

Course Attributes and Requirements

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1.0 Purpose

This Procedure identifies the attributes and requirements of courses offered by Griffith University.

2.0 Scope

This procedure applies to all courses configured in the University's curriculum management systems.

3.0 Procedure

Courses are configured in the University's curriculum management systems and published via the Programs and Courses website.

3.1 Course

A course is a component of a program, normally undertaken in a single trimester or teaching period, in which a student enrolls. On completion of the course, the student is awarded a grade, and this grade appears on the student's academic transcript. Learning outcomes, assessment tasks and achievement standards are specified for each course appropriate to the academic career level and/or qualification type.

3.2 Academic Owner

A course has one academic owner, normally a School/Department. The academic owner must have arrangements in place to support course management processes. In some instances, a course may identify the Academic Group as the owner, through the use of the PeopleSoft Faculty code.

3.2.1 Course and teaching responsibility

The academic owner is responsible for managing the attributes and requirements of a course.

Dynamically dated course offerings should be configured to ensure the course is assigned to a teaching period in the same year as the Census date for the course. For example, a course with a Census date in January must be assigned to Trimester 1. In all other cases, the course is assigned to the teaching period in which the Census date falls.

Where more than one School contributes to the teaching of the course, the academic owner will be the School that is responsible for the management of the course. The percentage contribution for each School is identified in the University's curriculum management systems, and is used to distribute the load of the course to each academic element.

3.2.2 Course Convenors

Each course will have an appointed Course Convenor who is responsible to both the Program Director and the Head of School/Department for the coordination of the course eg. course planning, course design and development, course delivery, planning and selection of educational resources, assessment, students' learning outcomes and course review. A Primary Course Convenor is appointed where a course is offered across multiple campuses and/or trimesters, and may be supported by Campus Convenors. The Primary Course Convenor is responsible for ensuring that:

- the teaching resources and facilities are consistent between the campus, and are shared between the campuses where relevant
- course evaluation is conducted in a consistent manner and that evaluation results are reviewed across campuses
- one course profile is maintained, which includes information relating to each course offering within that trimester.

3.3 Course Offering Status

A course offering will have one of the following statuses:

- **PENDING** – the course offering is in the process of being approved.
- **APPROVED** – the course offering has been approved as part of a program proposal.
- **WITHDRAWN** – the course offering has been approved to be withdrawn and will not be scheduled in future trimesters.

3.4 Course Title and Description

A course is given a short title (maximum 30 characters) and a long title (maximum 100 characters). The short title is used on the academic transcript. The long title is used on the Programs and Courses website.

The course description includes information about the content, learning outcomes and important characteristics of the course to assist students in selecting the course for enrolment. It should include the following information where relevant: pre-requisites, co-requisites, prior-assumed and incompatible courses. The description may also include advice to students about teaching strategies and compulsory components of the course.

The text included in the description should not exceed 4,000 characters.

3.5 Credit Points

All courses have a credit point (CP) value that is used to:

- provide students with a guide to the amount of work a course may require
- indicate a student's enrolment load
- define the requirements for an award of the University
- quantify the recognition of prior learning
- indicate the amount of work a student has successfully completed towards an award of the University.

10CP is normally the minimum value. In exceptional circumstances a course may have a value of less than 10CP, as approved by Programs Committee.

As a general guide, a 10 credit point course is equivalent to approximately 150 hours of work across the trimester, including all forms of teaching contact (face-to-face and online), assessment tasks and private study, for an 'average' student. The workload specified by the credit point value of a course applies regardless of the length of the course (year, trimester, intensive teaching period) or the mode of delivery (online, on campus or mixed mode).

3.6 Course Level

A course is designated an academic level as follows:

- **Undergraduate** – the course is designed for programs in the undergraduate career including sub-Bachelor, Bachelor and Bachelor Honours programs.
- **Postgraduate** – the course is designed for programs in the postgraduate career including Graduate Certificate, Graduate Diploma, Masters Coursework and Masters Extended programs.
- **Research** – the course is designed for programs in the research career including Masters Research and Doctoral programs.
- **Non-award** – the course is designed only for non-award programs.

