



Responsible officer	<i>Director of Teaching and Learning</i>
Approved by	Teaching and Learning Committee
Responsible Body	Teaching and Learning Committee
Approval date	8 May 2026
Review date	8 May 2029
Superseded documents	<i>Approval Criteria for Teaching AUT Awards in Languages Other than English</i> <i>Direct Study Contract Mode Policy</i> <i>Guidelines for Offering Units in Intensive Mode</i>
Related documents	<i>Affiliation Agreement</i> <i>Affiliated College Changes Policy</i> <i>Languages Other than English Policy</i> <i>Moderation Policy</i> <i>Orientation Program Rules</i> <i>Unit of Study Evaluation Survey</i> <i>Units Policy</i>

1. PURPOSE

To establish rules for the delivery of units by Affiliated Colleges of the AUT in various modes of delivery and in languages other than English (LOTE).

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

3. SCOPE

These rules apply to the delivery of coursework units in all AUT **University courses** by Affiliated Colleges of the AUT.

4. GENERAL RULES FOR THE DELIVERY OF UNITS

- 4.1. The **Learning Outcomes** and defined content of a unit are to be identical for all offerings of that unit, regardless of the delivery mode or language. These are stated on the AUT website.
- 4.2. All AUT units may be offered in any delivery mode and any language, subject to the college's approval under the *Affiliation Agreement* and/or through the **Major Change** application process.
- 4.3. There is no restriction on the number of units that may be taken in a particular delivery mode or language, with the exception of Directed Study Contract (DSC) mode (see section 7).
- 4.4. All coursework units regardless of the delivery mode and language are included in the AUT moderation system, as set out in the *Moderation Policy*.



- 4.5. Delivery of a unit to a multi-streamed student cohort may take place in Category A units.
- 4.6. Within Category B and C units, delivery of a unit to a multi-streamed student cohort may take place for up to three adjacent AQF levels. For example, levels 5 and 7, 6 and 8, and 7 and 9 may be co-delivered, but levels 5 and 8, and 6 and 9, may not be co-delivered. The AUT Registrar has the authority to grant exemptions to this rule if deemed appropriate.
- 4.7. The student minimum participation requirement applies to all units regardless of delivery mode.
- 4.8. Records of student attendance for all formal teaching and learning sessions will be kept by the college.
- 4.9. The demand hours for a unit are applied consistently across all delivery modes and languages. A full-time yearly load is 1200 demand hours and each credit point requires 12.5 demand hours.
- 4.10. The proportion of teacher directed learning is to be applied consistently across all delivery modes and languages, with the exception of DSC mode which is exempt. For units at AQF level 5-8, there must be at least one (1) teacher directed hour per three (3) private hours of other unit activities including general reading and assessment tasks. For units where there is a cohort of only AQF level 9 enrolments there is at least one (1) hour of teacher directed learning per four (4) private hours of other unit activities including general reading and assessment tasks.
- 4.11. The Teaching and Learning Committee may approve units of study which may be delivered with less than one (1) teacher directed learning hour per three (3) private study hours, but no less than one (1) teacher directed learning hour per four private study hours. In such cases, the special approval will be noted on the unit outline available at the AUT website.
- 4.12. Assessment workload will meet AUT requirements consistently for all delivery modes and languages.
- 4.13. The following information is to be provided to students regardless of delivery mode and language:
 - 4.13.1. the **tuition fee** for each unit of study;
 - 4.13.2. the **FEE-HELP** eligibility of the unit.
- 4.14. A text-matching software program, such as **Turnitin**, must be utilised in the submission of assessments suitable for such programs regardless of the delivery mode or language.



- 4.15. A unit guide/outline must be provided to students by the start of the unit and include the following:
- 4.15.1. an introduction to the unit and its purpose(s);
 - 4.15.2. the **Learning Outcomes**;
 - 4.15.3. any prerequisites or corequisites;
 - 4.15.4. the **census date**, withdrawal date, intensive teaching period(s) (if applicable), and end date of the unit;
 - 4.15.5. an introduction to the unit coordinator, lecturer(s) and tutor(s) (if relevant), and provide contact details;
 - 4.15.6. detail the workload expectations, and contact hours (unless the unit is delivered in asynchronous off-campus mode);
 - 4.15.7. detail the presentation arrangements (e.g. lectures, tutorials, etc.) and any attendance and pre-reading requirements;
 - 4.15.8. an outline of the content to be addressed and the related reading for each (if applicable);
 - 4.15.9. a description of the assessment instruments and their due dates;
 - 4.15.10. an explanation of the marking criteria for each assessment and/or marking rubrics;
 - 4.15.11. for units that must be moderated by the AUT before results are released, reference to the AUT moderation system (including reference to the *Moderation Policy*);
 - 4.15.12. the bibliography approved by the moderator through the **UQAF**;
 - 4.15.13. details for accessing online tutorials or resources (if applicable).
- 4.16. The academic transcript will not specify the delivery mode in which a unit was taken. Upon a request by a student, the AUT Office can produce a statement identifying the delivery mode of the units.

