Australian National University

Curriculum Architecture
Education Support and Innovation
Learning and Teaching
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Class Summary Checklist

Minimum requirements for each field in a Class Summary

Version 1.0

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SYSTEM FIELDS – PRE-POPULATED

Field	Class section	Enrolled students
Title of course	Class availability	Enrolment limit
Course code	Mode of delivery	Consent required to enrol
College code	Class start date	Consent required to drop
Course topic	Class end date	Proposer name
Class number	Census date	Propose date
Year	Last date to enrol	Approved date
Term	Specific permissions	

Proposer name

Field	About this field
Proposer name	Can be manually changed This person will receive notifications when the class is published and if moves to Pending Feedback

COURSE INFORMATION

These fields directly populate the Class Summary and linked systems. Accuracy is critical, particularly UID and email fields.

Course Convenor

Field	About this field
Photo	jpeg and png are supported. maximum size - 5MB Minimum size - 155x200px
Course Convenor UID	The 'U' must be included when entering the UID, then select the search symbol. Once the details are displayed the email address can be changed e.g. to a functional account if desired and the appropriate phone number can be added.
Name	
Email	first.last@anu.edu.au
Phone	

Student Consultation Days and Hours

Field	About this field - compulsory
Days or By Appointment	Please list the days and hours for student consultation or By Appointment
Hours (From)	
Hours (To)	

Course Convener - Research Interests

Field	About this field
Research Interests	Provide details on areas of interest if you wish. This is a free text field and will be published to programs and courses website. *At convenor discretion*

Administrative Contact

This is not published anywhere but it is required to be completed

Field	About this field
UID	CAT administrator
Name	
Email	curriculum.architecture@anu.edu.au
Phone	Leave blank

Add Lecturers, Tutors or Demonstrators Below

- If you do not have any teaching staff, or if they are unknown at time of completion, please just add the course convenor name - as at least one entry must be included in this table or the class summary won't publish.
- Each staff member must be added individually. Ensure UID, role, and email are correct, as these drive system access (e.g. Canvas/CATapp). The UID must be included and match the name.
- Multiple course 'co-conveners' can be recorded in addition to the primary course convener above.
- If you wish to add tutors/demonstrators/lecturers etc at later date CAT can open up the published class summary, make the additions, and re-publish.
- Listing teaching staff here is helpful for students, but not compulsory.

Field	About this field
Role	
UID	The 'U' must be included when entering the UID.
Name	
Email	
Phone	
Consultation Day	Monday, Tuesday, Wednesday, Thursday, Friday, or "By Appointment"
Hours (From)	
Hours (To)	

Tutorial Registration

Field	About this field
Tutorial Registration	*Schools/Colleges may have their own instructions.* Default (standard) text option: ANU utilises MyTimetable to enable students to view the timetable for their enrolled courses, browse, then self-allocate to small teaching activities / tutorials so they can better plan their time. Find out more on the *Timetable webpage.*

CLASS OVERVIEW

Class Structure and Content

A good class summary will have this well built out – very good value-add for the student.

Outline of the intended content to be covered in each week or session of the teaching period. Include a summary of activities and where assessments fit in, or other information.

Field	About this field
Week/Session Number	Each Semester has 12 weeks and a 2 week teaching break between weeks 6-7
Summary of Activities	Information on the content to be delivered, or the format in which content will be delivered (or both)
Assessment & Other Information	Assessment and other information: Any assessments in the week/session or other information related to activities for the week/session.

Research-led Teaching

Field	About this field
Research-led Teaching	Describe in 200 words or fewer the distinctive, research-led features of this course. *Optional but encouraged*

Field Trips (if relevant)

Field	About this field
Field Trips (if relevant)	Outline details of field trips, if required, as a component of this course. Associated costs should be outlined in the additional class cost field below. Provide details of location, dates, times, accommodation, transport, expenses etc. If an alternative assessment is available also indicate in this section. Explain whether this is compulsory or non-compulsory field trip/work etc. *Leave blank if not relevant*

Additional Class Costs

Field	About this field
Additional Class Costs	Include a brief sentence about additional costs that students undertaking this course may incur, such as materials, excursions, travel, accommodation. Note the legislative requirements below. Students should be able to complete the requirements of their program without fees that are additional to the course charge. However, additional fees may be charged if it fits into any one or more of the following categories: (a) not compulsory (b) alternative forms are available at no additional cost (e.g. required texts are available in the library) (c) the student has the choice of acquiring from a supplier other than the higher education provider and is for equipment or items which become the physical property of the student and are not consumed during the course. (e.g. lab coat, art supplies) (d) costs associated with field trips (e.g. airfares, meals) *Leave blank if not relevant*

