

Alternative arrangements will be provided for students who are:

Covered by specific UNSW contractual requirements; or

Members of the Australian Defence Force Reserve Service; or

Enrolled in the UNSW Elite Athletes, Performers and Leaders Support Program; or

Courses with combined teaching arrangements in place will be identified in the UNSW Handbook to ensure that students are informed prior to enrolling in the course.

4. Learning resources, support and environments

Students will have timely access to learning resources, activities and support appropriate to their needs. Choices made in the mode of delivery, technology and learning spaces will enhance student learning.

4.1. Educational resources

All relevant educational resources will be provided to students.

5. Scheduling of classes and allocation of teaching spaces

The timetable will be optimised to enable student progression, enhance student choice and prioritise the student experience. The timetable will be equitable and complete, taking into account the needs of students and staff, maximising the efficient use of physical spaces and resources and minimising changes after publication.

The timetable will be scheduled centrally based on Term Planning requirements provided by Program and Course Authorities and will be flexible enough to support best practice teaching delivery wherever possible.

The timetable will accurately reflect all scheduled teaching activities whether face-to-face or online.

Changes to the timetable after publication will require justification from the School making the request and will be evaluated by the central Scheduling team. When evaluating requests for changes, the needs of the students will be given the highest priority.

Daytime classes will normally be scheduled between 8.00 am and 6.00 pm, and evening classes between 6.00 and 9.00 pm, Monday to Friday. Classes may be scheduled outside of these days/hours with the approval of the relevant Head of School. Such arrangements must be in accordance with the [UNSW \(Academic Staff\) Enterprise Agreement](#) and the [UNSW \(Professional Staff\) Enterprise Agreement](#).

All teaching spaces, including specialist teaching spaces, will be incorporated into the timetabling system and centrally allocated. Specialist teaching spaces will be scheduled in consultation with the Schools who manage the space.

6. Quality assurance and enhancement of program delivery

Faculties will ensure that processes are in place to assure and enhance the quality of the delivery of programs and courses, in accordance with the [Education Quality Policy](#)

The Office of the Pro-Vice-Chancellor (Education) will undertake:

- Analysis and reporting of outcomes of student experience survey data on teaching quality, learner engagement and learning resources, and data on good teaching;
- Regular evaluation of learning spaces and reporting on outcomes.

7. Roles and responsibilities

The generic duties and responsibilities of academic staff are set out in the [UNSW Enterprise Agreement for Academic Staff](#). Also refer to the teacher responsibilities in its [Academic Expectations Framework](#).

Additional information on roles and responsibilities related to delivery are outlined below.

7.1. Program and Course Authorities

The Program Authority is the position with overall responsibility for all aspects of a program. Responsibilities related to program delivery include:

- Ensuring programs are designed in accordance with this procedure;
- Ensuring administrative arrangements (such as publication of program information, and approval of marketing materials and recruitment strategies) are in place;
- Verifying continuing compliance with the standards in the [Higher Education Standards Framework](#), including programs delivered by an approved UNSW Third Party Provider; and
- Oversight of all matters that affect students in a program (such as admission, enrolment, progression, and graduation).

The Course Authority is the position with overall responsibility for all aspects of a course. Responsibilities related to course delivery include:

- Ensuring courses are delivered in accordance with this procedure and that course learning activities align with the course learning outcomes;
- Ensuring courses have the appropriate course materials and support, and that administrative arrangements (such as publication of course information and scheduled classes) are in place;

Oversight of all matters that affect students in a course (such as assessment and student attendance and participation requirements, where relevant).

Program and Course Authorities may delegate responsibilities to nominated staff or administrative units.

The contact details of Program and Course Authorities, and other nominated staff, will be recorded and made available to students and UNSW staff.

7.2. Teaching staff

The expectations of teaching staff are outlined in the [Academic Expectations Framework](#). Responsibilities for individual staff are set out in their employment contact.

As a minimum, all teaching staff will be expected to meet the following expectations:

- Be available to teach within the designated teaching hours for the course;
- Provide assessment and feedback that foster student engagement and independent learning;
- Respond in a timely and professional manner to individual student learning needs;
- Comply with relevant institutional policies and standards set by professional bodies;
- Use learning technologies appropriately;
- Demonstrate expertise and knowledge in a discipline or subject; and
- Seek and use student and peer feedback to enhance the quality of courses.

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Responsible: Deputy Vice-Chancellor, Academic Quality

Lead: Pro Vice-Chancellor (Education)

