

POLICY RELATING TO PAPER INFORMATION AND STUDY RESOURCES

Section	Academic
Contact	Academic Strategy Manager
Last Review	September 2012
Next Review	September 2015
Approval	Academic Board

Purpose

To ensure that the information provided to current and prospective students about papers, their delivery, and the use of digital resources supports their decision-making, learning and engagement.

Policy

All current and prospective students must be able to access relevant and quality assured information about papers and their delivery that will enable them to make good enrolment choices. Information provided to enrolled students must include sufficient detail regarding the requirements to pass the paper successfully and to plan their study effectively.

Scope

The Policy applies to all undergraduate and taught postgraduate papers.

Principles

1. Massey University expects that most students will have access to the Internet and will consider the relevant requirements of the online learning category for the paper when making decisions about their enrolment. That said, the University remains committed to supplying core study resources that can be published in alternative formats to the students who request them.
2. Study resources for papers normally include a Paper Description, Paper Guide and digital resources appropriate to the content and assessment for the paper.
3. Paper descriptions are intended to provide the information necessary for current and prospective students to make informed enrolment choices. This includes information regarding delivery modes, online learning categories, contact courses and the learning experience presented in a format that can be accessed and understood by students who have not previously enrolled in the paper. Expectations for Paper Descriptions are provided in Appendix 1.
4. Information about tuition fees, course costs (i.e., additional fees applied to *all* students enrolled in a paper), and any additional costs associated with materials and equipment (e.g., software, art equipment) should be made transparent to students prior to enrolment via the Paper Description.
5. Paper Guides are intended to provide enrolled students with sufficient detail regarding the requirements to pass the paper successfully and will normally be made available to students via Stream at least two weeks prior to the

paper start date¹. The Paper Guide includes details regarding the contact and interaction, assessment, learning and support, practical components and general information. Expectations for Paper Guides are provided in Appendix 2.

6. Study resources are combined in a variety of ways depending on the overarching requirements of the qualification(s), the needs of students, the practices of the discipline, and the intended delivery modes of the paper. Examples include:
 - a. blended study resources which integrate digital and print-based resources with online and self-directed learning activities
 - b. fully online study resources which are available in an accessible digital format through the online learning environment and/or appropriate digital media, including required textbooks.
 - c. print-based study resources which are available in hard copy and pre-packaged by Massey University for delivery to students.

During the preparation of study resources, academic staff will ensure that the expectations for student workloads are manageable taking into account the total learning hours for the paper. To establish whether the workload is appropriate, staff are encouraged to use the Student Workload Calculator.

7. Wherever possible, information presented in Paper Guides will be sourced from, and/or linked to, the relevant quality assured sources on the Massey website (e.g., Paper Descriptions, University Calendar, Policy & Procedures website). Otherwise, it is expected that the information will be subject to regular peer review within paper or programme teams.
8. Papers will normally have an online learning environment (Stream) that provides students with access to digital resources intended to enhance their learning experience and outcomes. When Stream is used in a paper or offering a [Stream Completion Checklist](#)² (available online) must be completed by the Paper Coordinator to ensure compliance with relevant copyright, digital rights, accessibility and quality assurance procedures. The Centres for Teaching and Learning can provide advice to academic staff regarding the use of Stream and the accessibility requirements for other digital resources. Expectations for Stream environments are provided in Appendix 3.

Summary Information: Paper Descriptions & Paper Guides

	<i>Paper Description</i>	<i>Paper Guide</i>
Purpose	To provide information to students who have not previously enrolled in a paper that will help them make good enrolment choices ³	To provide enrolled students with sufficient detail regarding the requirements to pass the paper successfully
Communication Method	Massey Website (Courses Section)	Online in Stream – automatically printed for the Online Learning Categories “None” and “Paper Guide & Administration” and printed on request for papers that are partially or fully taught online.
Availability	In July for the following academic year with updates made as appropriate	Two weeks prior to the paper start date when the Stream Sites open.

¹ Consistent with the Policy and Purpose statements, availability of the *Paper Guide* two weeks prior to the start date enables students to plan their study effectively and to make informed decisions about their ability to fully engage with the content, assessment and interactive elements of the paper.

² <http://www.massey.ac.nz/massey/staffroom/teaching/stream-4-staff/stream-is-ready-checklist.cfm>

³ Information from a Paper Description may also be used for other purposes such as by other institutions for the assessment of credit, or to inform qualification accreditation, review and mapping processes.

