

## This leaflet has been designed to help you make aware on the importance of your course guide.

Your Course Guide is just one of many pieces of paper you are given at the start of each year. However if your Program is not quite what you thought it would be, or you think it is not being run properly, your Course Guide is an essential starting point in doing something about it.

If the way your teacher is running the course contradicts what is in the Course Guide then you have legitimate grounds for complaint.

You must receive a Course Guide for each course at the first class but no later than the second week of the semester. If you do not receive a course guide by this time or if it does not contain all the information specified below then you should approach your lecturer, Head of School, or Program Coordinator. The University's Course Guides Policy requires that Course Guides must be "handed out and discussed with students before or in the first scheduled class." All Course Guides must also be made available electronically so you can access them through the RMIT website.

### What should be in the Guide

- The name and number of the course, the course duration, mode etc.
- The purpose of the course.
- The specific objectives: indicated in terms of learner performance, the knowledge, skills and attitudes the students will acquire as a result of this course.
- Pre-requisite and Co-requisite courses.
- The contact and non-contact hours, including fieldwork, laboratory and studio, etc.
- Details of how the course will be assessed,

the methods used, the frequency and type of assessment, the weighting given to each part of the assessment program, details and definitions of any attendance requirements and an indication that students with disabilities may request different forms of assistance.

- Assignment Submission dates including the circumstances in which extensions will be given.
- Penalties for late submission.
- A statement about plagiarism, what it is, and its penalties.
- The course assessment grading to be used (eg: HD, D, CR, P, N)
- Texts and references: distinguishing prescribed texts which should be purchased from additional reading and recommended references.
- The syllabus outline: describing the topics to be addressed in the course.
- The date of the course guide.

The importance of a comprehensive Course Guide cannot be overstated. You must know from the first class in a course exactly what will be expected of you.

### Disclaimer

The information in this leaflet is a general guide only. RMIT is a very complex environment, and there are often a number of different rules which apply.

For more student rights information visit our website: [www.su.rmit.edu.au/student-rights](http://www.su.rmit.edu.au/student-rights)

For additional assistance drop into a Student Union Front Office to speak with a Student Liaison Officer.

City Higher Ed: Building 8, Level 3

Tivoli (Business): Building 108, Level 3

Carlton Campus: Building 57, Level 4

Brunswick: Building 514, Level 2

Bundoora: Building 204, Level 1

Or, send detailed information regarding your case to student.rights@rmit.edu.au

For enquiries call 9925 5004

If required, an appointment will be made for you with a Student Rights Officer.

**Has this leaflet been helpful? Join the Student Union and join the fight to improve your rights!**

## Changes to assessment – 70% student agreement

If any changes to assessment are proposed after classes commence for the semester they can only happen after consultation with the students in that course. At least 70% of the enrolled students must agree to the change and written notification of the changes must then be given to all students.

Lecturers and Heads of Departments and Schools are responsible for making sure that the guides are available and accurate for all courses.

## Your rights

You have the right to make a complaint:

- if you do not receive a course guide
- if the assessment criteria listed in your course guide changes without consultation
- if the noted contact hours are not being met
- if you have a general criticism about the structure of your course guide or program.

## Related student rights leaflets

- Appeal Against Assessment
- RMIT policies and procedures

## Operating procedures, policies and regulations

- 7.29.1.1 Course Guides
- RMIT Assessment Principles
- 7.32.1.1 Assessment - General
- 7.32.10.1 Academic Progress (Higher Education) - Unsatisfactory Performance
- 7.32.10.4 Academic Progress: Procedures for Onshore International Students
- These and more policies can be found at: [www.rmit.edu.au/policies](http://www.rmit.edu.au/policies).

## Useful contacts

### Student Complaints Liaison Officers (SCLO's)

SCLOs are located in all academic portfolios, departments, schools and groups

[www.rmit.edu.au/students/complaints](http://www.rmit.edu.au/students/complaints)

### Academic Registrar's Group

T/ 9925 8863

E/ [complaints@rmit.edu.au](mailto:complaints@rmit.edu.au)

### RMIT Ombuds

T/ 9925 2930

E/ [ombuds@rmit.edu.au](mailto:ombuds@rmit.edu.au)

### RMIT counselling

T/ 9925 4365

E/ [counseling@rmit.edu.au](mailto:counseling@rmit.edu.au)

[www.rmit.edu.au/counselling](http://www.rmit.edu.au/counselling)