



ACE Teaching Policies (Honours)

- Each host institution must guarantee reliable out of class access to the lecturer for remote students by email and phone at advertised times.
- Lecturers must be consulted as part of the normal end of semester/year assessment processes at client institutions.
- The subject information sheets must be completed for each subject and be accessible by remote students prior to commencement of teaching.
- Teaching materials for subjects must be electronically and securely archived in a timely fashion.
- Access to all teaching materials by remote students is the responsibility of the host institution. In particular, it is the responsibility of the provider to arrange electronic accounts for this purpose where necessary.
- Quality assurance questionnaires must be used for ACE subjects and must include ACE-related items. Such questionnaires are the responsibility of the host institution and the summary of responses must be provided to the honours coordinators at the client institutions in a timely manner.
- Issues of academic misconduct by a student are the responsibility of the home institution of the student. Lecturers must notify the honours coordinators at the home and host institutions immediately upon detection of such misconduct.
- Complaints by students about an ACE subject should in the first instance be made to the lecturer where appropriate. If this is inappropriate or unsuccessful complaints should be directed to the honours coordinator at the student's home institution. This policy must be made known to students by their home institution prior to the start of classes.
- It is the responsibility of host and client departments through their honours coordinators to ensure that each student has been exposed to the relevant prerequisite knowledge for each subject prior to the commencement of teaching.
- Lecturing staff will receive training in remote videoconferencing delivery prior to the commencement of teaching. This is the responsibility of the host institution.
- The host institution will adhere to the timetable for submission of final assessment agreed to by all parties and provided by AMSI / ICE-EM.
- Client and host institutions will maintain sufficient levels of contact prior to, during and after subject delivery, to ensure that no student is disadvantaged by their enrolment in an ACE subject. Honours coordinators at client institutions will regularly check on their students during semester.
- Student attendance levels are expected to be above 80%. Lecturers should notify both local and remote honours coordinators in the case of attendance below this level. All students must be notified of this attendance requirement at the commencement of teaching.