

Statement of Planning and Institutional Research group responsibilities

Brief Description of Responsibility: **Academic & Resource Planning and Statistical Reporting and Quality Assurance Support for entrepreneurial teaching operations**

Proposal stage

Inputs: document number of new or amended proposal/business plan containing details of the proposal, including location; proposed teaching activity; course(s) and units that will be delivered; mode/location of delivery; proposed fees; proposed cost structures outside the UNE parent entity; planned student numbers; intended duration (years of the activity)

Outputs: academic and resource planning advice to faculties, and in aggregate form, forward planning advice to the university; checking of compliance with DEST reporting requirements and fees requirements; advice to the university regarding consistency with the UNE Strategic Plan.

On-going

Inputs: student information entered promptly and in full in Callista Student SIS in respect of every enrolled student

Outputs: statistical information updated weekly on the UNE Statistics web pages; reports at regular intervals of census date statistics; quality assurance support; inputs to budget forward estimates;

Annual

Inputs: student information in Callista, accurate, in full and complete, and on time.

Outputs: annual and bi-annual reporting to DEST; annual reporting via the UNE Annual report, and to Council; monitoring of student success for the admissions committee; linking academic and budget planning

Brief Description of Responsibility: **Surveys of students at Partnership operations**

Proposal stage:

Inputs: notification of intended new or amended entrepreneurial teaching activity

Outputs: PIR in-house preparation of suitable survey materials (online)

On-going

Inputs: student completion of online surveys

Outputs: reports from surveys in respect of each partnership operation, including drawing attention to instances of good practice/excellent satisfaction or poor outcomes/dissatisfaction discovered

Annual

Inputs: accumulated survey results

Outputs: overall quality assurance information provided to faculties and boards of studies; detailed level information provided for reviews and course coordinators, etc.

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