Required Resources

Field	About this field
Required Resources	List resources that are required for students undertaking this course. e.g. textbooks, safety and other equipment. Students should be able to complete the requirements of their program without fees that are additional to the course charge. However, additional fees may be charged if it fits into any one or more of the following categories: (a) not compulsory (b) alternative forms are available at no additional cost (e.g. required texts are available in the library) (c) the student has the choice of acquiring from a supplier other than the higher education provider and is for equipment or items which become the physical property of the student and are not consumed during the course. (e.g. lab coat, art supplies) (d) costs associated with field trips (e.g. airfares, meals) *Leave blank if not relevant*

Recommended Resources

Field	About this field
Recommended Resources	*Default Text – ensure all links are working.* **Recommended student system requirements** • ANU courses commonly use a number of online resources and activities including: • video material, similar to YouTube, for lectures and other instruction • two-way video conferencing for interactive learning • email and other messaging tools for communication • interactive web apps for formative and collaborative activities • print and photo/scan for handwritten work To fully participate in ANU learning, students need: • A computer or laptop. Mobile devices may work well but in some situations a computer/laptop may be more appropriate. • Webcam • Speakers and a microphone (e.g. headset) • Reliable, stable internet connection. Broadband recommended. If using a mobile network or wi-fi then check performance is adequate. • Suitable location with minimal interruptions and adequate privacy for classes and assessments. • Printing, and photo/scanning equipment *Add if required:* lab or technical equipment and compulsory reading materials.

Examination Material or Equipment

Field	About this field
Examination Material or Equipment	*If relevant see School/College instructions*

ASSESSMENT TASKS

Policy: Student assessment (coursework)

Key mandatory requirements include:

- Students have the opportunity to undertake at least one formative or summative assessment task and receive feedback on their performance before 50% of a teaching period has elapsed. However, best practice is to use Census date as the date for feedback, so students have time to withdraw from the course if needed.
- Students are provided with two or more assessment tasks per course to demonstrate attainment of all of the course learning outcomes, unless it is a College-approved thesis or project course.
- Student participation in specific course activities assessed if the skills and abilities at work in that participation are reflected in the course learning outcomes.
- Marks and/or grades cannot be given merely for attendance at course activities.
- Group assessment tasks provide students with at least some opportunity to demonstrate their skills as individuals
- Where the total sum of assessment of non-written activities (e.g. oral presentations, musical performances) exceeds ten per cent of the overall assessment in a course, convenors put in place

appropriate procedures, which allow subsequent validation of the assessment, such as recording of the assessment tasks.

- Hurdle assessments are identified.
- If your master's course has been identified as a course that is essential for the program to meet its *master's research requirements* (under the AQF: Addendum to the Second Edition January 2013, p. 6) you cannot change the assessment regime (Refer to Academic Accreditation Handbook Part 3. Program design *Table* 1k: Masters Degree)
- For coursework courses, the Course Convenor determines whether late assessment is accepted for a course.
- For coursework courses, where late assessment is accepted, assessment tasks are not accepted after the earlier of the following: the tenth (10th) working day after the due date; or date specified in the class summary for the return of the assessment task.
- Penalties for exceeding the word limit on assessment tasks are consistently applied to all students undertaking the assessment task enrolled in a coursework course and can only be applied when they are described against the assessment task in the class summary.
- The return date for the final assessment item cannot be earlier than the date of final course result publication.

Assessment Summary (table)

NOTE: you may be required to follow the assessment regime that has been approved at the Course Overview Level under Indicative Assessment. *Please refer to School/College instructions.*

Field	About this field
Task Number	
Value (%)	
Due Date	Assessment tasks cannot be due during the period between the end of teaching and the beginning of the examination period. If a specific date cannot be provided, an acceptable range must be provided in the relevant assessment details box or an indication. Cross-check due date/days – it is advisable to not have due dates that land on weekends, public holidays and non-teaching periods. If you set a Friday due date after 11.55pm, students cannot be penalised for late submission if they submit over the weekend. Consider setting submission times between 9am – 5pm M-F when support is available.
Return Date	It is important that some information is provided to students regarding the return of assignments to set appropriate expectations. This impacts Extensions and Extenuating Circumstances Applications and the appeals process (https://www.anu.edu.au/students/program-administration/assessments-exams/extenuating-circumstances-application **You cannot release the final assessment item until course results are published.** Eg. The return date for the final assessment item cannot be earlier than the date of final course result publication.

Field	About this field
Linked Learning Outcomes	Each Learning Outcome should be assessed by at least two assessment tasks - except for hurdle tasks.

