

Course Coordinator Procedures

Section 1 - Rationale and Scope

(1) These Procedures establish the core responsibilities and performance expectations associated with the role of Course Coordinator at the University of New England. These Procedures should be read in conjunction with [Course Coordinator Policy](#).

Section 2 - Procedures

(2) Each course is required to have an appointed Course Coordinator responsible and accountable for the activities outlined in the associated [Course Coordinator Policy](#) and these Procedure.

(3) Salary and workload allocation relating to duties performed as a Course Coordinator are to align with the UNE Workplace Agreement and School workload policies.

Responsibilities and key performance expectations

(4) The detailed responsibilities and key performance expectations of a Course Coordinator include but are not limited to the following:

(5) Course Leadership

- a. Provide effective leadership for implementation of UNE's teaching and learning priorities at a course level.
- b. Provide effective leadership in innovative course development, curriculum design, development, implementation, evaluation, monitoring and review.
- c. Lead a collaborative course team and chair regular course team meetings.
- d. Where applicable, ensure that a Course Advisory Board is in place and meets regularly to provide external industry and professional input to the course.
- e. Liaise with relevant industry and professional groups as an integral part of on-going course development.
- f. Coordinate new proposals and review amendments to the existing course.
- g. Where applicable manage the professional accreditation and re-accreditation processes.
- h. Advise students and staff on academic rules.

(6) Quality Enhancement

- a. Manage course quality and continuous improvement processes in accordance with the [Academic Quality Assurance Policy](#) and other relevant University Rules, Policies and Guidelines.
- b. Assist with implementation of recommendations from relevant Review Committees.

(7) Student Management

- a. Liaise with relevant business areas regarding advice to students on programs of study; eligibility for admission to candidature enrolment approvals; special examinations/special consideration/special extension of time;

credit, exclusions and Early Intervention Strategy.

- b. Liaise with UNE International and Student Experience in respect of legislative requirements applicable to student visa holders.
- c. Assess applications for credit that require the approval of the Course Coordinator. Assess applications for students applying for cross institutional study.
- d. Make a determination on applications from students seeking reinstatement or readmission or re-enrolment after exclusion where the Course Coordinator's approval is required.
- e. Approve applications for Permission to Enrol Elsewhere.
- f. Grant intermission from a course for up to two years.
- g. Grant an extension of time of up to one year (or part-time equivalent) beyond the normal maximum period of candidature for a student to complete a course.
- h. Decline a request to transfer into the Course Coordinator's course.
- i. Assess and rule on applications from students wishing to enrol concurrently in a degree of Bachelor with Honours in another course.
- j. Decide on the application of the course rules during transition to a new course or course requirements and for students resuming study after approved intermission.
- k. Assess and approve applications from students to enrol in six credit points in a trimester in excess of the normal maximum full-time study load.
- l. Monitor all attendance requirements for Course-based Mandatory Intensive Schools.

(8) External Relationship Management

- a. Participate in meetings of a Course Advisory Board.
- b. Monitor changes in the external environment that may affect the courses. Represent the course at meetings and events as required.
- c. Liaise with relevant external bodies and professional groups.

(9) Marketing and Recruitment

- a. Contribute to the promotion of the course in conjunction with relevant University directorates.

Status and Details

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Glossary Terms and Definitions

"Permission to Enrol Elsewhere" - Is pre-approved studies undertaken by a student enrolled in a University of New England course at another University, for Advanced Standing towards the University of New England course.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Mandatory Intensive School" - Is an Intensive School that provides learning outcomes that cannot be achieved in any other way. All students enrolled in a unit or course must attend, exemption is possible under the most limited of circumstances

"Student Visa Holder" - Is an international student studying in Australia on an appropriate visa.

"Course" - Course means a syllabus, a curriculum, a training package, units of study, or structured workplace learning, the successful completion of which leads to the conferral of an award on the student by the University (including but not limited to a regulated qualification under the Australian Qualifications Framework).

"Intermission" - An approved leave of absence of up to two years from a course. Students who apply for intermission before the census date will not have that trimester counted for the student's maximum period of candidature.

"Special Examination" - is an equivalent exam to be administered by Examinations, Results and Timetabling in the next relevant examination period.

"Special Consideration" - means that if a student attended an exam or submitted an assessment by the submission date and their performance was affected due to circumstances beyond their control, those circumstances may be taken into account when the exam/assessment is marked. Special consideration is worth up to 3% of total assessment in the unit.

"Special Extension of Time" - is an extension on assessment submission until the last day of the teaching period immediately following the teaching period in which the Student was enrolled in the unit or for completion of compulsory practical experience/practicum/praxis, is the last day of the third teaching period after the original enrolment.