Important information for Subject Coordinators

As a Subject Coordinator you have many important roles and responsibilities. This handbook has been put together to help you in this role by providing you with useful tips and information on what is expected of you as a Subject Coordinator.

Where to find information? The Student Centre and Faculty have lots of information on their website to help you. Start with the Student Centre website: www.abp.unimelb.edu.au/studentcentre/. This page links to other helpful pages and will guide you through many of the complex activities you will be required to undertake.

What do I need to know? The main things that you need to know are the following:

- Can I hire sessional staff?
- Can I hire a guest lecturer?
- Tutor Induction Program including OH&E
- Pre-Semester Program
- Preparing a subject
- Handbook Entry
- Setting Assessment
- Setting up an LMS page
- Subject timetable
- Class registration
- How many students will I have?
- Final date for subject changes
- Course Reader
- Lecture Capture
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- Student Policy and Procedure
- Assignment submission
- Assignment Return
- Marking of assignments and exams
- Penalties for late submission of work
- Assignment extensions
- Additional / alternative assessment
- Students experiencing academic disadvantage
- Special consideration
- Student academic misconduct
- End of year assessment (crits)
- Subject Experience Survey
- Examinations
- Results
- Results Moderation
- Student grievances and appeals
- Unsatisfactory progress
- Graduation
- Where can I go for help?

Can I hire sessional staff? Prior to the beginning of each semester, Subject Coordinators are provided with a ‘pack’ by the Student Centre. This pack contains a sheet at the front that outlines the profile of the subject you are coordinating, including the estimated enrolment numbers, the number of sessional staff you are able to employ and the budget for employing these staff. It also includes a checklist and the HR forms you will require to ensure your staff are paid. It is the responsibility of the Subject Coordinator to source sessional tutors. It is expected that sessional tutors are working professionals in the relevant field and must have a valid working visa if required. Please ensure that the completed payroll forms for your sessional staff are submitted to faculty HR at least two weeks prior to the beginning of semester. For more information on hiring sessional staff and electronic copies of forms visit: Hiring Sessional Staff and Budgeting.

Can I hire a guest lecturer? Yes, as long as it fits within your budget allocation for the subject. If you wish to hire a guest lecturer you should have them fill in an HR20 form and a Tax Declaration form as you would any other sessional. The payment amounts are included on the Hiring Sessional Staff and Budgeting webpage.
**Tutor Induction Program** The Faculty runs a comprehensive tutor induction program for all sessional tutors. This program is coordinated by the Teaching and Learning Unit and runs at the beginning of each semester. The session covers an introduction to teaching at Melbourne, OH&S, teaching and learning in studios (for studio tutors), and your first session. Visit [Learning and Teaching at ABP](http://learning.unimelb.edu.au) for more information.

In addition, the University requires all academic staff including sessional tutors to complete an online OHS&E training module - Roles and Responsibilities for Supervisors. Tutors will be paid for one hour of work at the appropriate rate to successfully complete the training. Tutors should log on to [http://safety.unimelb.edu.au/support/training/courses/roles_supervisor/](http://safety.unimelb.edu.au/support/training/courses/roles_supervisor/).

**Pre-Semester Program** At the start of each semester we run a comprehensive pre-semester program designed to assist commencing students to become familiar with the University and Faculty. The program is coordinated by the Student Centre and usually runs across five days, with one day dedicated to finalising the students’ enrolment. For more information visit [Pre-Semester Program](http://learning.unimelb.edu.au).

**Preparing a subject** When preparing a subject, there are administrative tasks in addition to the preparation of subject content that you need to take care of. The first is to establish whether you are eligible for sessional assistance with tutorials. This is based on a complex formula that is driven by estimated student numbers. You will be given advice on this by the Student Centre well ahead of the start of semester. Preparing a subject also includes creating or modifying your subject LMS site, preparing and ordering your course reader, checking your timetable, reviewing the subject entry in the handbook and advising the Student Centre when any assessment tasks will be handed in at the Student Centre. For more information visit: [Preparing a subject](http://learning.unimelb.edu.au).

**Handbook Entry** The University Handbook is a legally binding document and the information it contains must be kept up to date. It can only be edited at certain times of the year and course and subject changes have to go through the formal approval process. Further information can be found at [Handbook Editing](http://learning.unimelb.edu.au).

**Setting assessment** The University provides guides for setting assessment statements for subject descriptions. The general University standard for assessment amounts is as follows:

- Undergraduate 12.5 point subjects have a total assessment of 4000 words or equivalent.
- Postgraduate 12.5 point subjects have a total assessment of 5000 words or equivalent.

