

5.4 Teaching and learning activities

5.4.1 Learning activities summary

This section should summarise the learning activities in the course. These activities may include lectures, tutorials, practicals, self-directed learning, reading and other student-centred activities. These activities should be mapped to the learning objectives that are being developed through the activity.

5.4.2 Other teaching and learning activities information

Any further information relating to the learning activities summarised in section 5.4.1 should be included in this section. This may include a description of the teaching and learning methods, approaches/philosophy and modes used in the course.

5.5 Assessment

The Course Profile must include information about assessment.

Course coordinators may not alter the structure of course level assessment after the assessment lockdown date. However, due dates for assessment may be extended.

Reasonable notice must be given of any extended due dates. Any other changes must have prior approval of the Associate Dean (Academic) of the coordinating unit, in consultation with the Academic Registrar.

All changes must be communicated to students promptly. Communication must be by means in addition to notification in the course profile.

5.5.1 Assessment summary

This section of the course profile summarises all necessary information about course assessment, including each assessment task's name, type, deadline(s), and the relative importance (e.g. weighting) of the task.

5.5.2 Course grading

This section describes how results for each assessment task are aggregated to yield a final grade. The profile must also include details of any “hurdle” requirements (e.g. achievement of a certain standard on a final examination required to pass the course) and the consequences of failing to meet the “hurdle” standard (e.g. the grade cap that will apply).

5.5.3 Late submission

This section must describe the circumstances under which extensions may be granted and any penalties for the non-compliance of assessment tasks, e.g. penalties for late submission or exceeding word limits. The section should also detail how any requests for extensions are to be submitted.

5.5.4 Other assessment information

Where relevant, additional information on assessment in this course can be provided in this section, including appropriate conditions for group work and collaboration, required referencing styles, the use of dictionaries and electronic devices in examinations and an indication of the non-availability of supplementary assessment (e.g. in the case of group work and collaborative assessment tasks). [Link to <http://ppl.app.uq.edu.au/content/3.10.09-supplementary-assessment> ^[12]]

5.5.5 Assessment detail

For each assessment task, the course profile must include:

- the title and form of the task (e.g. examination, report, etc.);
- a description of the assessment task or a reference to the location where the description can be found (e.g. Blackboard course site);
- the criteria and standards by which the task will be assessed, or a reference to the location where this information can be found;
- the date and time when the task is due or is to be undertaken;
- details of how the task is to be submitted, if applicable;
- a list of the course learning objectives which this task assesses; and
- information on when, how, and in what form feedback will be provided.

5.6 Policies and guidelines

This section contains the details of and links to key policies and guidelines.

5.6.1 Assessment related policies and guidelines

University Policies and Guidelines

This section includes a summary of and/or link to assessment related policies including, but not limited to, [PPL 3.60.04 Student Integrity and Misconduct](#) ^[10] and [PPL 3.10.02 Assessment](#) ^[16].

Content in this section in the ECPS must be approved by the Deputy Vice-Chancellor (Academic).

Feedback in this Course

Additional optional information relating to the availability and methods of feedback in the course can be provided.

Coordinating Unit Assessment Guidelines

Details of and/or links to any relevant assessment guidelines in the coordinating organisational unit or for the course can also be provided.

5.6.2 Other policies and guidelines

University Policies and Guidelines

This section includes a summary of and/or link to other teaching and learning related University policies including, but not limited to:

- Sexual Harrassment: [PPL 1.70.02 Prevention of Sexual Harassment](#) ^[13]
- Working with Children: [PPL 1.60.7 Working with Children](#) ^[4]
- Students with a Disability: [PPL 3.50.09 Arrangements for Reasonable Adjustment in Examinations for Students with a Disability](#) ^[9]
- Placements in Coursework Programs: [PPL 3.10.04 Placements in Coursework Programs](#) ^[8]
- Occupational Health and Safety: [PPL 2.30.14 Laboratory Safety in Teaching Laboratories](#) ^[17]

Content in this section in the ECPS must be approved by the Deputy Vice-Chancellor (Academic).

Other Coordinating Unit Guidelines

References can be provided to any other relevant guidelines in the coordinating organisational unit.

Other Course Guidelines

If required, details of or reference to any other relevant guidelines in the course can be provided here.

6. Availability

Information in the course profile will be available publicly on the University website except where assessment details are considered sensitive.

The course profile is to be made available to students in electronic form no later than one (1) week prior to the first scheduled learning activity for each offering of the course. Any exceptions must be approved by the Associate Dean (Academic) of the coordinating unit. Coordinating units have the option of setting an earlier date for the release of course profiles.

Any exceptional changes to the course profile during the semester/year should be promptly communicated to students currently enrolled in the course.

7. Responsibilities

7.1 Course coordinator

The course coordinator is responsible for creating/updating the course profile in the ECPS before the start of the relevant teaching period. This should be done in a timely manner to allow review of the course profile before publication. The course coordinator is also responsible for keeping the course profile updated as required throughout the semester.

7.2 Head of coordinating unit

The head of the coordinating organisational unit must define a process by which all course profiles in the organisational unit are reviewed prior to publication to students. The process must ensure all course profiles are made available by the deadline set out in section 6.

Custodians

Academic Registrar Mr Mark Erickson

academic.registrar@uq.edu.au ^[18]

Links:

[1] <https://ppl.app.uq.edu.au/print/node/409>

[2] <https://ppl.app.uq.edu.au/printpdf/node/409>

[3] <https://ppl.app.uq.edu.au/content/3.10.03-course-profile#Procedures>

[4] <http://ppl.app.uq.edu.au/content/1.60.07-working-children>

[5] <http://ppl.app.uq.edu.au/content/1.70.06-discrimination-and-harassment>

[6] <http://ppl.app.uq.edu.au/content/2.30.14-laboratory-safety-teaching-laboratories>

[7] <https://ppl.app.uq.edu.au/content/3.10.02-assessment>

[8] <http://ppl.app.uq.edu.au/content/3.10.04-placements-coursework-programs>

[9] <http://ppl.app.uq.edu.au/content/3.50.09-arrangements-reasonable-adjustments-examinations-students-disability>

[10] <http://ppl.app.uq.edu.au/content/3.60.04-student-integrity-and-misconduct>

- [11] <http://ppl.app.uq.edu.au/content/3.10.05-graduate-attributes>
- [12] <http://ppl.app.uq.edu.au/content/3.10.09-supplementary-assessment>
- [13] <http://ppl.app.uq.edu.au/content/1.70.02-prevention-sexual-harassment>
- [14] <https://ppl.app.uq.edu.au/glossary/term/172>
- [15] <https://ppl.app.uq.edu.au/glossary/term/171>
- [16] <http://ppl.app.uq.edu.au/content/3.10.02-assessment>
- [17] <http://ppl.app.uq.edu.au/content/2.30.14-occupational-health-and-safety-laboratory>
- [18] <mailto:'+'academic.registrar@uq.edu.au'>