



**EXCELSIA
COLLEGE**
— Sydney —

Objects of Excelsia College

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

Document Number

POL-COU-05

Document Name

COURSE STRUCTURES POLICY

Document Status

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1 Policy Statement

The purpose of this policy is to specify the structures of undergraduate and postgraduate courses in order to provide clear guidelines for the development of new courses and any course review activities in Excelsia College.

2 Scope

This policy applies to all Heads of School and governing bodies responsible for new and continuing courses offered by the College.

3 Responsibility

The following members of staff are responsible for:

Academic Board – overseeing undergraduate and postgraduate course structures to assure academic quality and compliance; and reporting above to Board of Directors

Chief Academic Officer – monitoring undergraduate and postgraduate course structures to assure academic quality and compliance; and reporting above to Academic Board

Heads of School – implementing undergraduate and postgraduate course structures to assure academic quality and compliance; and reporting above to Learning and Teaching Committee

Course Development Committee – designing and reviewing courses to assure academic quality and compliance; and reporting to Learning and Teaching Committee

Learning and Teaching Committee – monitoring closely undergraduate and postgraduate course structures to assure academic quality and compliance; and reporting above to Academic Board through the Chief Academic Officer

4 Definitions

For the purpose of this Policy, the following definitions apply:

A semester is a study session normally comprising 13-16 teaching weeks, with associated periods for examinations, practical experiences and breaks. The academic year is usually structured around two semesters, but some courses offer students the possibility of a third semester/study session over the Christmas holidays.

Student workload is the total of contact/delivery hours and personal study hours over a semester. The student workload has standard definitions in relation to credit points, course units, semesters, years, and courses.

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Compliance refers to compliance with the Higher Education Standards Framework, Australian Qualifications Framework, and College policy framework. **Credit points** indicate the relative quantitative contribution of a course unit to an award course. The relationship between the level of student effort required in a course unit and the credit point value of that unit is defined and articulated in the course documentation, and guides academic staff in monitoring student workloads in each course unit. One credit point equates to 25 hours of student workload per semester.

Course units are the building blocks of degree courses. A course unit has 6 credit points and requires 150 hours of total student workload (contact hours plus personal study). Four 6-credit-point units comprise a full-time study load for a semester, although the number of units making up the semester total of 24 credit points can vary if double-units (12 credit points, 300 hours student workload) and/or half-units (3 credit points 75 hours student work) are included in the course.

Courses are undergraduate and postgraduate awards defined in the course documentation, conforming to the AQF qualification level requirements, and comprising course units selected according to the accredited course regulations. Courses range from one year to three years in duration when taken by means of full-time study.

Level of Learning is a classification for units within a course. Depending on its volume of learning (or duration), a course may have from one to six levels:

- Level 1 Foundational Bachelor or Diploma
- Level 2 Intermediate Bachelor or Associate Degree
- Level 3 Advanced Bachelor
- Level 4 Graduate Diploma or Graduate Certificate
- Level 5 Masters
- Level 6 Doctoral

Course Streams denote a pre-determined sequence of units designed to achieve a set of specialist or discipline-specific outcomes. Most commonly streams lead to undergraduate Majors or Minors.

- **Major (only in Bachelor degrees).** A major consists of a minimum of six sequential units (36 credit points) in a field of study or discipline, including a minimum of 12 credit points at level 3.
- **Minor (in Associate or Bachelor degrees).** A minor consists of four sequential units (24 credit points) in a field of study or discipline, of which no more than 12 credit points are at level 1.

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Coding of Units of Study

Undergraduate Units

Example: DRBB257 Stage Management

DR – Drama;

B – Bachelor;

B – Version of unit;

2 – Level of Learning;

57 – Unique unit number

Postgraduate Units

Example: MUPM511

MU - Music;

P - Performance;

M - Master;

5 – Level of Learning;

11 – Unique unit number

Pre-service Education Units

Example: EDSC507 Mathematics Method I

ED - Education;

S - Secondary;

C – Curriculum Studies;

5 – Level of Learning;

07 – Unique unit number.

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5 Principles

Excelsia College is committed to developing courses that:

- Meet the requirements of the Higher Education Standards Framework (Threshold Standards) and Australian Qualifications Framework
- Are of high academic quality

6 Related Documents and References

Higher Education Standards Framework (Threshold Standards) 2015

TEQSA Application Guide for Registered Higher Education Providers:

- new course accreditation
- renewal of course accreditation for existing providers

PO-COU-01 Course Review and Renewal of Accreditation Policy and Procedure

PO-COU-02 Multi-Streaming Policy

PO-COU-03 Course Closure (Teach Out) Policy and Procedure

PO-COU-04 Course Development and Accreditation Policy and Procedure

PO-COU-06 Professional Accreditation of Courses Policy and Procedure

PO-STU-05 Academic Progress Monitoring and Intervention Policy

7 Mapped to HESF

The content of this policy is mapped to the HESF: 3.1, 5.1, 5.3, 6.3, 7.2

8 Course Structures

Excelsia College courses have been harmonised, with consistent structures across the College's various disciplines. This consistency is achieved at the level of credit points. The table below summarises the regulations concerning course structures.

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Course	AQF Level	Semesters (full-time study)	Course Units*	Credit Points	Hours / Week Student Workload	Hours / Semester Student Workload	Total Hours Student Workload
Diploma	5	2-4	8-16	48-96	40	600	1200-2400
Associate Degree	6	4	16	96	40	600	2400
Bachelor Degree	7	6-8	24	144-192	40	600	3600-4800
Graduate Certificate	8	1	4	24	40	600	600
Graduate Diploma	8	2	8	48	40	600	1200
Masters Degree Coursework (cognate)	9	3	12	72	40	600	1800
Masters Degree Coursework	9	4	16	96	40	600	2400
Masters Degree Research**	9	4	8 + Thesis	96	40	600	2400
Doctoral Degree***	10	6	8 + Thesis	144	40	600	3600

**The figures in this column reflect whole units of 6 credit points each. The number of units would vary where half-units or double-units are substituted for whole units, but the figures in all other columns remain unaffected.*

*** The Research component is required to be two thirds or more of the qualification*

**** No more than one third of the qualification can be coursework*

Within this overall pattern, further flexibility has been built into the delivery of some courses. For example, full-time students in the Master of Counselling complete two units during teaching Weeks 1-8, have a break in Weeks 9-10, and then complete two units during Weeks 11-18. In this altered unit delivery cycle, the unit structure and requirements remain unchanged (150 hours student workload) comprising:

- 40 hours of face-to-face tuition over 8 class sessions of 5 hours each, and
- 110 hours of personal study, including prescribed pre-reading and completion of 3 assessment tasks.

The capstone units in the Master of Counselling (Research I&II and Counselling Practicum I&II) are all delivered over the full 16 teaching weeks of the semester, giving students a full year to complete their research projects and 200 hours of supervised counselling practice.

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9 Document History

This Policy has been amended as follows:

Version	Amendments / Date / Notes
4 – February 2015	Alignment of PO-COU-05 to HESF, <i>TEQSA Application Guide for Registered HEPs: New Course Accreditation and Renewal of Course Accreditation</i> , and PO-COU-01 to PO-COU-06. Code change to POL-COU-05.
5 – June 2020	

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