Content	Automatically extracted from relevant source systems	“Core Information” pre-populated or linked electronically to an online source, “custom information” added by paper/programme staff
Quality Assurance	Peer review and approval via the Academic Committee and/or relevant College Board in accordance with the academic approval timelines ⁴	Core information subject to peer review via the Teaching & Learning Committee, custom information subject to peer review within programme/paper teams

Audience

All staff and students

Relevant Legislation

None

Legal Compliance

None

Related Procedures/Documents

Academic Integrity Policy and Procedures
 Accessibility Guidelines
 Assessment Strategy, Principles & Guidelines
 Committee on University Academic Programmes Functions and Procedures
[Equivalence Policy](#)
[Guidelines to Support Peer Review](#)⁵
 Paper Guide Template (under development)
 Paper and Programme Design Aids and Tools
 Stream Completion Checklist
 Student Workload Calculator
 Teaching & Learning Policy
 Tertiary Education Commission Funding Rules – AMFM Policy
 University Calendar
 Use of Copyright for Educational Purposes Policy

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⁴ Contact the Academic Policy & Regulations Unit for any queries re the academic approval requirements or timelines

⁵ http://www.massey.ac.nz/massey/about-massey/university-management/avc-academic/academic-quality/peer-review-of-teaching/peer-review-of-teaching_home.cfm

Appendix 1: Expectations for Paper Descriptions

Paper Details

- Paper Number
- Paper Title
- Paper Prescription
- Pre and Co Requisites, Restrictions
- Credit Value
- Tuition Fees
- Course & Additional Costs (excluding textbooks, administration and processing costs)
- Required Textbook (where relevant)⁶
- Contact for Enquiries

Offering Details

- Year
- Semester
- Paper Start and End Dates
- Entry Restrictions
- Location of Delivery
- Delivery Mode
- Online Learning Category (refer categories below)
- Contact Course (category (refer below), date, and important information)
- Proposed Next Offering
- Approval Reference (College Board or Academic Committee Number)

Content & Assessment

- Learning Outcomes
- Assessment Requirements (Types, Weightings, Due Dates, Links to Learning Outcomes)
- Completion Requirements
- Examination Date (if applicable)

Information for Students Thinking about Enrolling in the Paper

- Expected Prior Learning (can include links to self-assessment tools where available)
- Description of the Learning Experience

⁶ When considering whether a textbook should be mandatory, it is important to note that many students look to the Library to supply a borrowing copy and the Library purchases one copy of a required textbook per 100 internal students and one copy per 50 distance students. An electronic copy of the book is purchased if available.

Online Learning Categories

<i>Category</i>	<i>Full Description</i>
None	There is no online learning environment for this paper. Study resources will be supplied directly to students.
Paper Guide & Administration	Access to an online learning environment is required so students can access the Paper Guide, expected learning outcomes and assessment tasks. The online learning environment may also be required to access supplementary study resources and for the electronic submission of assignments. Core study resources will be supplied directly to students.
Partially Taught Online	As <i>part</i> of the paper is taught online, Broadband access is required. In addition to accessing the Paper Guide, students will be required to access core and supplementary digital study resources, contribute to discussion fora and complete online activities and assessment tasks. Core study resources that can be published in print will be supplied to the students who request them.
Fully Taught Online	As <i>all</i> of the paper is taught online and there are no on-campus components ⁷ , Broadband access is required. In addition to accessing the Paper Guide, students will be required to access core and supplementary digital study resources, contribute to discussion fora and complete online activities and assessment tasks. Core study resources that can be published in print will be supplied to the students who request them.

Contact Course Categories

<i>Category</i>	<i>Full Description</i>
None	There is no contact course for the paper offering.
In Person; Recommended	A synchronous event, over one or several days' duration, in which distance students meet with academic staff and other students and participate in any of the following learning experiences: lectures, laboratory classes, workshops, tutorials, seminars, field trips, tests or similar. In-person contact courses usually occur during the mid-semester and mid-year breaks, at either a Massey University campus(es) or an approved alternative venue.
In Person; Compulsory	Attendance at, and participation in, contact courses is recommended and in some cases may be compulsory.
Online; Recommended	A synchronous event, over one or several hours' duration, in which distance students meet online with academic staff and other students and participate in any of the following learning experiences: webinars, simulations, virtual laboratory classes, tutorials, field-trips or similar. Online Contact Courses usually occur during semester at a specified time, and in some cases at regular scheduled times, using University approved and supported tools.
Online; Compulsory	Attendance at, and participation in, contact courses is recommended and in some cases may be compulsory.