3.7 Course Coding

Courses are given a unique Course Code according to the below methodology:

nnnnAAA where nnnn is the four character numeric code and AAA is the three character alpha code.

OUA course coding conforms to the below methodology:

AAAnnn where AAA is the three character alpha code and nnn is the three character numerical code identifying the year level of the course.

The assignment of a course to a year level is based on the course's position in the program and the amount of knowledge required to successfully complete the course. The course level as designated by its code applies for the purpose of meeting degree requirements.

CAREER	CODE	DESCRIPTION
Undergraduate Career	1000-1999	Level 1/first year level undergraduate course
	2000-2999	Level 2/second year level undergraduate course
	3000-3999	Level 3/third year level undergraduate course
	4000-4999	Level 4/fourth year level undergraduate course
	5000-5899	Level 5/fifth year level undergraduate course
	5900-5999	Undergraduate course that cannot be linked to a level e.g., ELE courses)
	6000-6999	Bachelor Honours courses

CAREER	CODE	DESCRIPTION
Postgraduate Career	7000-7999	Postgraduate coursework course
	8000-8899	Advanced postgraduate level courses
Research Career	8900-8999	Research courses i.e., Research candidature or coursework specifically designed for a research program
Non-Award Career	9000-9999	Courses designed for non-award students. This includes micro-credentials.

3.7.1 Allocating a different Course Code

An existing course is allocated a new Course Code in the following circumstances:

- when the content and learning outcomes of the course change more than 20%
- when the credit point value of the course changes
- when a course is being modified to meet the learning outcomes of a specific quality type and level.

A change to the Course Code is to be approved in accordance with the University's program approval processes.

3.7.2 Use of undergraduate courses in postgraduate programs

Postgraduate qualifications (AQF Level 8 and 9) are to consist predominantly of courses designed specifically for postgraduate programs.

Postgraduate courses with the same curriculum as undergraduate courses but with learning outcomes, teaching approaches and assessment strategies modified in a manner consistent with the qualification type should be allocated a postgraduate Course Code.

Where postgraduate programs include undergraduate courses without modified learning outcomes, teaching approaches and assessment strategies, the limits on the inclusion of such undergraduate courses in postgraduate qualifications are set out in the *Qualifications Procedure*.

3.7.3 Term codes

All courses have a four digit term code that aligns the course offering with a teaching period.

TEACHING CALENDAR	FIRST DIGIT	SECOND AND THIRD DIGIT	FOURTH DIGIT
Trimester	3	Represents the year, e.g., '23' for '2023'	1 is Trimester 1
			5 is Trimester 2
			8 is Trimester 3
Teaching Period (Accelerated Online only)	6	Represents the year, e.g., '23' for '2023'	1 is Teaching Period 1
			2 is Teaching Period 2
			3 is Teaching Period 3

TEACHING CALENDAR	FIRST DIGIT	SECOND AND THIRD DIGIT	FOURTH DIGIT
			4 is Teaching Period 4
			5 is Teaching Period 5
			6 is Teaching Period 6
OUA	2	Represents the year, e.g., '23' for '2023'	1 is OUA Study Period 1
			2 is OUA Session 1
			3 is OUA Study Period 2
			4 is OUA Session 2
			5 is OUA Study Period 3
			6 is OUA Session 3
			7 is OUA Study Period 4
GELI	1	Represents the year, e.g., '23' for '2023'	Represents each 5 week 'term' using all digits between 0 and 9.
			GELI offers English language courses every five weeks over 10 terms.

3.8 Multi-Component Courses

Where a course is conducted over two or more trimesters and comprises two or more components, each component will use the same Course Code with the addition of a suffix that identifies the sequence of the components.

Courses comprising two components are identified by a '_Yn' suffix where Y1 is the first component of the course and Y2 is the final component of the course – nnnnAAA_Y1 and nnnnAAA_Y2.

Courses comprising more than two components are identified by a '_Pn' suffix where P1 is the first component of the course, P2 is the second component, P3 is the third component etc.

