

Course Profile Requirements

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1.0 Purpose

This Procedure sets out the requirements for a Course Profile and the responsibilities of the Course Convenor in preparing the Course Profile.

2.0 Scope

All courses of the University will have a Course Profile. The Course Profile is developed and delivered to staff and students through the Course Profile System. The published Course Profile is also accessible via Learning@Griffith (via MyGriffith) and the Programs and Courses website.

3.0 Procedure

The Course Profile is an official and public University document that contains commitments about the:

- Learning outcomes of the course,
- Course content, organisation, and teaching methods,
- Purpose, scope, and timing of assessment for the course, and
- Support for student learning.

The Course Profile serves two important purposes:

- It provides students with information about what they can expect from the course and what is expected of them as they undertake the course.
- It forms an integral part of the University's quality assurance process for its teaching and learning activities. Annual revision of the profile and the monitoring of teaching and assessment against the Course Profile are viewed as key teaching quality assurance measures to ensure coherence between the course and listed programs.

3.1 Content

There should be one Course Profile per course code, published each trimester. Where a course is offered on multiple campuses, the course profile will contain information that is specific to each campus location.

The minimum requirements that must be included in the Course Profile are identified in the Course Profile template. Completion of all sections (1-7) is mandatory. Additional supplementary information regarding the course can be published on Learning@Griffith.

All information required for the Course Profile should be finalised prior to the publication dates, with the exception of 'Course Staff', which is finalised no later than week 4 of the trimester in which the course is being offered.

3.2 Development and Publishing of Course Profiles

Course Convenors, in conjunction with the Program Director and Teaching Team, are responsible for developing a Course Profile for each offering of a course. Course Profiles are published by Week 12 of the prior trimester. For courses offered in Teaching Periods other than those listed above, the Course Profile should be published four weeks prior to the commencement of the specific Teaching Period. Throughout this procedure the term 'trimester' also refers to 'teaching period'.

Course Profiles are developed, approved, and published according to the *Course Approval Procedure*. Variations to the Course Profile after it has been published are not normally permitted, except in exceptional circumstances. The Dean (Learning and Teaching), after advice from both the Course Convenor and Program Director, may approve a variation that will be notified to all enrolled students in writing.

4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

Course - refers to a component of a qualification, normally undertaken over a single trimester, in which the student enrolls and on completion of which the student is awarded a grade, such grades appearing on a student's academic transcript. Learning outcomes, assessment tasks and achievement standards are specified for each course appropriate to a level and qualification type.

Course Profile – a document that specifies course requirements within the format specified in the Course Profile System and the Course Profile Template.

Course Convenor – the academic staff member, designated by the Head of School, who is responsible for the management, conduct, teaching and assessment of a course.

Head of School – the academic staff member, appointed by the University Council, who is responsible for the performance of the School/Department in teaching and learning, research and external engagement; and for planning and aligning financial and staff resources with the University's strategic objectives. Reference to Head of School in this document includes Deputy Head of School where the Deputy Vice Chancellor (Education) has approved such an appointment.

Program Director – an academically qualified staff member of the relevant academic element that is the host of the program, appointed by the Dean (Learning and Teaching) who is responsible for the program.

Dean (Learning and Teaching) – the academic staff member, appointed by the University Council, who is responsible for handling a range of program, student and assessment matters.

Course Profile System – a repository for storage, review and approval of Course Profiles.

Interpretation- In this procedure, reference to Academic Group, School, Group Pro Vice Chancellor, Dean (Learning and Teaching) or Head of School shall have the meaning set out in the Structure and Governance of Academic Groups of the University.

5.0 Information

Title	Course Profile Requirements Procedure
Document number	2023/0000378
Purpose	This Procedure sets out the requirements for a Course Profile.
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	Registrar

6.0 Related Policy Documents and Supporting Documents

Legislation	Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Students Act 2000
Policy	Conflict of Interest Policy Program and Course Policy Quality Assurance Policy
Procedure	Program Approval Procedure Course Approval Procedure Program and Course Review Procedure Course Attributes and Requirements Procedure
Guideline	Learning Resources and Reading Lists Guideline