

Publication of Official UTS Award Course and Fee Information Vice-Chancellor's Directive

Abstract

This Directive outlines the process for the management and publication of UTS award course and fee information, in order to assure its quality and integrity.

Dates	Directive approved	18/12/2006
	Directive takes effect	05/01/2006
	Directive is due for review (up to 5 years)	08/2018
	Directive amendment approved	27/05/2016
	Directive amendment takes effect	18/08/2016
Approved by	Vice-Chancellor	
	Latest amendment: Director, Governance Support Unit (see change history for details)	
Implementation Officers	Director, Institute for Interactive Media and Learning (for UTS award courses information) Director, Student Administration Unit (for UTS Fee Schedules)	
Relevant to	All staff and all students	
Related documents	CIS Documentation CIS Subject Outlines Documentation General course requirements (section 3.2, Student Rules) Publishing on the UTSWeb Policy Subject Descriptions and Outlines Policy	
Legislation	Competition and Consumer Act 2010 (Cwlth) Education Services for Overseas Students Act 2000 (Cwlth) (ESOS) Fair Trading Act NSW 1987 (NSW) Higher Education Support Act 2003 (Cwlth) (HESA)	
File number	UR06/712	
Superseded documents	N/A	

Contents

1. Purpose
2. Scope
3. Definitions
4. Directive principles
5. Directive statements
6. Roles and responsibilities
7. Version control and change history

1. Purpose

This Directive:

- i. recognises:
 - the University's CASS/CIS data collection as the authoritative source of official award course information (see definitions)
 - the UTS Fee Schedules produced by the Student Administration Unit (SAU) as the authoritative source of official information for fees for award courses and subjects
- ii. defines responsibilities and establishes practices to ensure that:
 - all UTS award course information products use the CASS/CIS data collection and the UTS Fee Schedules as the authoritative sources of official award course information
 - all UTS award course information provided by UTS to third parties for publication use the CASS/CIS data collection and the UTS Fee Schedules as the authoritative sources of official award course information
- iii. defines responsibilities and establish practices for approval and management of:
 - course information that is required from time to time and is in addition to that which is currently held in the CASS/CIS data collection
 - alternative course fee information that is required from time to time and is in addition to that which is currently held in the UTS Fee Schedules.

2. Scope

This Directive applies to all staff and students, and all award course information products or products that contain course information, including:

- i. those produced by the University, including but not limited to:
 - UTS Handbook
 - UTS 'Find a course'
 - UTS International Course Guides (undergraduate and postgraduate)
 - UTS Faculty Courses Guides (undergraduate and postgraduate)
 - Subject Outlines
 - products produced for marketing purposes locally and internationally
- ii. where information is provided by UTS to a third party for publication in print or online media by the third party, such as:

- UAC Guide
- Studylink Directories
- Hobsons Guides (Australian Career Information Register)
- Good Universities Guide

This Directive does not apply to short courses.

3. Definitions

Award course (as defined in [Schedule 1, Student Rules](#)) means a set of requirements, subjects and/or supervised research, which when satisfactorily completed by a student normally qualifies that student for a formal award of the University.

Academic units mean all UTS academic units, including faculties, departments and schools, the Institute for Sustainable Futures (ISF), Institute for Interactive Media and Learning (IML), Jumbunna Indigenous House of Learning, and any other academic unit, institute or centre responsible for delivering UTS award courses or subjects.

Academic Programs Office (APO) is the UTS Academic Programs Office that has broad responsibility for CASS curriculum data and responsibility for the development and maintenance of CIS.

Course Information System (CIS), which includes Subject Outlines and Graduate Attributes, is the system developed by UTS to provide an authoritative source of UTS course information for publication purposes.

Curriculum and Student System (CASS) is the system used by UTS to:

support student administrative information requirements
create and manage high-level curriculum data.

Student Fees is the team within the Student Administration Unit (SAU) that is responsible for collecting and collating the University's fee schedules.

Student Systems Team is the team within SAU that is responsible for system administration and development of the University's corporate CASS and other associated applications.

Subject Outlines are defined in the [Subject Descriptions and Outlines Policy](#).

Support units means all UTS administrative units that contribute course information, produce course information products or wish to publish course information.

UTS Fee Schedules are the official fee schedules produced and maintained by SAU:

- [domestic fee-paying and international students](#)
- [subject-based fees for domestic Commonwealth Supported Places \(CSP\)](#)
- [subject-based fees for domestic non-Award and non-CSP students](#).

4. Directive principles

UTS has a responsibility to ensure that published award course and fee information is accurate, up-to-date and consistent across the range of official publications, media

and formats. UTS is also responsible for ensuring that published course information complies with government and statutory requirements.

To ensure accuracy and integrity of UTS course information, all published award course information must be sourced from an authoritative source of data.

The UTS CASS/CIS data collection is to be used as the primary and authoritative source of official award course information.

The UTS Fee Schedules are to be used as the primary and authoritative sources of official course fee information for award courses.

5. Directive statements

5.1 Award courses

5.1.1 Course information data storage

CASS stores high-level curriculum data while CIS stores descriptive text-based data. CASS data is extracted into CIS and combined with CIS descriptive data to populate course information products in a range of formats.

5.1.2 Coordination

The Academic Programs Office (APO) will coordinate the development, use, maintenance and review of the CIS so that it continues to meet the University's needs to provide a single authoritative source of course information, other than Fees, for publication and marketing purposes.

5.1.3 Standards

APO will develop and maintain standards to ensure that the currency and consistency of course information is preserved and to manage the editorial integrity of published course information.

5.1.4 Provision of course data

Academic units and support units will provide accurate CASS and CIS data in a timely manner for new courses and when changes to courses are approved.

