



Policy: Class summary

Purpose

To describe the standards which underpin the University's provision of coursework class summaries.

Overview

Guidance for provision of class summaries for each coursework course instance in a teaching period.

Scope

This policy applies across the University.

Policy statement

Principles

1. ANU coursework classes have summaries that are:
 - In alignment with the strategic directions of the University;
 - Consistent with the Higher Education Standards Framework (Threshold Standards);
 - Consistent with the academic standards of the University, as set out in University policies; and
 - Provided to students in an accessible and timely fashion.

Provision of Class Summaries

2. Every student enrolled in a coursework course at ANU is given access to current and accurate information about that particular course for each teaching period and published on the University's online handbook, Programs and Courses, class summary page. Students are able to access that information no later than two weeks prior to the start of teaching of the relevant class.
3. When changes to the class summary template in the Curriculum Management System are required, the consultation process is managed by the Academic Standards and Quality Office.

4. The Academic Quality Assurance Committee approves changes to the class summary template.

Document information

Title	Class summary
Document Type	Policy
Document Number	ANUP_018808
Version	5
Purpose	To describe the standards which underpin the University's provision of coursework class summaries.
Audience	Staff-Academic, Students, Students-Graduate-Coursework, Students-Distance, Prospective Students, Students-Undergraduate, Students-Graduate-Research, Staff, Staff-Professional, Students-Graduate
Category	Academic
Topic	Teaching & Learning
Subtopic	
Effective Date	31 Aug 2018
Review Date	31 Aug 2021
Responsible Officer	Deputy Vice-Chancellor (Academic) (dvc.academic@anu.edu.au)
Approved By	Academic Board (CGRO.Secretariat@anu.edu.au)
Contact Area	Division of Student Administration and Academic Services (policy.regs@anu.edu.au)
Authority	Higher Education Standards Framework (Threshold Standards) 2021
Printed On	18 Oct 2021

Please ensure you have the latest version of this document from the Policy Library website before referencing this.