5. RULES FOR ATTENDANCE MODE

- 5.1. Attendance mode involves the distribution of the required teacher directed learning over a period of twelve (12) to thirteen (13) weeks.
- 5.2. The teacher directed learning will be offered at a delivery site approved by the



AUT.

6. RULES FOR INTENSIVE MODE

- 6.1. This mode consists of the delivery of the teacher directed learning component of a unit within a concentrated period of one (1) to five (5) weeks.
- 6.2. There may be more than one attendance session block. The structure of the attendance program must be detailed in the **UQAF** and approved by the appropriate field moderator.
- 6.3. The attendance component may be arranged across a period of typically no less than five (5) and typically no more than ten (10) days, depending on the specific needs of the unit.
- 6.4. The unit should usually incorporate significant pre-attendance tasks, as a condition of entry to the attendance component(s) of the unit. Engagement with any assigned pre-attendance tasks is beneficial to student learning in intensive units. Such engagement may be achieved through a pre-attendance assessment task (or tasks), or by other means (either assessed or non-assessed) at subsequent points in the delivery of the unit.
- 6.5. The start date of the unit will be before the first attendance component of the unit, and should allow reasonable time for the completion of any pre-attendance tasks.
- 6.6. The attendance sessions must take place at a delivery site approved by the AUT.

7. RULES FOR DIRECTED STUDY CONTRACT (DSC) MODE

- 7.1. The unit guide/outline constitutes the study contract for DSC mode and an active enrolment in the unit amounts to formalisation of the contract.
- 7.2. DSC mode units require meetings in person between the student and the unit coordinator for at least six (6) hours during the semester. At these meetings the student will present tutorial papers or have completed other assigned tasks and receive feedback on their progress.
- 7.3. Video conferencing technologies may be used to facilitate the meetings of the student and unit coordinator. Where this is the preferred method, the college must ensure the student is equipped with the necessary resources and skills for the medium.
- 7.4. The meetings between the student and the unit coordinator should be distributed through the duration of the unit to allow for the provision of formative feedback during the semester.



- 7.5. There is a limit of 48cps on the number of units that might be taken in DSC mode by any one student for a single **University award** enrolment.
- 7.6. No more than 24cps can be taken in DSC mode in any one **unit field** for a single **University award** enrolment.

8. RULES FOR OFF-CAMPUS MODE

- 8.1. Students studying by off-campus mode are not required to be physically present at any specified campus or other location, including for orientation and co-curricular activities. However, students studying in synchronous online mode are still required to be present at specified times (such as through live-stream or similar means). The requirement of a minimum 80% rate of attendance specified in the Regulations in the *Australian University of Theology Handbook* applies to attendance at mandatory live teaching and learning activities in synchronous online units. The 80% attendance requirement applies in an analogous way to asynchronous online units.
- 8.2. If academic support or optional tutorials services are made available at a physical location an equivalent experience must be available to students that does not require physical attendance.
- 8.3. Colleges are to ensure that all students studying in off-campus mode have timely access to all learning resources necessary for the achievement of the unit learning outcomes. These resources should be made accessible while observing Copyright legislation.
- 8.4. The unit coordinator is responsible for ensuring that each student studying in off-campus mode has access to personal contact on a regular basis. This may take the form of webinars, personal responses to forum posts, emails or phone calls, as possible and appropriate. Student communication should be responded to in a timely manner.
- 8.5. Where possible and appropriate, affiliated Colleges should ensure that student-teacher interaction occurs in monitored, secure and readily accessible environments.
- 8.6. The *Orientation Program Rules* outline requirements for students commencing a course including enrolment in off-campus mode. In cases where a student did not enrol in off-campus units at the point of course enrolment and so did not participate in an orientation program tailored to off-campus delivery, the college offering the unit must ensure the student receives the following information before enrolling in any off-campus unit:
 - 8.6.1. information regarding technical requirements for participation in off-campus



learning at the Affiliated College and information about whom to contact for technical support;

8.6.2. the expectations for conduct in online forums and other online interactions; and

8.6.3. information about the demands and challenges presented by off-campus study and the strategies and resources that will equip them for academic success.

