

Submission Dates for Semester 2, 2005 Units

Print Material

The final date for the submission of **printed material from Schools** will be **11 July 2005** which will coincide with the final despatch period.

Material for 2nd and 3rd trimester MBA will be posted in April and August at times advised by the GSBA.

Submission Period	Submission Date	Type of items	Despatch Period
Period 1	28 February	Any item for units with a July residential school	From late May for July residential schools and offshore units
Period 2	1–21 March	2 nd trimester MBA units 2 nd semester units	From 14 June
Period 3	22 March – 11 April	2 nd semester units being sent to students on CD-ROM that require Digipath work*	From 27 June
Period 4	12 April – 2 May	2 nd semester units	From 11 July

Unless it is absolutely essential, no second batch material for 2nd semester units will be mailed before **25 July 2005**.

* **All resource items used on CD-ROMs must have been copyright checked prior to submission to the Teaching and Learning Centre.**

Online material

Notification will be sent via email (une-official) of relevant dates for submission of online material.

Residential School Timetables

Friday 28 January **April 2005 residential school** — Closing date for timetables
 Friday 13 May **July 2005 residential school** — Closing date for timetables
 Friday 15 July **September 2005 residential school** — Closing date for timetables
 Friday 21 October **Summer schools 2006** — Closing date for timetables

Evaluation

Friday 24 June 2005 July Residential School teaching requests close
 Wednesday 31 August 2005 School schedules of units to be evaluated in 2006 due
 Friday 2 September 2005 September Residential School teaching requests close
 Friday 14 October 2005 Semester 2 Internal unit teaching requests close

At least one week prior
to materials being submitted
to the Learning Materials Unit

All teaching evaluations to be included with
off-campus learning materials

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As soon as possible Schools are asked to provide to Material Officers, a list of all 2nd semester units being offered by distance education. This will provide the Teaching and Learning Centre (T&LC) with essential information required to manage the preparation of learning materials.

The list should include:

- A description of all items to be submitted for each unit.
- The approximate submission date for each item.

Despatch dates will reflect the date of submission as follows:

- If coordinators submit material at any time prior to **28 February**, they may indicate when they would prefer the material to be mailed to students.
- For material submitted in periods 1 – 4, the corresponding despatch period will apply (see over).
- Coordinators may submit material in sections but the period in which the final item is submitted will determine the despatch period.
- Items that require work by a third party, such as audio cassettes, video and CDs should be actioned as early as possible as late arrival will affect the despatch period.

- T&LC reserves the right to negotiate submission dates with individual academic staff. Depending on the despatch schedule, it may also be necessary to reschedule some despatch dates.

Method of submission

The preferred method for the submission of Study Guides or Unit Handbooks is in PDF format via a drop box on Barney to:

S:\[\\barney\stafffiles]Other\TLC Drop Boxes\ “your school” or on CD-ROM in PDF format. If you experience difficulties with either of these submission methods please contact Culshi Woodward on ext 2355.

Evaluation and Review

All evaluation forms will be included as tear out pages in unit handbooks or study guides, with 'reply with final assignment' instructions unless a loose sheet and/or prepaid postage return is requested. Each school submits a schedule of units for evaluation and changes to this must be authorised by the Head of School. Any teacher may request an evaluation of their **teaching** by completing the online form at:

<http://www.une.edu.au/tlc/evaluation/nomforms.htm>. This must be completed **at least one week prior** to learning materials being submitted to the Learning Materials unit.
