

Quality Maintenance of Courses Policy

Commencement Date: 01 December 2008

Category: Academic

1. PURPOSE

The purpose of this document is to describe the policy to ensure the quality maintenance of courses conducted by Curtin Singapore for Curtin University courses.

2. APPLICATION

All courses conducted at Curtin Singapore.

3. EXCEPTIONS

Nil

4. POLICY STATEMENT

Curtin Singapore will ensure a consistency of quality with the same programs offered by its external providers on their main campuses at all times. This consistency will be provided by:

- The employment of appropriately qualified academic teaching staff who have been approved by the authorized person on the external providers main campus.
- Observation of local teaching staff during lesson delivery
- Adherence to all external provider policies in relation to academic matters.
- In conjunction with the external providers, administer the eVALUate and CASS and similar student surveys in Singapore.
- Review results of surveys with Singapore academic teaching staff
- Implement necessary changes in the Academic area of Curtin Singapore as determined appropriate within the students survey results.
- Ensure all necessary academic material required for all courses is made available to students at Curtin Singapore within pre-determined timelines.
- Conduct of progressive assessment and end of semester examinations in accordance with the external providers' policies and procedures.
- Prompt dispatch of academic material for moderation and end of semester examinations to external providers within the pre-determined timelines.

5. OBJECTIVES

The aim of this policy is as follows:

- To ensure provision of high quality academic outcomes to Curtin Singapore students.
- To ensure maintenance of quality standards in courses delivered at Curtin Singapore.
- To ensure adherence with external partners' academic policies.



RESPONSIBILITIES	
Policy Owner	Director Academic Services
Contact	Academic Manager
Review Date	02 December 2012

Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference
Version 1	Approved	January 10	Executive Committee	Nil
Version 1.1	Approved	16 Oct 09	Pro-Vice Chancellor	Change of logo and format
Version 2	Approved	02 Dec 10	Executive Committee	Executive Committee Meeting Minutes