5.1.5 Review, refinement and expansion

Academic units and support units will comply with all requests to review course information stored in either CASS or CIS and should actively contribute to the ongoing refinement and expansion of the range of course information stored in CASS and CIS.

5.1.6 Authoritative source practices and procedures

Academic units and support units are to establish practices and procedures that ensure that CIS is used as the authoritative source of course information for the population and creation of all the University's course information products and for those produced by a third party from information supplied by the University.

5.1.7 Approval of exceptions

Information on draft award courses (ie courses that have received Course Planning approval but have not yet received Course Accreditation approval nor have been approved for commencement by the Provost) can be published in the Domestic UAC Guide only with the express approval of the Provost. In such cases an appropriate proviso may also be required (eg 'course planned for introduction and subject to final approval').

Information on planned award courses (ie courses that have received accreditation approval but have not been approved for commencement by the Provost) can only be published with the express approval of the Provost. In such cases an appropriate proviso may also be required (eg 'course planned for introduction and subject to final approval').

5.1.8 Consultation on products and data needs

APO will consult with staff from academic units and support units who request course information products that require:

- a different presentation and style, or
- information that is not currently contained in the CASS/CIS data collection.

Where possible, additional data needs within CIS will be accommodated, however, it is recognised that in exceptional circumstances it may be necessary or appropriate to source and manage this data locally.

In exceptional circumstances, where it is necessary to source and manage course information locally (ie not as part of the CASS/CIS data collection) academic and support units are to establish approved practices and procedures (in consultation with APO) that ensure the information sourced and managed locally is consistent with the CASS/CIS data for the particular courses.

APO will liaise with Marketing and Communications Unit (MCU) and the faculties to ensure that, where possible, additional data needs are accommodated within CIS, without adversely affecting the integrity of course information or limiting the scope or needs of the marketing process.

5.1.9 Consultation on technical capabilities

APO will liaise with the Institute for Interactive Media and Learning (IML), the Information Technology Division (ITD) and Student Administration Unit (SAU) to ensure that technical capabilities are maintained at the standard required so that CIS continues to be robust and accessible.

5.2 Tuition fees

5.2.1 Coordination

The Student Administration Unit (SAU) will coordinate the development, use, maintenance and review of the UTS Fee Schedule so that it continues to meet the University's needs to provide an authoritative source of course fee information for publication and marketing purposes.

5.2.2 Standards

SAU will develop and maintain standards to ensure that the currency and consistency of course fee information is preserved and to manage the editorial integrity of published course fee information.

5.2.3 Publication requirements

Versions of the UTS Fee Schedules cannot be published on websites or in any other marketing material without the written consent of the Director, SAU. Where award course fee information is published online, a link will be included to the official UTS fee site.

5.2.4 Authoritative source practices and procedures

Academic and support units are to establish practices and procedures that ensure that the UTS Fee Schedules are used as the authoritative source for course fee information for the creation of all the University's course information products and for those produced by a third party from information supplied by the University.

5.2.5 Approval of exceptions

Where, for significant and justifiable reasons, a different or adapted version of the UTS Fee Schedules or a hard copy publication is required, the Director, SAU must approve its production and accuracy, before it is produced and used or distributed.

6. Roles and responsibilities

6.1 Accountable officers

- **Provost** has overall accountability for ensuring that the UTS Course Information System and the UTS Fee Schedules are used as single authoritative sources of course information to populate all the University's award course information products.
- **Deputy Vice-Chancellor (Education and Students)** has overall accountability for ensuring the accuracy and currency of the curriculum data held in CASS and CIS.
- **Director, Student Administration Unit** has overall accountability for ensuring the accuracy and currency of the information held in the UTS Fee Schedules.

6.2 Implementation officers and units

- **Academic Programs Office** is accountable for:
 - the development, management and maintenance of data integrity in CIS and curriculum data held in CASS, and
 - reporting all identified breaches of this Directive in relation to data held in CASS and CIS to the Director, Institute for Interactive Media and Learning.
- **Academic units** are responsible for:
 - providing accurate CASS and CIS data for new courses and when changes to courses are approved or as required by the APO
 - nominating staff authorised to submit curriculum changes on CASS and nominating users for CIS and Subject Outlines, and
 - seeking approval of tuition fees for new and existing courses.
- **Director, Institute for Interactive Media and Learning** has the authority to:
 - advise the head of an academic or support unit of the action necessary to rectify any breaches of this Directive in relation to course information data held in CASS and CIS, and
 - refer any problems or unresolved situations to the relevant Deputy Vice-Chancellor.
- **Director, Student Administration Unit** has the authority to:
 - advise the head of an academic unit or support unit of the action necessary to rectify any breaches of this Directive in relation to tuition fees, and
 - refer any problems or unresolved situations to the relevant Deputy Vice-Chancellor or the Provost.

- **Student Administration Unit** is accountable for the development, management and maintenance of the UTS Fee Schedules and CASS.
- **Student Fees** within SAU is responsible for reporting all identified possible breaches of this Directive in relation to tuitions fees to the Director, Student Administration Unit.

7. Version control and change history

Date	Version	Approved by	Amendment
18/12/2006	1	Vice-Chancellor	
28/04/2011	1.1	Director, Governance Support Unit (GSU)	Update name of related Act (in section 6). Changes relating to accountabilities due to the move of CIS from GSU to APO (part of IML).
16/08/2013	2	Vice-Chancellor	Review of Directive and inclusion of requirements for the publication of course fee information. Transferred into the new/updated template.
18/08/2016	2.1	Director, Governance Support Unit (GSU) (11/12/2014)	Changes (approved under Delegation 3.17) to implement 2014 Senior Executive restructure.
		Director, Governance Support Unit (GSU) (27/05/2016)	Changes (approved under Delegation 3.17) to update references to the role of Registrar (part of the 2014 restructure).