Generally accepted equivalences are:

- An hour of examination = 1000 words.
- Ten minutes of individual oral presentation = 1000 words.

For further information go to the [Assessment Statements in Subject Descriptions](http://learning.unimelb.edu.au).

**Setting up an LMS page** You need to ensure that you have an LMS page set up for your subject. There should already be one in place that you can arrange to have access to and update. The Student Centre will assist you with setting up your page by submitting a request via the [ABP LMS Subject Request Form](http://learning.unimelb.edu.au).

**Subject timetable** The University timetable is put together on an annual cycle. It is released to students at the time of re-enrolment, usually the last week of October each year for the following year. You can find your subject timetable either via the [Handbook](http://learning.unimelb.edu.au) or by visiting our [Timetabling](http://learning.unimelb.edu.au) webpage and following the link to the central timetabling page. If you wish to make a change to the timetable you will need to contact the Student Centre by emailing [abp-timetabling@unimelb.edu.au](mailto:abp-timetabling@unimelb.edu.au). Please note that changes are not always feasible due to clashes, availability of venues and other constraints.
**Class registration** Students sign up or register for classes via an online process. Students must first finalise their subject selection and then register for classes resulting in an online, personalised timetable for every student. Currently the registration for Design Thesis and Studio C, D and E subjects is organised via a separate process. The Student Centre monitors the registration process. If it is looking like there are timetabling issues with your subject, such as more students enrolled than what we were expecting, you will be contacted by the Student Centre and advised what steps need to be taken. Students access the class registration system via the Student Portal.

**How many students will I have?** The final numbers of enrolled students won’t be known until after the second week of semester, but you can find out an estimate based on numbers last year. An update of current student numbers is available on the [Enrolment Numbers](#) webpage.

**Final date for subject changes** You may be asked by students what date they have to enrol or withdraw from a subject. The answer to this is they have until the end of the second week of teaching to withdraw or enrol with no penalty. They do this online via the Student Portal. If they wish to take leave of absence they have until the census date to do this. You should direct students to the Student Centre for further advice.

**Course Readers** Course readers must be submitted at least three weeks prior to when they will be required. ABP subject readers are sold to students through the Melbourne University Bookshop. Readers are priced according to the cost of their production. All ABP Readers should include information about plagiarism and collusion for students. This document plus more information about submitting readers can be found at [Course Readers](#).

**Lecture Capture** The University of Melbourne has a centrally supported lecture recording system known as Lectopia that can be used for recording scheduled lectures (audio and screen capture) within a subject. These recordings can be linked to an associated LMS subject site. For more information and to book Lectopia visit [Lecture Capture](#).

**Field trips and excursions** If you are planning on taking your students off campus on a field trip or excursion during semester there are a few forms that must be completed. We are required by the University to ensure these forms are filled out ahead of the excursion taking place to ensure that we are covered by insurance and to ensure that we have mitigated any risks associated with taking students off campus. Your first step if you are planning on taking students off campus is to fill in the application form, this can be found on the [Field Trips](#) webpage. All students are also required to fill in a medical questionnaire or they will not be able to participate. For more information please visit the [Off Campus Activities](#) webpage.

**Student Policy, Guidelines and Procedure** Contact the Programs and Student Services Team for help with locating, interpreting and implementing University policy and procedure. Specific information relating to enrolment and assessment can be found at the Faculty website: [Policies and Forms](#). Further information can be found in the [University of Melbourne Policy Library](#).

**Assignment submission** There are many ways that students can submit assignments during the semester. Where possible we strongly encourage you to use the LMS for all assignment submissions, this enables the use of Turnitin or the Assignment tool on the LMS. The Environments and Design Student Centre can help you set this up. If students are submitting work via the assignment submission chute at the Environments and Design Student Centre, please ensure that you remind them to fill in a cover sheet. Students have 24 hour access to the building via their student card. Cover sheets can be downloaded via the MSD or Environments website, or students can fill in a paper copy at the Student Centre. Each coversheet includes a plagiarism declaration that the student must sign. Students can also submit their assignments directly via email to the tutor or Subject Coordinator. Hard copies can also be accepted in class.
Please note: The Environments and Design Student Centre will no longer accept backup copies of assignments. There is no need for a hard copy to be submitted in addition to an electronic version. Students should be advised to take digital photographs of any design or model work as a backup for their own purposes in case anything should happen to their original. For further information about preparation of assignments see sections 41 and 42 of the Assessment Policy.