⁷ Attendance at an examination venue may be required.

Appendix 2: Expectations for Paper Guides

	<i>Core Information (pre-populated or linked electronically)</i>	<i>Customised Information (entered by the Paper Coordinator & Teaching Staff)</i>
Paper Description	<ul style="list-style-type: none"> Linked to the Paper Description available online 	<ul style="list-style-type: none"> Paper introduction (including, where applicable, a description of the links between the paper and programme(s) it contributes to where the paper is a programme requirement) Overview of the study resources and online learning environment (e.g., whether study resources will be progressively added during the paper)
Contact & Interaction	<ul style="list-style-type: none"> Timetable for classes and contact courses (where relevant) Use of Discussion Forums in the Online Learning Environment Student Profile Form Massey Contact Details (for enrolment or student administration queries) Paper Evaluation Information (e.g., MOST) 	<ul style="list-style-type: none"> Paper Coordinator and Teaching Staff Contact Information Staff introductions including the topics and activities each staff member is responsible for Times and methods for contact (e.g., class times, online meeting times, block or contact course schedule, and any associated administrative requirements) Contact / Block Course Details (where applicable, e.g., attendance, venue, date/time, preparation required, links to learning outcomes and assessments) Expectations for interaction and online learning (i.e., what students can expect from staff during the Semester in terms of availability, response times for queries, interaction and assistance and what staff expect from students for the same) Any specific paper evaluation information
Assessment Guide	<p>Summary statements regarding:</p> <ul style="list-style-type: none"> Assessment & Examination Regulations Aegrotat & Impaired Performance Assignments in Te Reo 	<ul style="list-style-type: none"> Detailed information on each assessment activity including assessment criteria Any specific requirements for the completion of assessments (e.g., for student engagement or success) Clear instructions for assessment submission including preferred format, use of Stream and/or Turnitin Assessment marking and turnaround time Extensions & late submissions Final examination information (where relevant)

Learning & Support Guide ⁸	<ul style="list-style-type: none"> • Academic Integrity • Academic Skills Development (OWLL, Assignment Planning Calculator, Referencing Tool, Maths First) • Academic Writing (Pre-Reading Service, The Writing Process, Academic Support Request Form) • Learning Consultancy Services • Library Resources and Services • Life Services (e.g., Career, Health & Counselling (CROW), Harassment, Accommodation, Finance) • Student Success (Pasifika, Maori, Disability, International, Peer Assisted Study) • Students' Associations contact information • Information Technology Services • Time Management 	<ul style="list-style-type: none"> • Learning programme or schedule including assessment due dates • Recommended and additional readings • Student workload / time budget (i.e., how much time students should expect to spend on each learning and assessment activity) • Mechanisms for feedback and learning support
Practical Guide (where applicable)		<ul style="list-style-type: none"> • Relevant Health & Safety Information which may require submission of a digital signature to confirm that the information has been received and understood. • Information relating to Laboratories, Studios, Practical components and applied learning
Relevant Policies & Procedures	<p>Summary statements regarding:</p> <ul style="list-style-type: none"> • Copyright • Disciplinary Procedures • Ethical Requirements • Grievance Procedures • Health & Safety • Maori Language Policy • Student Contract 	<ul style="list-style-type: none"> • Relevant programme or College policies and procedures

⁸An abbreviated block of core information may be made available for papers where enrolled students are unlikely to be new to Massey University.

Appendix 3: Expectations for Stream Environments

All students new to study at Massey University receive a 'How to Use Stream Guide' before the start of the Semester, and all existing students receive notification of how to access the Stream environment before the start of the study period. The Stream4Students website provides additional information including when regular maintenance outages are scheduled and who to contact when Stream is unavailable.

All Stream environments should include the following features:

1. an online Paper Guide (Appendix 2) which is made available to students at least two weeks prior to the paper start date and accompanied by advice regarding when staff and other resources will be available for teaching purposes.
2. a discussion forum which can be used for notices and student introductions. Students should be informed about the process for receiving responses to their enquiries or questions if the discussion forum is not moderated. For moderated forums, students should be advised of the maximum timeframe for responses from the moderator which should be less than one week.
3. information blocks regarding relevant services for students e.g., the Library and Student Learning blocks
4. a facility for the submission of assignments electronically where appropriate to the nature of the assessment and the discipline, especially for papers offered in distance mode
5. notification to students of the intended date of closure of the Stream environment so they can download material in advance of that date. The date of closure may be informed by decisions made at a programme level.