Assessment Task 1…2…3.. add as many tasks as there are assessment items

Fields	About this field
Name of Task	
Details of Task	Please use the standard format for each assessment task to ensure all information is provided consistently and clearly to students. **Nature of Task:** **Weighting:** **Release:** **Due Date:** **Estimated return date:** **Word Count (if relevant):** **Redeemable Assessment (if relevant)**: please explain in detail how the assessment works if redeemable including if a DA exam is allowed or not. **Hurdle Assessment (if relevant)**: please provide details if it is a hurdle assessment item. **Groupwork (if relevant)**: How are groups formed? How do students contribute and are assessed? How is work submitted? How are conflicts resolved?
Rubric	Optional but recommended. Can be inserted here or on Canvas.

Participation

Nature of Task	About this field
Participation	Student participation in specific course activities can be assessed if the skills and abilities at work in that participation are reflected in the course learning outcomes. Marks and or grades cannot be given merely for attendance at course activities.

Examination

Nature of Task	About this field
Examination	Note if the course includes formal examination and, where necessary, any additional details as applicable to other assessment tasks. *Schools/Colleges may have their own instructions.*

ASSESSMENT SUBMISSION

Online Submission

Nature of Task	About this field
Online Submission	*Standard text – use his unless otherwise advised by College* The ANU uses Turnitin to enhance student citation and referencing techniques, and to assess assignment submissions as a component of the University's approach to managing Academic Integrity. While the use of Turnitin is not mandatory, the ANU highly recommends Turnitin is used by both teaching staff and students. For additional information regarding Turnitin please visit the ANU Online website.

Hardcopy Submission

Nature of Task	About this field
Hardcopy Submission	*Default text* For some forms of assessment (handwritten assignments, art works, laboratory About this field, etc.) hard copy submission is appropriate when approved by the Associate Dean (Education). Hard copy submissions must utilise the Assignment Cover Sheet. Please keep a copy of tasks completed for your records.

Late Submission

Field	About this field
Late Submission	Individual assessment tasks may or may not allow for late submission. If each assessment is different, you **must** indicate whether or not you accept late submissions under the details for each task as well as including the explanation(s) below. *If you DO NOT accept late submission of assessment, please use the following text:* No submission of assessment tasks without an extension after the due date will be permitted. If an assessment task is not submitted by the due date, a mark of 0 will be awarded. *If you DO accept late submission of assessment, please use the following text:* Late submission of assessment tasks without an extension are penalised at the rate of 5% of the possible marks available per working day or part thereof. Late submission of assessment tasks is not accepted after 10 working days after the due date, or on or after the date specified in the course outline for the return of the assessment item. Late submission is not accepted for take-home examinations. Please state if you do/do not accept late submission **after an extension** is granted.

Returning Assignments

Field	About this field
Returning Assignments & feedback	Indicate how student work is to be returned. Understanding the mechanism in which assignments will be returned sets expectations for students and enriches the student experience. *Schools/Colleges may have their own instructions.*

Resubmission of Assignments

Field	About this field
Resubmission of Assignments	State whether students may resubmit some or all assignments and under what conditions.

RELATED POLICIES AND OTHER INFORMATION

Other information to be published on P&C

Fields	About this field
Other information to be published on P&C	Use this field to add additional information that will be published on the Programs and Courses website Information that does not fit into the template can be located here, for example adjustments for HPO, special topics, School guidelines; word count penalties; accreditation requirements etc

Other information not to be published

Fields	About this field
Other information **not** to be published	Don't add anything here that students need to see. Can be used for reviewers or for Curriculum Architecture team to communicate instructions to Convenors

FEEDBACK

Staff Feedback to Students

Fields	About this field
Staff Feedback to Students	Students must receive timely, constructive and actionable feedback on their performance in assessment tasks to assist with their learning. List the forms of feedback you will give to students in this class (eg written comments, verbal comments, feedback to the whole class, to groups, to individuals, focus groups). *Default text (tailor to suit the course needs):* Students will be given feedback in the following forms in this course: • written comments • verbal comments • feedback to whole class, groups, individuals, focus group etc

Has a change been made to this class summary as the result of a SELT finding?

Fields	About this field
Has a change been made to this class summary as the result of a SELT finding?	yes/no
If yes, describe changes made in response to the Student Feedback including SELT.	

FIXED TEXT FIELDS

The following fields are fixed and cannot be amended.

Text displayed here is current as at 15/10/2026.

Support for Students

The University offers students support through several different services. You may contact the services listed below directly or seek advice from your Course Convener, Student Administrators, or your College and Course representatives (if applicable).

- ANU Health, safety & wellbeing for medical services, counselling, mental health and spiritual support
- ANU Accessibility for students with a disability or ongoing or chronic illness
- ANU Dean of Students for confidential, impartial advice and help to resolve problems between students and the academic or administrative areas of the University
- ANU Academic Skills supports you make your own decisions about how you learn and manage your workload.
- ANU Counselling promotes, supports and enhances mental health and wellbeing within the University student community.
- ANUSA supports and represents all ANU students

Assessment Requirements

The ANU is using Turnitin to enhance student citation and referencing techniques, and to assess assignment submissions as a component of the University's approach to managing Academic Integrity. For additional information regarding Turnitin please visit the ANU Online website Students may choose not to submit assessment items through Turnitin. In this instance you will be required to submit, alongside the assessment item itself, hard copies of all references included in the assessment item.