Assignment return Section 45 of the University Assessment Policy states assignments should be returned to students within three weeks of submission. Every effort should be made to ensure assignments are returned to students in class or that a time be dedicated for the student to collect their assignment from the tutor or Subject Coordinator. The Environments and Design Student Centre is able to provide a back-up assignment return service in extenuating circumstances, but as there is not enough dedicated space to store large volumes of assignments this should be considered your last option.

Marking of assignments and exams The University’s assessment policy requires that fixed assessment requirements are published in the Handbook. Fixed assessment requirements are:

- the form of assessment to be used;
- the prescribed size, length and extent of each component of assessment;
- the approximate timing of assessment tasks and the weighting of each component of assessment.

The policy also requires that variable assessment requirements must be determined before teaching commences and communicated to students in an appropriate form, ideally via the Learning Management System. Variable requirements are:

- the criteria on which these tasks will be graded and marks allocated;
- the due date for submission or performance of each component of assessment;
- penalties for late submission of assignments;
- penalties for class non attendance;
- guidelines for breach of word limits on assignments and failure to follow prescribed formats;
- the expected date for return of results for each component of assessment;
- where appropriate, guidelines for a resit of a test or examination and where appropriate, guidelines for being excuses from an assessment task (for further details see section 18.6 and 34 of the Assessment Policy).

Subject coordinators are required to ensure every examiner and assistant marker in the subject applies the same marking standard and by using agreed, documented assessment marking criteria to set standards within a subject. The use of assessment criteria in marking demonstrates equity, procedural fairness and is invaluable when double marking (for example with fail grades) is required. Such marking guidelines must align with the explanation of assessment criteria via the variable assessment requirements provided to students (for further details see section 20 of the Assessment Policy).

It is the role of subject coordinator to ensure consistent marking; anonymous marking, though not mandatory, is encouraged. In order for a student to be deemed as having failed a subject, each failed component must be marked by two independent examiners.

Penalties for the late submission of work Section 28 of the University Assessment Policy details the circumstances under which penalties for late submission of work must be applied. Penalties for late submission must be communicated to students with assessment details and should be sufficiently comprehensive. It is recommended that unless an extension has been granted, for assignments submitted after the due date, the mark a student is awarded for their work is reduced by 10% for each day the work is late.

Standard penalties for late submission and exceeding word limits in undergraduate courses are at the discretion of the subject coordinator, but should be communicated to the students with the assessment details. More information is available in section 29 of the Assessment Policy.
Penalties for subjects in graduate coursework programs

Penalties for late submission and exceeding word limits in graduate coursework programs are discretionary but must be communicated to the students with the assessment and must accord with sections 28 and 29 of the Assessment Policy. It is recommended that unless an extension has been granted, for assignments submitted after the due date, the mark a student is awarded for their work will be reduced by 10% for each day the work is late.

Assignment Extensions

If a student is applying for an extension that is not associated with an application for special consideration for any assignment that is worth 25% or more of the overall mark for the subject, they must fill in an application for extension form and submit it to the Environments and Design Student Centre. The Student Centre has delegated authority to approve extensions of up to three days for Bachelor of Environments subjects, where appropriate documentation is provided. Extensions of more than three days must be decided by the subject coordinator. Applications for extensions on assignments worth less than 25% of the overall mark for the subject should be negotiated directly with the coordinator.

Additional assessment

Additional assessment provides a student with an opportunity to covert an initial fail into a pass. In addition, a student may be given the opportunity to improve upon a pass mark as a result of a successful special consideration application at the discretion of the Examination Board. Additional assessment may only be awarded in the following circumstances and may not be awarded on any other bases.

Further assessment: can be used when examiners are unable to determine a grade and must be requested before the final result for that piece of assessment is awarded.

Special assessment: is based on an application for special consideration and awarded at the discretion of the Special Consideration Committee and Examination Board. It replaces an already existing piece of assessment.

Re-assessment: may only be offered if a borderline failure in a subject has a significant impact on the student’s progression.

Final subject assessment: Students who are (a) in the final year of their enrolment [For a part-time student; this explicitly means subjects taken in the final year of enrolment and not those required for the last 100 points of the degree.]; and, (b) who fail a single subject (worth up to 25 points) with a final result of 40 - 45% or more, will be eligible to undertake final subject assessment. This will normally be by way of a formally supervised written examination or equivalent written assignment. Such additional assessment is to constitute 100% of assessment in that subject and may only be awarded a maximum of 50% (P). In addition, some fixed, full-time courses accept a 40% mark, given the impact of failure on progression. Phase out degrees may permit a student with a lower mark to be offered additional assessment.

Details regarding additional assessment can be found in section 35 of the Assessment Policy.

