

## DISTANCE EDUCATION PROPOSALS

*If the proposal involves the introduction of distance education or major changes to and existing distance education program please answer the following questions:*

1. **If the proposal is to be taught off-campus, detail staffing arrangements, indicating how quality of teaching will be assured.**
2. **Indicate the level and nature of academic support to be given to students by staff teaching the subject(s).**
3. **Indicate how the students' progress in the subject(s) will be monitored, including ensuring that they are working consistently and at an appropriate academic level.**
4. **Indicate how integrity of assessment will be safeguarded, covering such matters as:**
  - **If there is an examination, what arrangements will be made for administering it;**
  - **If the student's work on assessed assignments is to be measured against or related to their performance in other work in the subject, at what point will this process explicitly take place.**
5. **Indicate how the students will access resource materials sufficient for them to complete the subject satisfactorily.**
6. **Name the person students will contact for technical support. How will the contact details for this person be made known to the students?**
7. **Indicate how feedback will be obtained on IT issues in the early stages of the subject and/or course.**
8. **Indicate that the following requirements for distance education subjects will be met:**
  - **That it will be stated explicitly in the materials for each distance education subject that, if there is any doubt as to the authenticity of a submission, the student will be given an examination (possibly including an oral component) on the content of the subject;**
  - **That students will be required on commencement of each subject to sign a statement (in hard copy) that they undertake that all work submitted will be their own, that they understand they may be required to take an examination in the subject if there is any doubt as to the authenticity of their assessed work, and that they understand that plagiarism and/or collusion are the basis for disciplinary action.**