3.8.1 Load and fee calculations for multi-component courses

The credit points of each component are configured such that the credit points for academic load and fee calculations are applied to each component of the course but the credit points for academic progress, degree requirements and Grade Point Average are applied as a single total to the final component.

3.8.2 Grading scheme for multi-component courses

For all components other than the final component, the grading scheme applicable to multi-component courses is applied and the student's academic transcript will indicate 'CTG-Continuing grading' for each component. A grade is only awarded for the final component of

the course, in accordance with the award of grades as specified in the [Assessment Procedure for Staff](#).

3.9 Course Campus and Location

The campus of the course is the campus at which the teaching of the course is conducted, or in the case of a course offered in off campus mode, the home campus determined by the School, with the following exceptions:

- Courses taught in person at other locations off campus (e.g. off-shore, other) or taught online.
- Courses offered at an off-shore location will indicate that the campus is OFF-SHORE and the location is the designated address of the off-shore location.

Campus and location can reflect the administrative home of the campus.

Each course offering is linked to a single campus as below:

- Gold Coast
- Logan
- Mt Gravatt
- Nathan
- South Bank
- Online
- Off-shore
- Other

3.9.1 Cross campus consistency

Courses offered on multiple campuses should have identical learning outcomes. It will be identified as a single course using the same Course Code¹ and title. The content of the course will be equivalent to the extent necessary to support the learning outcomes. The assessment will be conducted to ensure equivalent outcomes and standards.

3.9.2 Location

A course offering is configured using the following locations:

- On campus
- Off campus
- Online
- Specific off-shore locations eg. Hong Kong when the campus is Off-shore
- Organisations eg. High schools, with which the University partners to deliver courses when the campus is Other.

The location selected against the course offering determines whether the course is offered off campus, on campus, or both. The values are displayed on the Programs and Courses website for the information of students.

Based on these values course offerings are scheduled as follows:

¹ Where the host school is different between the campuses a different Course Code may be used reflecting the different host. As far as possible, equivalent courses should have the same title to avoid confusion.

	CAMPUS	LOCATION	LEARNING MODES
For an on campus offering	(a GU campus)	(a campus)	In person
			In person, intensive
			In person, in field
			Supervised research
			Mixed mode
			Mixed mode, in field
			Mixed mode, intensive
			Mixed mode, supervised research
			Synchronous
For an offering in another country	(a physical location)	Off-shore (OS)	In person
			In person, intensive
			In person, in field
			Supervised research
For an offering interstate		Other (OT)	Mixed mode
			Mixed mode, in field
			Mixed mode, intensive
			Mixed mode, supervised research
			Synchronous
For an off campus offering	Other	Off campus	Online materials
			Mixed mode
			Mixed mode, in field
			Mixed mode, supervised research
For an off campus online offering (this includes courses offered in the six-week teaching periods)	Online	Online	Online

	CAMPUS	LOCATION	LEARNING MODES
For an off campus OUA online offering	Other	Open Universities Australia	
For an off campus High school offering #	Other	High school	In person

High school students may also undertake an online or an on campus course.

Class locations of off campus, an off-shore location, high school or online are the basis for statistical reporting.

3.10 Learning Mode

Course offerings are designated with a Learning Mode (referred to in PeopleSoft as 'Instruction Mode') to provide information to students on the way in which technology supports the delivery of the course. The Course Convenor is responsible for designating the learning mode for each offering associated with a course and assuring learning mode information on the Course Catalogue is accurate at all times.

Griffith University has three learning modes:

- **Mode 1:** Technology is used to facilitate course management and resources for learner support eg. 'in person'.
- **Mode 2:** Technology is used to enrich the quality of the student learning experience through interactive learning activities beyond those attainable through face-to-face classroom interactions eg. 'mixed mode'.
- **Mode 3:** Technology is used to support learning that is largely self-directed but also involves the use of interactive and collaborative learning activities eg. 'online mode'.

Definitions and examples of each learning mode are available in Appendix 1.