Alternative Assessment / Examination

Alternative assessment, including examinations, can be made for students whose disadvantage will adversely affect their performance and/or ability to undertake the standard form of examination.

This includes alteration to the form and timing of assessments and examinations to make reasonable adjustments (e.g. add time for a student who has injured their writing arm; provision of alternative materials for a sight impaired student). Further details can be found at Alternative Exam Arrangements.

Students Experiencing Academic Disadvantage (SEAD)

Under the Students Experiencing Academic Disadvantage Policy, alternative assessment arrangements can be made for students whose disadvantage will adversely affect their performance and/or ability to undertake the standard form of assessment. Other categories of students (service volunteers, elite athletes & performers, students with time-specific problems relating to religious observance or elite extracurricular commitments) can be considered for alternative assessment.

Disadvantage Impact Statement - A document that provides an overview of issues facing a student with a disability, provides the opportunity for staff to become familiar with how the disability impacts upon the person in their everyday studies, and provides information on recommended academic adjustments that staff may be able to implement.
More information can be found in University Academic Disadvantage Policy.

**Special consideration** Special consideration is designed to make reasonable allowance for unavoidable or unforeseen interruptions or constraints upon student work. It is available to assist the student to cope with circumstances where his/her work has been hampered to a substantial degree by illness or other causes. The Faculty follows the University policy on Special Consideration. Students must apply online and provide the relevant documentation. More information can be found on the Student Information Services website.

**Student academic misconduct** for example plagiarism. The ABP policy to address academic misconduct is designed to ensure students are treated in an equitable manner and to provide staff with a framework to do so. Subject Coordinators should be familiar with this policy, which is underpinned by University Statute 13.1: Student Discipline (and should be interpreted with reference to this document). Any matters of academic misconduct should be discussed with the Student Centre and the appropriate senior academic staff member (i.e. not dealt with by individual Subject Coordinators).

The University provides extensive information, guidelines, and policy about academic honesty and plagiarism. For more information go to the University Academic honesty and plagiarism website.

**End of year assessment (crits)** At the end of each semester, studio and design student work is critiqued. The Student Centre manages the allocation of rooms for crits. The timetable will be available on the Student Centre website and emailed to all Subject Coordinators before the end of semester. During this time student work should not be left in the teaching spaces outside of assessment times as other subjects will require the rooms. If you do require somewhere to store student work during the assessment period please arrange this directly with the Student Centre via email abp-timetabling@unimelb.edu.au. It is your responsibility to inform students that any work left in or around teaching and open spaces will be thrown out on the last day of the examination period. All work and personal items must not be left in open access areas or teaching spaces as it will be thrown out. For more information about end of year assessment and the timetable for crits please visit: End of Semester Assessment/Crits.

**Subject Experience Survey** is an online survey that students are asked to complete for each of their subjects. The Subject Experience Survey replaced the paper Quality of Teaching survey in Semester 1 2011. In the last two weeks of teaching students are asked to complete the online survey that is accessed via the LMS. The survey asks students questions about their experience of the subject. Subject Coordinators are asked to ensure that all students taking their subject complete the survey. The Student Centre will send reminders to Subject Coordinators in the period leading up to the survey taking place. Results of the survey are made available to Subject Coordinators soon after the final release of marks to students. More information is available at: QoTs/SES.

**Exams** Most of our subjects utilise the central examinations office to administer exams. The draft exam timetable is published a few weeks before it is released to students to give you an opportunity to check that the time is suitable. Remember that the exam timetable is determined by many factors, including clashes for students and subject sizes, so it is not always easy to move exams. If you would like an exam to be moved please contact the Student Centre. The final exam timetable is published to staff and students approximately three weeks before the end of semester. For more information about the exam timetable please visit exams.

**Results** The deadline for submitting results is very tight and must be adhered to. The Student Centre will provide you with advice as to the deadline for entering and verifying your results. There are many reasons why this deadline is so important. There are a series of events that follow on from you entering and verifying your results, both in our faculty and in other parts of the University, and any delay on our part may disadvantage students. Examples of some of the processes that follow results entry include ratification, unsatisfactory progress, consequential withdrawal, graduations, entry into other courses and so on. All of these things are delayed when we are late getting our results in.
Results Moderation  It is the responsibility of the Subject Coordinator to ensure that all final results are moderated to ensure consistency in marking across the subject. In the unusual event that a Subject Coordinator:

1. identifies an error in the application of marking guidelines, or
2. discovers that results for a cohort are disproportionate, or
3. observes an irregular distribution of grades (that is, where results are outside an appropriate distribution),

standardisation or moderation of provisional results of a subject may be undertaken. Whenever adjustment takes place it must be documented and be transparent (the method defined and available to students). This moderation or standardisation should respect the determination of a pass or fail result as a separate judgement.

