

SCHOOL OF LIFE SCIENCES

SCHOOL POLICIES

STUDENT INFORMATION

- (1) For each subject taught, the subject co-ordinator will provide a subject handbook, which conforms to an agreed School template. Each department will produce a website page for each subject.
- (2) Each department must have a consistent policy on late submissions of work, extensions, penalties, availability of subject material and plagiarism.
- (3) Information available in the subject handbook or via links on the subject web page will include:
 - Policy of informing students of assessment criteria
 - Late submissions of work
 - Extensions
 - Penalties
 - Availability of subject material
 - Use of email
 - Conduct in laboratories
 - Student complaint/grievance procedure
- (4) Each department will provide a handbook for Honours students outlining the Honours programme, literature review, coursework and thesis requirements.
- (5) Each department will provide a handbook for Postgraduate Research Students. This document should include details of staff expectations of research students, (regular face-to-face meetings, milestones etc) and student expectations of their supervisor.

HONOURS PROJECT DOCUMENTATION

Each department will have a list of Honours projects and staff areas of research interest by the end of November each year, which will be made available to prospective Honours students. A meeting for prospective Honours students will be held by each department before the end of Semester Two each year.

STAFF-STUDENT LIAISON

Each department will have an effective staff-student liaison mechanism, which is publicized widely to students. Examples include: elected student representatives, regular meetings with elected student representatives, student representatives involved in subject review meetings, staff-student liaison committees which meet twice per year, etc.

QUALITY ASSURANCE

- (1) Subject co-ordinator will ensure that the subject has an annual QAS.
- (2) Subject co-ordinator should meet with Head of Department and relevant teaching staff to discuss the QAS report.
- (3) Heads of Departments will ensure that the summary report is forwarded to the Head of School in the year following the subject offerings, for approval and forwarding to the Dean.
- (4) Each department will ensure it has mechanisms in place for providing feedback to students on the outcomes of the QAS process.

DEPARTMENT MEETINGS

Each department agrees to hold regular department meetings. Minutes of the meeting are to be forwarded to the Head of School for information and provided to all Departmental staff.

WORKLOADS

- (1) Each department to adopt a workload allocation system which is consistent with the EBA and which takes account of Teaching, Supervision, Research and administrative duties.
- (2) The workload allocation system to be adopted at formal department meeting.
- (3) Accepting that changes may occur, initial workloads for the new academic year are ideally to be circulated by the preceding October.
- (4) The workload allocation system should make due allowance for additional staff time involved in new subject development and major subject revamps including rewriting of course notes.

- (5) The workload allocation system should provide for lower than average teaching loads for commencing staff and staff in the final stages of a research degree.

CONFERENCE ATTENDANCE

Each department will have in place a policy on funding of overseas and interstate travel, in particular for conference attendance, from discretionary and/or full-fee funds, which is equitable for all research-active staff.

NEW STAFF TO ATTEND ADU COURSES

All new academic staff are required to attend ADU courses relating to teaching and supervision. This statement should be included in the conditions of employment for the probationary period.