

**GUIDELINES RELATING TO THE PROVISION OF UNSW COURSES
BY NON-UNSW STAFF AND ORGANISATIONS**

RESOLVED AB02/69

ACADEMIC BOARD MEETING 6 AUGUST 2002

That the Academic Board approves the guidelines relating to the provision of UNSW courses by non-UNSW staff and organisations, as details and amended in the document presented. (File: 2002/1232)

Guidelines

1. Using external individuals to give some guest lectures in a course because of their particular expertise and experience is a matter for the School. However, a UNSW academic must be the lecturer-in-charge taking responsibility for all of the course.
2. External individuals who have a visiting or adjunct appointment can be invited to develop or deliver courses at the discretion of the School. However, UNSW approval of the appointment of the individual must be in place and normal academic approval of courses must be followed.
3. Faculties can develop joint delivery and development of courses with other universities where appropriate. However, approved partnership arrangements must be in place and normal academic approval of courses must be followed.
4. In circumstances that do not comply with the above guidelines, the Dean should make a case in writing to the Deputy Vice-Chancellor (Education and Enterprise). Any contract with any organization to develop or deliver courses for UNSW must comply with the following conditions:
 - a. The case made by the Dean would have to include clear indications that the courses cannot or should not be developed and/or delivered by UNSW staff, and that the contractual arrangements with the non-UNSW staff and/or organizations are in the interests of UNSW, its staff, and its students.
 - b. If the Deputy Vice-Chancellor (Education & Enterprise) accepts the case, then he/she should consult with the President of Academic Board who will arrange for the academic consideration of the course proposal and/or program proposal. This consideration would follow the normal pattern of the committees of the Faculty and the Academic Board. (Course proposals are approved at Faculty level, program revisions at Academic Board, and major program revisions/new programs at Council.)
 - c. Any UNSW courses provided by non-UNSW staff and organizations must meet the same criteria for development, delivery, assessment, review, and revision as UNSW courses. The Faculty will be the program authority and a UNSW staff member, normally the Head of School, will be the course authority for any such course.