***In completing this template please refer to the University’s Paper Outline Policy.***

**Responsibility for template:** Pro Vice-Chancellor (Teaching and Learning)

**Approving authority:** Academic Board

**Date of approval:** 12 April 2011

* **Section A**

All the information in Section A must be included in the paper outline.

**1. Identification of Paper**

List the Faculty, School/Department, paper code and paper title

**2. Staffing**

Provide names of the convenor of the paper and other staff involved, with office and telephone numbers; availability for appointments; (email addresses optional).

**3. Description and structure of the paper**

(a) Provide a description, which is an overview of the paper, with details of the intended structure and sequence of topics.

(b) Describe whether taught through lectures, tutorials, seminars, internet, etc. Give details of the lecture timetable, rooms, streaming arrangement etc.

(c) Specify if attendance at any component of the paper is compulsory e.g. laboratories, field trips.

(d) Departments may choose to locate some of this information elsewhere, however students should be able to access relevant paper details through direct links to specific information.

**4. Learning outcomes/Objectives**

List the learning outcomes of the paper.

Paper learning outcomes indicate the content, intellectual attributes, competencies, skills and dispositions that it is intended that students will acquire by the end of the paper. Learning outcomes will usually describe a combination of paper content and particular ways of engaging with that content.

Indicate alignment between the learning outcomes and the assessment.

Indicate alignment with the graduate profiles of qualifications to which the paper primarily contributes.

*NB: Staff are encouraged to approach the Teaching Development Unit for assistance with the construction of learning outcomes if unfamiliar with this approach to learning.*

**5. Workload**

Indicate expected workload in terms of both contact hours (or time online) and hours for study and assessment per week.

**6.** **Required and recommended reading**

Specify the required and recommended reading for the paper.

**7. Online support**

Describe the nature, availability and method of access to any online resources or support (e.g. Moodle, MyWeb).

**8. Assessment**

(a) Explain the requirements for assessed work e.g. length, structure, presentation, style and referencing guidelines. (The detail may be provided elsewhere provided a reference to the location of this information is included here.)

(b) Specify the internal assessment/examination ratio (as stated in the Calendar).

(c) List assessment components (specify those which are compulsory):

*Component Percentage of overall mark Due date*

(d) State where and/or how assignments are to be handed in, the expected turnaround time and where they may be collected.

(e) Explain how achievement will be measured e.g. grading schedules. If detailed grading schedules will be distributed with specific assignments, summarise the overall measure of achievement in the paper.

(f) Explain the practice in place for the management of assessment deadlines.

(g) Explain the process for requesting extensions and special consideration and for appealing marks (or provide references to this information in student handbook or the Calendar).

This information may be provided elsewhere, provided students can access it directly through specific links on the paper outline.

**9. Reference to University regulations**

Include the following statement (please check the current Calendar for the latest version of the regulations):

*Your attention is drawn to the following regulations and policies, which are published in the University Calendar:*

*Assessment Regulations 2005*

*Student Discipline Regulations 2006*

*Computer Systems Regulations 2005*

*Policy on the Use of Māori for Assessment*

*Human Research Ethics Regulations 2005*

*Student Research Regulations 2000*

**10. Linkages to other papers**

Note any linkages to other papers where the linkage is of importance.

**Section B**

The information in Section B must be provided to students but the Faculty/School/Department may choose where to publish it, for example in handbooks, laboratory manuals, or other appropriate media such as websites. Paper outlines must include a reference to the location of this information.

**11. Referencing guidelines and caution against plagiarism**

(a) Provide guidelines for referencing.

(b) Provide the following definition of plagiarism (quoted from section 3 of the Assessment Regulations):

*“Plagiarism means presenting as one’s own work the work of another, and includes the copying or paraphrasing of another person’s work in an assessment item without acknowledging it as the other person’s work through full and accurate referencing; it applies to assessment (as defined in the Assessment Regulations) presented through a written, spoken, electronic, broadcasting, visual, performance or other medium.”*

(c) The Chairperson of the Student Discipline Committee has prepared guidelines that are intended to be of assistance to academic staff in the early stages of dealing with what appears to be plagiarism or other forms of cheating in respect of assessment. These are published in the Staff Assessment Handbook.

(d) Some Faculties/Schools/Departments may have internal policies and/or guidelines for dealing with plagiarism, multiple submissions of essentially the same material, cheating etc. If so, details should be provided. Otherwise, a general caution to students that plagiarism is misconduct under the University’s Student Discipline Regulations should be provided.

**12. Health and safety**

Explain any matters of health and safety that need to be brought to the students’ attention e.g. need for safety equipment to be worn in laboratories.

**13. Class representation**

Give a brief outline of the arrangements in place for the appointment of a class representative and for subject meetings during the year. Include the following contact details for the Student Representative Coordinator: ext. 6264, email: student.reps@waikato.ac.nz.

**14. Complaints procedures**

(a) Explain the procedures for expressing or resolving concerns or complaints, including reference to the support function of the class representative and the student representation coordinator.

(b) Include the following statement:

*The brochure ‘Student Concerns and Complaints Policy’ provides details of the University’s process for handling concerns and complaints and is published in the University Calendar.*

**15. Paper appraisal**

Include information about the types of student feedback that were received in the previous year’s student appraisals and indicate the changes made in response to this feedback.