There is a report from ISIS called the Board of Examiners report that can assist you with this task. Please ask the Student Centre for assistance with this.

More information about results moderation can be found in section of 40 of the Assessment Policy.

Student complaints and grievances (including appeals)  Policies and procedures exist at both Faculty and University level to address student complaints and grievances. Faculty policy is based on and utilises University policy. Students dissatisfied with an academic (or administrative) decision are entitled to seek review via the following procedure. For further details go to the Student Complaints and Grievances Policy.

Informal approach  In the first instance students who wish to make a complaint are encouraged to seek informal resolution. As a starting point, students are encouraged to (if necessary) seek advice on whether they have a legitimate grievance and how to resolve their concerns. Should they decide to pursue the matter, they should then make an informal approach to the person concerned.

For further information about the informal resolution process, go to section 5 of the Student Complaints and Grievances Procedure.

Mediation  A student who remains unsatisfied with attempts at informal resolution may seek mediation. Students seeking mediation should submit the complaint (via the Environments and Design Student Centre) to the responsible officer, which in the case of ABP is the Associate Dean, Undergraduate or the Director, Melbourne School of Design (as appropriate).

The responsible officer determines whether mediation is practicable or appropriate to the circumstances of the complaint and whether the complaint is likely to be able to be resolved through mediation in a timely way.

Should the responsible officer determine mediation is not practicable or appropriate; the student should be invited to submit a grievance in accordance with the procedures set out below.

Where the responsible officer determines mediation will be used, he/she will negotiate the appointment of an independent mediator with the parties concerned. The mediator will normally be a staff member of the University, although a person external to the University may be appointed if the responsible officer considers the circumstances warrant it. The responsible officer will forward a copy of the complaint to the person(s) names in the complaint and to the mediator. The mediator will assist the parties to reach a mutually agreed resolution to the problem. Each party may be accompanied by a support person of their choosing, other than legal representatives, during the mediation process. If resolution is not possible through mediation, the student may submit a grievance under procedures outlined below.

For further information about the mediation process, go to section 6 of the Student Complaints and Grievances Procedure.

Grievance resolution  Academic and administrative grievances are dealt with in two stages. At stage 1 grievances are submitted to the Executive Director (Student Services) and Academic Registrar. The Executive Director and Academic Registrar
will forward the grievance to the responsible officer who will appoint an independent staff member to investigate the grievance.

A student who is unsatisfied with the outcome of Stage 1 may proceed to Stage 2 by submitting an appeal to the Academic Board.

For further information on both stages 1 and 2 of grievance resolution go to section 7.2.1 of the Student Complaints and Grievances Procedure.

For further details go to the Student Complaints and Grievances Policy.

**If a student appeals their result** Each semester a small number of students question or appeal their results. The process for resolving these disputes is described above (Student complaints and grievances). In most cases the student should be referred to the Environments and Design Student Centre to instigate informal resolution with the relevant Subject Coordinator. All disputes regarding grades should be referred to the Environments and Design Student Centre for consideration by either the Associate Dean (Undergraduate) or the Director of the Melbourne School of Design.

**Unsatisfactory Progress** Every MSD Student’s progress is reviewed at the end of semester 1 and 2. Any student with a fail is reviewed. If the failure is more significant (more than 25 points, repeated failure, in core subjects, etc) a student is requested to make a case explaining their circumstances and what action they will take to address their circumstances. The Course Unsatisfactory Progress Committee (CUPC) can restrict their enrolment. A student who repeatedly fails can be suspended for a period or their enrolment terminated. For help with providing students with advice and support when identified as making unsatisfactory progress, contact the Programs and Student Services Team.

**Students at risk** Contact the Programs and Student Services Team for help with providing students with advice and support when identified as potentially at risk of academic failure or of making unsatisfactory progress.

**Graduations** Architecture, Building and Planning graduation ceremonies are held twice a year. The Student Centre assesses and confirms eligibility for students whose enrolment indicates that they are completing at the end of a semester. You are welcome to attend a ceremony in which your students are graduating.

**Policies every Subject Coordinator should be familiar with:**

- Assessment
- Academic misconduct (plagiarism)
- Advanced Standing Policy and Procedure
- Student Complaints and Grievances Policy and Guidelines and Procedure

**Where can I go for help?**

- The Environments & Design Student Centre
- MSD Policies and Procedures
- University Policy Library
- Student Information Directory
- LMS Website