Program Design and Delivery Policy

Version	Approved by	Approval date	Effective date	Next full review
1.1	Director of Governance	23 September 2019	23 September 2019	January 2022

Policy Statement

Purpose	This Policy specifies the principles that guide the design and delivery of coursework programs and courses.
Scope	The Policy applies to: • Coursework programs, including Sub-Bachelor, Bachelor Pass, Bachelor Honours, Graduate Certificate, Graduate Diploma, Masters (Coursework) and Masters (Extended); • Specialisations and courses within these programs; and • Coursework elements of higher degree research programs.

Policy Provisions

1. Overview and objectives

The *Program Design and Delivery Policy* sets out the principles that guide the structure, design and delivery of coursework programs to assist students to succeed in their program of study and prepare them for work, research, further and lifelong learning.

The Program Authority has overarching responsibility for all aspects of design and delivery of a program and specialisations (if relevant). The Course Authority has overarching responsibility for all aspects of design and delivery of a course. Program and Course Authorities may delegate some responsibilities to nominated staff or administrative units.

The objectives are that:

1. Students can access clear information on program structure, admission and progression requirements, learning outcomes and graduate capabilities so they can make informed and meaningful decisions about program choices and pathways.
2. Students are assured that programs, specialisations and courses have been established, reviewed, and quality assured in accordance with UNSW policies, and comply with all relevant legislative and professional accreditation requirements.
3. Students have a quality educational experience and attain learning outcomes and graduate capabilities which are consistent with the Australian Qualifications Framework (AQF) qualification-level and the purpose of the program as approved by Academic Board.
4. Responsibilities for the design and delivery of programs, specialisations and courses are clearly assigned and students know who to contact before the commencement of term or semester.

2. Principles

2.1. Programs will be designed and structured to provide students with a coherent education experience, which supports their achievement of the program learning outcomes and graduate capabilities.

2.1.1. The curriculum design will support the UNSW 2025 Strategy and apply the principles of the *Integrated Curriculum Framework*.

2.1.2. Program structure will be consistent with the requirements set out in the *Program Design Procedure* and the AQF specification for the qualification and will include clear pathways into and out of the program for students.

2.1.3. Where a program or course will be offered across different locations, modes, times or terms, the program, courses and learning activities will be designed to ensure that students have comparable experiences and learning outcomes.

2.1.4. Students, industry, professional associations and other key stakeholders will be involved in the design, where appropriate.

Refer to the *Program Design Procedure* for implementation of this principle.

2.2. Programs will provide authentic experiences that prepare students for work, research and further learning.

2.2.1. All Bachelor (Pass and Embedded Honours), Masters (Coursework) and Masters (Extended) programs will provide an opportunity for students to undertake work integrated learning (WIL).

2.2.2. Work integrated learning will involve authentic work learning experiences, engagement with partner organisations, be purposefully aligned to program and course learning outcomes, assessed, and undertaken in a supervised work learning context.

2.2.3. Work integrated learning will comply with the UNSW requirements for the proposal, design, documentation and delivery of these activities.

2.2.4. Appropriate arrangements will be put in place to prepare, manage, deliver and report on WIL and to ensure that students undertaking WIL are prepared and supported.

2.2.5. Where programs require or enable students to undertake research, the planning and execution will comply with the relevant research codes and policies.

Refer to the *Work Integrated Learning Procedure*, *Program Design Procedure* and *Program Delivery Procedure* for implementation of this principle.

2.3. Learning, teaching and educational environments will inspire and support student achievement of the program learning outcomes and graduate capabilities.

2.3.1. Student engagement and learning will be supported through the alignment of delivery with the four dimensions of the *Scientia Education Experience* and learning outcomes.

2.3.2. The quality of student learning experiences will be comparable irrespective of places, modes or time of delivery, or provision by third parties.

2.3.3. Programs and courses will be overseen and taught by those who have the appropriate level of knowledge, skills and experience for their role.

2.3.4. The mode of delivery, the use of technology, and the design of learning activities and learning spaces will facilitate student learning, and students will have access to learning resources and support appropriate to their needs.

