

Residential Schools Policy

Section 1 - Glossary

(1) In this Policy:

- a. "Residential School" - means any face to face teaching for distance education students, either on-campus or off-campus, residential or otherwise, which is specified in the course and subject profile (and detailed further in the subject outline for subject-based schools and in the approved course material stored in CASIMS for a course-based school).
 - i. Residential School may be course-based or subject-based.
- b. "On-campus" - means the main campuses of Charles Sturt University (the University). For the time being the main campuses of the University are: Albury-Wodonga, Bathurst, Dubbo, Wagga Wagga and Orange;
- c. "Off-campus" - means any location in Australia, other than the main campuses, where the University conducts a residential school (for example: Sydney, Broken Hill etc.).

Section 2 - Purpose of Residential schools

(2) The purpose of a residential school is to achieve outcomes, in subjects or courses, that are not achievable elsewhere in distance education teaching or for other reasons cannot be addressed without face-to-face delivery. The rationale for a residential school is detailed in the subject outline for subject-based school or the course outline for course-based school.

(3) Residential schools involve pedagogical and administrative considerations which may include meeting course or subject outcomes or developing graduate qualities, social dimensions of learning and satisfying the requirements of professional bodies or other accrediting authorities.

Section 3 - Approval and Review

(4) The approval of delivery methodologies of any subject or course, including the decision to offer compulsory or optional subject-based residential school, their duration and the activities to be included in those residential schools, shall be made by the Faculty Board at the time a subject or course profile is developed or is reviewed.

Section 4 - Scheduling of Residential schools

(5) Residential schools will be held during inter and intra session breaks as specified in the Principal Dates approved by the Academic Senate. Weekend residential schools are permitted outside of these residential periods. The scheduling of residential schools on public holidays is not permitted.

(6) In exceptional cases where it is deemed necessary to hold a residential school outside of inter and intra session breaks the reasons why it is necessary to do so must be provided to the Executive Dean of Faculty who will approve or

otherwise the scheduling of the school. It is the responsibility of the Executive Dean of Faculty to consult with appropriate Divisions about the availability of relevant services.

(7) Timetabling of residential schools should take into consideration student needs to minimise time away from home and wherever possible timetabling across public holiday should be avoided. It is recommended that academic staff timetable a two hour time period that is free of teaching to enable students to access services such as the Library, Division of Student Administration etc.

Off-campus

(8) If a compulsory residential school or a compulsory component of a residential school is conducted at an off-campus location in Australia then no additional cost, other than the normal travel and accommodation costs associated with attendance at the residential school, may be imposed upon students.

(9) The Faculties shall be responsible for ensuring that other administrative costs associated with conducting the school (e.g. hire of facilities, staff accommodation and travel and teaching costs) shall be met.

Multi-location

(10) Where a residential school is offered at more than one location, including the main campuses of the University, the residential school shall normally be offered on different dates to provide a more flexible service to students.

Offshore Courses and Courses Offered Through Partnership Arrangements

(11) Special conditions may be applied for face to face components in offshore courses and courses offered through partnership arrangements.

Cancellation

(12) A residential school shall not be cancelled after students have been notified of its offering (i.e.: after it is published online) unless:

- a. the subject offering is cancelled; or
- b. no students in the subject wish to avail themselves of an optional residential school.

(13) Should it be necessary to cancel a residential school for one of the reasons indicated above, it must be approved by the Executive Dean of Faculty on the recommendation of the Head of School.

Alterations

(14) Any change to the details of a residential school, such as the dates of the school, the hours of duration or location of the school, or any changes to the arrangements for the school as detailed in the current subject profile are likely to impact negatively upon the travel, accommodation or similar arrangements made by students when attending a residential school. A residential school cannot be altered in any way without consideration being given to the needs of students, the likely costs they may incur and the possibility of some form of compensatory action be required (for example, reimbursement owing to any financial commitments made).

(15) Alterations to the details and arrangements for a residential school after students have been notified of its offering (ie: after it is published online) must be approved by the Executive Dean of Faculty on the recommendation of

Section 5 - Support Services

On-campus Residential Schools

(16) To provide the required level of service to distance education students, it is essential that adequate support services are available during residential schools.

(17) The Division of Student Services is responsible for advising residential school information to the appropriate support services (for example: AV services, teaching rooms, residential accommodation, library, gymnasium, bookshop, child care, IT access, catering, student administration and student services staff and the cashier). Such services will vary among campuses depending on campus infrastructure.

Off-campus Residential Schools

(18) Where residential schools are approved to be held off-campus and outside standard residential school periods it is the responsibility of the Faculty to ensure that appropriate support services are available and to arrange for students to be informed of the services that will be available.

Section 6 - Administration of Residential schools

(19) Procedural and administrative matters relating to residential schools are coordinated and monitored by the Division of Student Services. Enquiries should be directed to the Division of Student Services.

Status and Details

Status	Historic
Effective Date	25th May 2014
Review Date	31st March 2018
Approval Authority	Academic Senate
Approval Date	22nd May 2014
Expiry Date	31st December 2016
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