

Paper Outline Policy



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Responsibility for policy: Pro Vice-Chancellor Teaching and Learning

Approving authority: Academic Board

Last reviewed: February 2018

Next review: March 2020

Application

1. This policy applies to all paper convenors and Heads of School or equivalent.

Purpose

2. The purpose of this policy is to:
 - a. ensure that a paper outline is developed and published for every occurrence of every paper taught by the University, and
 - b. ensure that paper outlines developed and published in accordance with this policy meet the University's requirements with respect to teaching and learning quality assurance processes.

Related documents

3. This policy should be read in conjunction with the following:
 - [Academic Plan](#)
 - [Evaluation of Teaching and Papers Policy](#)
 - [Guidelines for the Evaluation of Teaching and Learning](#)
 - [Paper Outline Template](#)
 - [Staff Assessment Handbook](#)
 - [Student Assessment Handbook](#)

Principles

4. Each paper outline must be treated as a commitment to students enrolled in that paper, and the paper must therefore be delivered and assessed in a manner that is consistent with the paper outline (clauses 6, 7 and 8 of this policy set out the process for changes necessary as a result of unforeseen circumstances).
5. Each paper outline must include detailed information about the content, requirements, assessment and learning outcomes for the paper, and must conform to the [Paper Outline Template](#) agreed by the Academic Board.
6. Any change to a paper outline required as a result of unforeseen circumstances after it has been published is subject to the approval of the relevant Head of School or equivalent and must be notified to each enrolled student by email.
7. Any change to subsection 8(b) of a paper outline (the internal assessment/examination weighting) after it has been published is subject to the approval of the relevant Head of School or equivalent, the agreement of all enrolled students, and approval by the Curriculum Committee, in that sequence.
8. Any change to subsection 8(c) of a paper outline (the assessment components) after it has been published is subject to the approval of the relevant Head of School or equivalent and the agreement of all enrolled students, and must be notified to the Academic Office by [email](#), in that sequence.

Responsibilities

9. Paper convenors are responsible for:
 - a. ensuring that paper outlines are developed for every occurrence of each paper for which they are responsible, except non-credit courses, dissertations and theses

- b. taking all reasonable steps to ensure that paper outlines are published at least two weeks before the first day of the relevant semester to assist students in making enrolment decisions and planning their semester workloads
 - c. ensuring that any changes to paper outlines after they have been published are approved in accordance with clauses 6, 7 and 8 of this policy.
10. Heads of School or equivalent are responsible for ensuring that paper outlines:
- a. are correct and accurate at the time of publication
 - b. comply fully with the [Paper Outline Template](#) approved by the Academic Board
 - c. are consistent with the Calendar information for the paper, and
 - d. are reviewed annually.

Responsibility for monitoring compliance

11. The Pro Vice-Chancellor Teaching and Learning is responsible for monitoring compliance with this policy and reporting any breaches to the Pro Vice-Chancellor of the relevant Division and the Deputy Vice-Chancellor Academic.
12. Breaches of this policy may result in disciplinary action under the [Staff Code of Conduct](#).

Note

The term 'School' in this policy includes Faculties and the term 'Head of School' includes Deans.