3.11 Subject Area and Field of Education Classification

3.11.1 Field of Education classification code

All courses are allocated to the most appropriate Field of Education Code in accordance with the current [Australian Government requirements](#), using the Australian Standard Classification of Education. Field of education code is assigned based on the course content identified through the course description.

The academic owner may propose the Field of Education code for a new course. Student Credentials is responsible for verifying the Field of Education code for all courses, including checking and authorising codes proposed by Schools.

3.11.2 Student contribution band

The student contribution band for a course is derived automatically from the Field of Education code. Once assigned, the Field of Education code for a course may not be changed without the approval of the Registrar.

3.11.3 Academic subject area

Each course is allocated to an academic subject area based on its Field of Education Code. The University has adopted academic subject areas covering the full set of Field of

Education Codes. The relationship between the Field of Education Code and the Academic Subject Areas is set out in the *Course Attributes Schedule*.

3.12 Course Attributes

Course attributes are pre-coded text notings which are used to display specific information about courses to students and staff. The course attribute descriptions are configured in the University's curriculum management systems and display on the Programs and Courses website.

COURSE ATTRIBUTE CODE	COURSE ATTRIBUTE DESCRIPTION	DEFINITION	IN USE
COMM	Commencement Year/Sem	The year and trimester a course is due to start	✓
CTRM	Campus/Trimester Flag	The campus and trimester a course is typically offered. This flag is required for class timetabling and class creation.	✓
MULT	Multi-component Course (ie _Pn)	Part of a multi-part course that is designated to be a project, Dissertation or Research candidature.	✓
YEAR	Year Long Course (ie _Y1 or _Y2 only)	Part of a multi-part course that is not a project, Dissertation or Research candidature.	✓
PATT	Pattern of Offering	Courses offered in odd or even years only	✓
RSTR	Restricted Access Course	Course enrolment is restricted to program, or requires permission from the School	✓
PRAC	Prof Practice Teaching Flag	Professional Practice Teaching Course	✓
PREL	Promoted Elective	NOT IN USE	X
OUAC	Open Univ Aust Course Code	Use against OUA courses only	✓
LAST	Last offering Year/Sem	The last year and trimester in which a course will be offered	✓

3.13 Grading Basis

Each course will use the relevant 'Grading Basis as below:

GRADING BASIS	DESCRIPTION
Graded	full set of grades (7, 6, 5, 4, 3, 2, 1, FNS, SUP, SSP, RW, DEF, DEC, W, WF, UNF)
No Supplementary	identical to Graded but without Supplementary assessment (SUP, SSP)
Honours Dissertation	identical to No Supplementary but without deferred assessment (DEF). This grading basis must be selected for all dissertation courses offered in the Bachelor Honours degree
Pass/Not pass	where "Non-graded pass" (NGP) is the only passing grade available
Multi-Term Course	used for a non-final component of a multi-term course where a grade of "Continuing" (CTG) is the normal outcome
No Grade	where no grade is associated with the course outcome

3.14 Course Topics

Course topics are used where a course has specific areas or topics which need to be recorded for each student, for example, instruments for music practical study. Each topic has its own class scheduled, permitting students to enrol against the specific topic which is relevant to them. The course information (Course code, title, grade) and the topic is reported on the academic transcript. Other situations where course topics may be useful include "Special Topics" courses.

Course topics should only be used where the topics available are decided by the School and the students select the appropriate topic in which to enrol. They are not suitable for project topics, for example.

3.15 Repeat for Credit Flag

This is a field in the PeopleSoft Student System which permits a student to repeat a course which has a passing grade and to receive credit for it on the subsequent attempt. This flag should not be used for undergraduate and postgraduate course offerings. Approval to use this flag must be sought from Student Credentials.

4.0 Definitions

Academic Career refers to the broad academic level to which a program belongs. There are four academic careers: Undergraduate (UGRD), Postgraduate (PGRD), Research (RSCH) and Non-Award (NAWD)

Academic Transcript is an official record of all programs and any majors/minors or specialisations completed. It also lists all courses in which a student has enrolled and the grade obtained for each course. If the student has graduated it also shows the date the award was conferred.

