

# Online Learning Resources Rule

## Section 1 - Overview

(1) This Rule provides the framework for the management of all online learning resources via the University Learning Management System (LMS) and must be read in conjunction with the [Online Learning Resources Procedures](#) that support this policy.

## Section 2 - Scope

(2) This Rule applies to all University Representatives involved in the development, administration and delivery of all online learning resources via the University Learning Management System (LMS).

## Section 3 - Rule

### Principles

- (3) The University is committed to enhancing the quality of our course offerings and embracing new technologies to support our aspiration to be the leading provider of flexible and online learning.
- (4) Appropriate tools and technologies for teaching and learning will be used in all units (where applicable) to enhance the student learning experience.
- (5) All units will have a dedicated University LMS site.
- (6) The LMS supports the online delivery and administration of resources, communication, collaboration and assessment.
- (7) Online Learning Resources must adhere to accessibility standards in accordance with government legislation.
- (8) The University is mindful of safeguarding its intellectual property, managing the rights and responsibilities of UNE authors, and administering copyright and license compliance obligations in relation to the use of Learning Resources.

### Responsibilities

- (9) Unit Coordinators are responsible for administering and overseeing the unit LMS site including:
  - a. developing and reviewing all unit content and creating engaging Learning Resources for students in accordance with the Online Learning Standards Principles and Guidelines as part of the [Course Design Framework](#);
  - b. unit Core Learning Resources are available to students in accordance with release deadlines specified in the [Online Learning Resources Procedures](#);
  - c. ensuring published Third Party Copyright materials copied under Part VB of the [Copyright Act 1968](#) (Cth) required for inclusion in electronic reserve meet the University Library submission deadlines specified in the [Online Learning Resources Procedures](#);
  - d. providing links to Library Resources and not reproducing the content in the LMS;

- e. ensuring online Learning Resources meet compliance obligations detailed in the [University Copyright Policy](#);
- f. where applicable adding teaching team members and contact details prior to the first week of teaching; and
- g. in accordance with government legislation, providing reasonable adjustments to online Learning Resources for students with additional needs or particular education requirements.

(10) Student Accessibility and Wellbeing Office is responsible for:

- a. providing advice to Unit Coordinators and the relevant Head of School on making reasonable adjustments to online Learning Resources for students with additional needs or particular education requirements; and
- b. providing the agreed reasonable adjustments for online Learning Resources to students with additional needs or particular education requirements.

(11) Education Enterprise is responsible for:

- a. the ongoing management of the LMS and the wider virtual learning environment, which includes the identification and actioning of any future system developments and improvements;
- b. providing professional development opportunities and support to academic staff to facilitate curriculum development and to extend and develop existing teaching approaches with the aim of optimising student understanding and engagement;
- c. providing assistance to Unit Coordinators with the set up and management of unit sites; and
- d. leading learning design initiatives and provide learning design expertise and guidance to Unit Coordinators.

(12) Library Services is responsible for providing and managing Library Resources and providing services to academic staff to support their teaching activities.

(13) The Copyright Officer is responsible for providing and maintaining information resources and services to assist staff preparing online Learning Resources to manage their copyright obligations.

(14) Technology and Digital Services is responsible for providing technical support, development of existing systems and implementation and integration of new systems within the virtual learning environment.

(15) The Head of School is responsible for:

- a. authorising the final version of the Core Learning Resources; and
- b. ensuring that, for each unit offered in their School, all the Core Learning Resources are available and released to students in accordance with the timeframes the [Online Learning Resources Procedures](#).

## **Records Management**

(16) Electronic records must be kept in accordance with the University [Records Management Rule](#).

## **Rule Administration**

(17) In the event of a conflict between this Rule and any Rule, policy or practice, this Rule shall take precedence.

## **Authority and Compliance**

(18) The Vice-Chancellor and Chief Executive Officer pursuant to [Section 29 of the University of New England Act](#) makes this University Rule.

(19) University Representatives must observe this Rule in relation to University matters.

(20) The Rule Administrator, the Executive Principal Education Futures, is authorised to make procedures and guidelines for the operation of this Rule. The procedures and guidelines must be compatible with the provisions of this Rule.

(21) This Rule operates as and from the Effective Date.

(22) Previous policy on Learning Resources is replaced and has no further operation from the Effective Date of this new Rule.

(23) Notwithstanding the other provisions of this Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	16th December 2021
<b>Review Date</b>	16th December 2022
<b>Approval Authority</b>	Vice-Chancellor and Chief Executive Officer
<b>Approval Date</b>	16th December 2021
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## Glossary Terms and Definitions

**"Learning Management System (LMS)"** - Is a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology teaching and learning programs.

**"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.

**"Core Learning Resources"** - Comprises the minimum learning resources the student must engage with in order to complete the assessment requirements for a unit.

**"Learning Resources"** - Comprise the sum of 'UNE-Authored Learning Resources' and 'Third Party Copyright and Licensed Materials' that are made available to students to achieve learning outcomes and complete assessment requirements for a unit.

**"Library Resources"** - Include resources and licensed materials that are managed and made accessible by the University Library (including the electronic reserve collection) to support teaching and learning activities.

**"School"** - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

**"University Representative"** - University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.