2.3.5. The timetable will be optimised to enable student progression, enhance student choice, and prioritise the student experience whilst maximising the efficient use of physical spaces.

Refer to the *Program Delivery Procedure* for implementation of this principle.

Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Academic
Contact Officer	Pro-Vice-Chancellor (Education)
Supporting Information	
Legislative Compliance	This Policy supports the University's compliance with the following legislation: *Australian Qualifications Framework 2013* *Education Services for Overseas Students Act 2000 (ESOS Act)* (Cth) *Higher Education Standards Framework (Threshold Standards) 2015* *Tertiary Education Quality and Standards Agency Act 2011* (Cth)
Supporting Documents	Program Design Procedure Program Delivery Procedure Work Integrated Learning Procedure
Related Documents	Academic Progression and Enrolment Policy Academic Progression Procedure Admission to Coursework Programs Procedure Admissions Policy

	Assessment Design Procedure Assessment Implementation Procedure Assessment Policy Education Quality Policy Education Quality Procedure Equity, Diversity and Inclusion Policy Integrated Curriculum Framework myExperience Survey Procedure Recognition of Prior Learning (Coursework Programs) Procedure Scientia Education Experience Student Code of Conduct University Medal Policy University Medal Procedure
Superseded Documents	Program Design and Delivery Policy, v1.0
File Number	2018/28571

Definitions and Acronyms

AQF	Australian Qualifications Framework
Course Authority	Position with overarching responsibility for all aspects of a course. The Course Authority may delegate responsibilities to nominated staff or administrative units within a School or Faculty.
Coursework	A mode of study which is largely, or wholly, constituted of courses involving directed learning, including face-to-face class instruction, online learning, distance learning, or combinations of these.
Major	A specified sequence of study in a discipline or sub-discipline area within a program. Majors require students to take an approved set of courses at different levels and units of credit. The term is generally synonymous with 'specialisation'. More than one major may be completed in a program.
Minor	A specified sequence of study within a discipline or sub-discipline, smaller in size and scope than a major.
Partner organisations	In a WIL context, partner organisations can refer to those external to UNSW, such as industry and community, as well as UNSW itself.
Program Authority	Position with overarching responsibility for all aspects of a program. The Program Authority may delegate responsibilities to nominated staff or administrative units within a School or Faculty.
Research integrated learning	An educational activity that integrates theoretical learning with its application in a research context aimed at developing skills in research or research methodologies and techniques. It may involve activities such as theses or projects, student administered surveys and other forms of student-led data collection, or participation in research.
Specialisation	The umbrella term for the defined area of disciplinary study. In undergraduate programs, they are referred to as majors and minors. In postgraduate coursework program they are referred to as specialisations. *See Major and Minor.*
Third party	Third party in the context of design and delivery of courses refers to an individual who is not an employee of UNSW, or a separate entity, which provides services to or on behalf of UNSW. For example, a sessional academic engaged as an independent contractor (using an ABN) or another university providing tuition under an agreement with UNSW.
Work integrated learning (WIL)	At UNSW, work integrated learning is: • Embedded in a course and has an assigned unit of credit value; and/or • A program requirement for those professions that require a minimum level of work experience to receive accreditation.
Work learning	Learning within a workplace (actual or virtual) or learning that is based on content and/or experiences drawn directly from a partner organisation workplace.

Revision History				
Ver sion	Approved by	Approval date	Effective date	Sections modified
The Program Design and Delivery Policy, v1.0 superseded: Structure of Honours Programs Policy, v1.1 Structure of Postgraduate Coursework Programs Policy, v2.1 Structure of Undergraduate Programs Policy, v1.1 Summer Term Courses Policy, v1.2 University-wide Timetable Policy				
1.0	President and Vice-Chancellor	24 October 2018	1 January 2019	New policy
1.1	Director of Governance	23 September 2019	23 September 2019	Administrative update - hyperlinks to Work Integrated Learning Procedure inserted in Section 2.2 and Supporting Documents