Course refers to a unit of academic work, normally taken over a single semester, in which a student enrolls and on completion of which the student is awarded a grade. There are a number of course types:

- **pre-requisite course** is a course that must be completed, and for which a specified minimum grade must be obtained before another specified course may be commenced;
- **co-requisite course** is a course that must be studied before, or at the same time as, another specified course;
- **prior assumed course** is a course the content of which it is assumed a student has mastered before commencing a second course but which is not a pre-requisite;
- **incompatible courses** where there is sufficient overlap between the content of two or more courses such that the student is not permitted to receive credit for more than one of the courses.

Course code is a unique number used to identify a course with a three character alpha code and a four digit unique numeric code; this course code is published in course lists on the Programs and Courses website, and will appear on the academic transcript.

Course Identification number is a unique number assigned to a course in PeopleSoft Course Catalogue.

Course Convenor is the academic staff member designated by the Head of School who is responsible for the course.

Dynamically dated courses: Dynamically dated course refers to Trimester 1, Trimester 2, and Trimester 3 courses that do not comply with the standard course definition. A standard course is one that starts in Week 1 of a trimester and is greater than 10 weeks (70 days) in length and ends on the last day of the examination period, not including the supplementary/deferred examination period. Courses that start in week 1 of a trimester and are longer than 140 days are established as year-long courses. Refer to the *Enrolment Dates Local Protocol*.

Off campus offering refers to a course that has no requirement for on campus attendance; the course learning materials are delivered online.

On campus offering refers to a course that requires a student to attend at a physical location; this may include the five university campuses [Gold Coast (GC), Logan (LG), Mt Gravatt (MG), Nathan (NA), South Bank (SB)] or at an off-shore (OS) or other (OT) location external to the University.

5.0 Appendix

5.1 Learning Mode Values

Learning Mode values and their definitions are detailed below.

LOCATION	LEARNING MODE VALUE	DEFINITION
MODE 1		
On campus	In person	Learning in this course requires attendance at timetabled, face-to-face meetings across the trimester. Course information (e.g. profile, notices, assessment submission) and learning resources (e.g. lecture notes, audio or video recorded lectures, PowerPoints) are available to students via learning management systems. Textbooks may also be specified for this course.
	In person, intensive	Learning in this course requires attendance at face-to-face meetings that are timetabled over a short intensive period before or during the trimester. Course information (e.g. profile, notices,

LOCATION	LEARNING MODE VALUE	DEFINITION
		assessment submission) and learning resources (e.g. lecture notes, audio or video recorded lectures, PowerPoints) are available to students via learning management systems. Textbooks may also be specified for this course.
	In person, in field	Learning in this course combines face-to-face meetings that are timetabled across the trimester with industry/workplace experiences. Course information (e.g. profile, notices, assessment submission) and learning resources (e.g. lecture notes, audio or video recorded lectures, PowerPoints) are available to students via learning management systems. Textbooks may also be specified for this course.
	Supervised research	Learning in this course requires face-to face interactions between the student/candidate and the Supervisor to undertake a supervised research project and/or dissertation. Course information is to be obtained by the student/candidate from their Supervisor.
Off campus	Online materials	Learning in this course does not require attendance at face-to-face meetings or attendance on campus. Course information (e.g. profile, notices, assessment submission) and learning resources (e.g. lecture notes, audio or video recorded lectures, PowerPoints) are available to students via learning management systems. Student is self-directed with limited interactions with fellow students and the teaching team. Textbooks may also be specified for this course.
MODE 2		
On campus	Mixed mode	Learning in this course requires attendance at limited, regularly timetabled, face-to-face meetings across the trimester. Online communication tools are used to interact with fellow students and the teaching team. Teaching is primarily delivered via a range of learning resources (e.g. lecture notes, podcasts, website links, simulations, library and support materials). Course information, communication tools and learning resources are available to the student via learning management systems. Textbooks may also be specified for this course.
	Mixed mode, in field	Learning in this course requires attendance at limited, regularly timetabled, face-to-face meetings across the trimester. This is combined with an industry/workplace experience. Online communication tools are used to interact with fellow students, the teaching team and industry practitioners. Supervision of the industry/work experience is undertaken by the teaching team either in person and/or online. Teaching is primarily delivered via a range of learning resources (e.g. lecture notes, podcasts, website links, simulations, library and support materials). Course information, communication tools and learning resources