8.7. Where it is identified that a student enrolled in an off-campus unit requires further academic support or wellbeing support, the college must assist them in engaging with services that are available online or that are within a reasonable distance of the student's residential address.

9. RULES FOR BLENDED MODE

9.1. Blended mode involves a combination of on-campus participation and off-campus delivery in a unit. A unit is to be designated as blended mode if the teacher directed learning component of a unit encompasses both on-campus and off-campus learning environments.

9.2. Only colleges with approval to deliver in off-campus mode may deliver in blended mode.

9.3. The structure of the on-campus and off-campus components of the unit should be detailed in the **UQAF** and approved by the appropriate field moderator.

9.4. Affiliated Colleges should ensure that student-teacher interaction occurs in monitored, secure and readily accessible environments.

9.5. The *Orientation Program Rules* outline requirements for students commencing a course including enrolment in off-campus mode that apply also to the blended mode. In cases where a student did not enrol in off-campus units at the point of course enrolment and so did not participate in an orientation program tailored to off-campus delivery, the college offering the unit must ensure the student receives the following information before enrolling in any blended unit:

9.5.1. information regarding technical requirements for participation in the online component of the unit and information about whom to contact for technical support; and

9.5.2. the expectations for conduct in online forums and other online interactions.

9.6. The on-campus participation must take place at a delivery site approved by the AUT.



10. RULES FOR DELIVERY OF UNITS IN LANGUAGES OTHER THAN ENGLISH

- 10.1. A standard for language proficiency in the delivery language must be set and communicated to prospective students. To be admitted a student must demonstrate they possess the required proficiency. This does not apply where the delivery language is a student's first language.
- 10.2. The unit guide/outline must be in the delivery language.
- 10.3. The *Unit of Study Evaluation Survey* must be provided to students in the delivery language and the students are to be given the option to complete the open response sections in the delivery language. In cases where students take this option, the college must provide the AUT Office with a summary in English of the open response feedback received in the survey.
- 10.4. In compliance with the Australian Qualifications Framework Qualifications Issuance Policy and the HESF (2021), where a student has taken units in LOTE the Testamur, the academic transcript, and the AHEGS will state that a component of the course has been delivered in LOTE.
- 10.5. All required and recommended readings for a LOTE unit will be in the delivery language. Where it is necessary for students to engage with scholarship in English to achieve the Unit Learning Outcomes, the admission requirements will stipulate an appropriate level of proficiency in English and support in academic English will be provided as required by students.

11. RULES FOR SINGLE UNIT STUDY

- 11.1. Enrolment in a single unit of study is allowed at all unit levels.
- 11.2. Entry to a **University award** is based on the student intending to complete that **University award**. If a student does not intend to complete a **University award** and wants instead to enrol only in individual units, then the student is to enrol through single unit study mode.
- 11.3. Enrolment will normally be allowed only if the student has met the AUT's entry requirements for the **course of study** to which the units normally belong.
- 11.4. Special consideration may apply for students who would not normally meet the entry requirements. Such applications should demonstrate that the student has sufficient background to undertake the unit(s).
- 11.5. Single unit study is recognised for credit transfer into an AUT **University award** at a later date, subject to the normal AUT regulations regarding credit transfers. However, successful completion of single unit study does not of itself guarantee later course admission.



11.6. Students undertaking single unit study are ineligible for FEE-HELP funding and must pay their tuition fees upfront.

11.7. Fees are set as per the normal AUT tuition fee schedule.

12. RELATED DOCUMENTS AND REFERENCES

Higher Education Standards Framework (Threshold Standards) 2021

Copyright Act 1968 (Cth)

Australian Council on Open, Distance and e-Learning (ACODE), Publications and Resources (including ACODE Benchmarks)

TEQSA Guidance Note: Technology-Enhanced Learning

TEQSA Guidance Note: Delivery with Other Parties

13. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Teaching and Learning Committee	4 October 2019	4 October 2019	New document
2	Teaching and Learning Committee	16 April 2021	1 July 2021	Update to multi-streaming permissions
3	Vice-Chancellor	June 2025	June 2025	New policy format, minor editorial updates to implement university status.
4	Teaching and Learning Committee	13 February 2026	13 February 2026	Scheduled review. Minor editorial updates to terminology and references.
5	Teaching and Learning Committee	8 May 2026	8 May 2026	Changes to pre-reading and associated requirements for intensive mode. Clarification of 80% attendance requirement for online mode.

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