Extensions and Penalties

Extensions and late submission of assessment pieces are covered by the Student Assessment (Coursework) Policy and Procedure. Extensions may be granted for assessment pieces that are not examinations or take-home examinations. If you need an extension, you must request an extension in writing on or before the due date. If you have documented and appropriate medical evidence that demonstrates you were not able to request an extension on or before the due date, you may be able to request it after the due date.

Educational Policies

ANU has educational policies, procedures and guidelines , which are designed to ensure that staff and students are aware of the University's academic standards, and implement them. Students are expected to have read the Academic Integrity Rule before the commencement of their course. Other key policies and guidelines include:

- Academic Integrity Policy and Procedure
- Student Assessment (Coursework) Policy and Procedure
- Extenuating Circumstances Application
- Student Surveys and Evaluations
- Deferred Examinations
- Student Complaint Resolution Policy and Procedure
- Code of practice for teaching and learning

Mark Moderation

Marks that are allocated during Semester are to be considered provisional until formalised by the College examiners meeting at the end of each Semester. If appropriate, some moderation of marks might be applied prior to final results being released.

Referencing Requirements

The Academic Skills website has information to assist you with your writing and assessments. The website includes information about Academic Integrity including referencing requirements for different disciplines. There is also information on Plagiarism and different ways to use source material. Any use of artificial intelligence must be properly referenced. Failure to properly cite use of Generative AI will be considered a breach of academic integrity.

Distribution of Grades

Academic Quality Assurance Committee monitors the performance of students, including attrition, further study and employment rates and grade distribution, and College reports on quality assurance processes for assessment activities, including alignment with national and international disciplinary and interdisciplinary standards, as well as qualification type learning outcomes.

Since first semester 1994, ANU uses a grading scale for all courses. This grading scale is used by all academic areas of the University.

Privacy Notice

The ANU has made a number of third party, online, databases available for students to use. Use of each online database is conditional on student end users first agreeing to the database licensor's terms of service and/or privacy policy. Students should read these carefully. In some cases student end users will be required to register an account with the database licensor and submit personal information, including their: first name; last name; ANU email address; and other information.

In cases where student end users are asked to submit 'content' to a database, such as an assignment or short answers, the database licensor may only use the student's 'content' in accordance with the terms of service – including any (copyright) licence the student grants to the database licensor. Any personal information or content a student submits may be stored by the licensor, potentially offshore, and will be used to process the database service in accordance with the licensors terms of service and/or privacy policy.

If any student chooses not to agree to the database licensor's terms of service or privacy policy, the student will not be able to access and use the database. In these circumstances students should contact their lecturer to enquire about alternative arrangements that are available.

Academic Integrity

Academic integrity is a core part of the ANU culture as a community of scholars. The University's students are an integral part of that community. The academic integrity principle commits all students to engage in academic work in ways that are consistent with, and actively support, academic integrity, and to uphold this commitment by behaving honestly, responsibly and ethically, and with respect and fairness, in scholarly practice.

The University expects all staff and students to be familiar with the academic integrity principle, the Academic Integrity Rule 2021, the Policy: Student Academic Integrity and Procedure: Student Academic Integrity, and to uphold high standards of academic integrity to ensure the quality and value of our qualifications.

The Academic Integrity Rule 2021 is a legal document that the University uses to promote academic integrity, and manage breaches of the academic integrity principle. The Policy and Procedure support the Rule by outlining overarching principles, responsibilities and processes. The Academic Integrity Rule 2021 commences on 1 December 2021 and applies to courses commencing on or after that date, as well as to research conduct occurring on or after that date. Prior to this, the Academic Misconduct Rule 2015 applies.

The University commits to assisting all students to understand how to engage in academic work in ways that are consistent with, and actively support academic integrity. All coursework students must complete the online Academic Integrity Module (Epigeum), and Higher Degree Research (HDR) students are required to complete research integrity training. The Academic Integrity website provides information about services available to assist students with their assignments, examinations and other learning activities, as well as understanding and upholding academic integrity.

Student Feedback

ANU is committed to the demonstration of educational excellence and regularly seeks feedback from students. Students are encouraged to offer feedback directly to their Course Convener or through their College and Course representatives (if applicable). Feedback can also be provided to Course Conveners and teachers via the Student Experience of Learning & Teaching (SELT) feedback program. SELT surveys are confidential and also provide the Colleges and ANU Executive with opportunities to recognise excellent teaching, and opportunities for improvement.

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11 November 2026