LOCATION	LEARNING MODE VALUE	DEFINITION
		are available to the student via learning management systems. Textbooks may also be specified for this course.
On campus	Mixed mode, intensive	Learning in this course requires attendance at face-to-face meetings that are timetabled over a short intensive period before or during the trimester. Online communication tools are used to interact with fellow students and the teaching team. Teaching is primarily delivered online via a range of learning resources (e.g. lecture notes, podcasts, website links, simulations, library and support materials). Course information, communication tools and learning resources are available to the student via learning management systems. Textbooks may also be specified for this course.
	Mixed mode, supervised research	Learning in this course requires attendance at a limited number of face-to-face meetings that are regularly scheduled. Online communication tools are used to facilitate interactions between the student/candidate and the Supervisor to undertake a supervised research project and/or dissertation. Supervision of the research project and/or dissertation is undertaken both in person and online. Course information is to be obtained by the student/candidate from their Supervisor.
	Synchronous	Learning in this course does not require attendance at regularly timetabled face-to-face meetings. Synchronous technologies are used in this course and students may attend on campus in order to interact through audio and video conferencing with fellow students and the teaching team. The majority of the course's content is delivered online via interactive learning activities. Course information, communication tools and learning resources are available to the student via learning management systems. Textbooks may also be specified for this course.
Off campus	Mixed mode	Learning in this course requires some attendance and the use of online communication tools to interact with fellow students and the teaching team. Teaching is primarily delivered online via a range of learning resources (e.g. lecture notes, podcasts, website links, simulations, library and support materials). Course information, communication tools and learning resources are available to the student via learning management systems. Textbooks may also be specified for this course.
	Mixed mode, in field	Learning in this course requires attendance at an industry/workplace location. Online communication tools are used to interact with fellow students, the teaching team and industry practitioners. Supervision of the industry/work experience is undertaken by the teaching team either in person and/or online. Teaching is primarily delivered via a range of learning resources (e.g. lecture notes, podcasts, website links, simulations, library and support materials). Course information, communication

LOCATION	LEARNING MODE VALUE	DEFINITION
		tools and learning resources are available to the student via learning management systems. Textbooks may also be specified for this course.
	Mixed mode, supervised research	Learning in this course requires some attendance and the use of online communication tools to facilitate interactions between the student/candidate and the Supervisor to undertake a supervised research project and/or dissertation. Supervision of the research project and/or dissertation is undertaken both in person and online. Course information is to be obtained by the student/candidate from their Supervisor.
MODE 3		
Off campus/ Online	Online	Learning in this course does not require face-to-face meetings or attendance on campus. Content is delivered online via interactive learning activities. Course information, communication tools and learning resources are available to the student via learning management systems. Textbooks may also be specified for this course.

6.0 Information

Title	Course Attributes and Requirements Procedure
Document number	2023/0000376
Purpose	This Procedure identifies the attributes that inform the offering of courses by Griffith University.
Audience	Staff
Category	Academic
Subcategory	Learning and Teaching
Approval date	20 July 2023
Effective date	Trimester 1 2024
Review date	2028
Policy advisor	Senior Manager, Student Credentials
Approving authority	Provost

7.0 Related Policy documents and supporting documents

Australian Government Legislation and Policy	<u>Australian Qualifications Framework 2013</u> <u>Higher Education Standards Framework (Threshold Standards) 2021</u> <u>National Code of Practice for Providers of Education and Training to Overseas Students 2018</u>
Policy	<u>Academic Awards and Graduations Policy</u> <u>Program and Course Policy</u> <u>Enrolment Policy</u>
Procedure	<u>Course Approval Procedure</u> <u>Program Approval Procedure</u> <u>Program Attributes and Requirements Procedure</u> <u>Qualifications Procedure</u> <u>Enrolment Procedure</u>
Schedule	<u>Course Attributes Schedule</u>