

# Enrolment of Academic Staff in CSU Courses and Subjects Policy

## Section 1 - Purpose

(1) The purpose of this Policy is to set out Charles Sturt University's management principles on academic staff enrolling in courses and subjects offered by Charles Sturt University (the University).

(2) The aim of this Policy is to ensure that academic staff do not breach the Conflict of Interest provisions of the University's Code of Conduct for Staff by enrolling as students with the University.

(3) In particular, this Policy seeks to ensure that:

- a. academic staff of the University and its partner and affiliate institutions are prevented from enrolling in courses and subjects offered by the University or through the University's partner and affiliate institutions where such enrolment would conflict with the academic staff member's official accountabilities and duties; and
- b. where an academic staff member is permitted to enrol in course(s) and subject(s) offered by the University or delivered by the University's partner or affiliate institutions, he/she complies with the University's Academic Regulations.

### Scope

(4) This Policy applies to:

- a. all academic staff who are employed by the University on a permanent or contract basis; and
- b. all academic staff who are employed by partner and affiliate institutions of the University on a permanent or contract basis.

(5) This Policy does not apply to:

- a. casual academic staff employed by the University or its partner and affiliate institutions; or
- b. academic staff who enrol in the University's:
  - i. doctoral research programs;
  - ii. doctoral coursework programs; or
  - iii. master research programs;

except where stated otherwise in the Policy.

## Section 2 - Glossary

(6) Nil.

# Section 3 - Policy

## Part A - Restrictions on the Enrolment of Academic Staff

### Conflict of Interest

(7) An academic staff member shall not enrol in a Charles Sturt University course or subject where such an enrolment would conflict with the accountabilities of the position occupied by the academic staff member. In particular:

- a. a Head of School shall not enrol in subjects taught by his/her School, nor in a course that comprises any subjects taught by his/her School, nor in subjects of his/her School delivered by the University's partner and affiliate institutions;
- b. in addition to the restrictions specified in (c) below, a Course Coordinator shall not enrol in the course he/she is coordinating; and
- c. an academic staff member shall not enrol in any subjects to which he/she is assigned to teach.

### Disqualification From Certain Duties

(8) An academic staff member, who is otherwise entitled to enrol in a Charles Sturt University course or subject under this Policy, must disqualify himself/herself from performing any duty, including serving as a member of any committee, that will or may directly affect the academic staff member's status as a student. Such decisions may relate, for example, to the academic staff member's admission, enrolment, credit, assessment, exclusion, graduation or general academic conduct.

## Part B - Enrolment of Academic Staff in Charles Sturt University Courses

### Disclosure Required

(9) All academic staff who apply to enrol in a Charles Sturt University course or in particular Charles Sturt University subjects as an Associate Student shall declare on their application form that they are an academic staff member of the University or of one of the University's partner or affiliate institutions.

### Review of Decisions

(10) The Executive Dean of the Faculty shall personally review the following decisions made in respect of academic staff who enrol in a Charles Sturt University course offered by the Executive Dean's Faculty, or in particular subjects offered by the Executive Dean's Faculty, or in the Faculty's courses and subjects delivered by the University's partner or affiliate institutions:

- a. the decision to admit an academic staff member to a course or subject as an Associate Student;
- b. the decision to award credit to an academic staff member or to vary a credit determination already made;
- c. the decision to award a substantive grade to an academic staff member or to vary a substantive grade following a review of grade. [Where the academic staff member is enrolled in a course offered by another Faculty, but completes a subject(s) taught by the academic staff member's Faculty, the Executive Dean shall endorse the grades awarded in the Executive Dean's Faculty];
- d. the decision certifying that the academic staff member has completed all the requirements for his/her award and the recommendation, in appropriate cases, that the award be conferred with Distinction; and
- e. in the case of academic staff members enrolled in Bachelor Honours courses, the decision to award a particular level of honours.

### **Conflict of Interest**

(11) If the Executive Dean of Faculty has a conflict of interest in respect of the duties required of the Executive Dean in clause 10 above, then the Executive Dean shall request another Executive Dean of Faculty or the Provost and Deputy Vice-Chancellor (Academic) to assume those duties for the particular academic staff member concerned.

### **The Authority of the Executive Dean of Faculty**

(12) When exercising his/her authority to review the decisions identified in clause 10 above, the Executive Dean of the Faculty may:

- a. endorse the decision;
- b. request the person or body that made the decision to reconsider the decision;
- c. direct the person or body that made the decision to change the decision in cases where the Executive Dean of Faculty has authority to so direct; or
- d. refer the matter to the Provost and Deputy Vice-Chancellor (Academic) for resolution in cases where the Executive Dean of Faculty does not have authority to direct the person or body that made the decision to change the decision.

## **Section 4 - Procedures**

(13) Nil.

## **Section 5 - Guidelines**

(14) Nil.

## Status and Details

<b>Status</b>	Current
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