

Course Outline - Compulsory Requirements

The Course Outline generator in NUSTAR already captures our **existing** compulsory attendance requirements. This section is not editable and can only be utilised to indicate the method of recording attendance for **existing** compulsory attendance requirements.

Compulsory Requirements		
In order to pass this course, each student must complete ALL of the following compulsory requirements:		
Contact Hour Requirements:		
There is a compulsory attendance requirement in this course.	Tutorial	Student must attend a minimum of 80% of these sessions

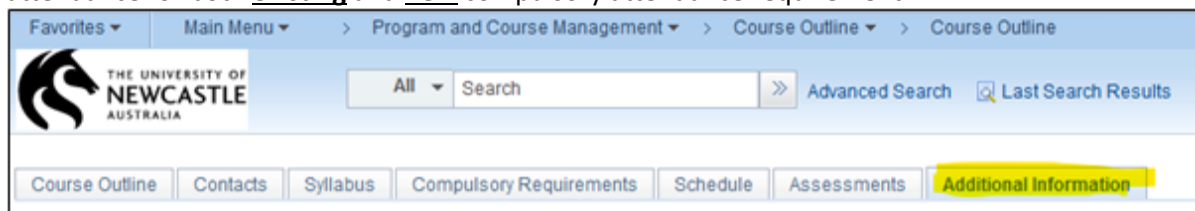
Where the compulsory attendance requirement is **new**, text will need to be added to the Course Outline after it is generated.

A **new** compulsory attendance requirement which applies only to commencing students should be entered into the Course Outline as:

Contact Hour Requirement		
There is a compulsory attendance requirement in this course.	<insert activity>	All commencing students must participate in 80% of the <insert activity>. Commencing students are those who have commenced study at UON for the first time in 2020. Continuing students are those who have studied previously, either in an enabling program or any undergraduate or postgraduate program.

Course Outline – Additional Information Section

The Course Outline generator in NUSTAR is already utilised to capture the method of recording attendance. This section is editable and can be utilised to indicate the method of recording attendance for both **existing** and **new** compulsory attendance requirement.



When the search icon is selected only the course contact types utilised by the course will appear, example below.

The screenshot shows the 'Attendance' form. The title is 'Attendance' and the subtitle is 'Attendance/participation will be recorded in the following components:'. There is a search bar with a yellow search icon highlighted. The search bar contains 'Course Contact Type' and 'Method of Recording Attendance'. There are 'Find', 'First', '1 of 1', and 'Last' buttons. Below the search bar is an 'Other Information' field.

The screenshot shows a 'Look Up Course Contact Type' dialog box. The search criteria is 'Course Contact Type begins with'. There are 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. The search results are displayed in a table:

Course Contact Type	Location Code	Description
LAB	CALLAGHAN	Laboratory
LEC	CALLAGHAN	Lecture
TUT	CALLAGHAN	Tutorial

Suggested wording for Method of Recording Attendance where the compulsory attendance requirement was **existing** and applies to all students:

The screenshot shows the 'Attendance' form with the 'Method of Recording Attendance' field populated with the suggested wording: 'Attendance will be recorded by the academic staff member at the commencement of the tutorial session.' The 'Course Contact Type' field is populated with 'TUT' and 'Tutorial'.

OR

Attendance
Attendance/participation will be recorded in the following components:

Find First 1 of 1 Last

Course Contact Type WRK Workshop + -

Method of Recording Attendance All students' attendance will be recorded using the myUQN app.

Other Information

Where the compulsory attendance requirement is **new** and applies only to commencing students:

Attendance
Attendance/participation will be recorded in the following components:

Find First 1 of 1 Last

Course Contact Type TUT Tutorial + -

Method of Recording Attendance All students' attendance will be recorded using the myUQN app.

Other Information Attendance at 80% of tutorials is compulsory for commencing students. You can check in using the app or advise the academic staff member at the commencement of the session if you need them to check in on your behalf. All students' attendance will be recorded using the myUQN app, but the 80% attendance requirement does not apply to continuing students.

Where there is more than one contact activity, use the plus symbol to add additional contact types.

Attendance
Attendance/participation will be recorded in the following components:

Find First 1 of 1 Last

Course Contact Type TUT Tutorial + -

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Other Information Attendance at 80% of tutorials is compulsory for commencing students. You can check in using the app or advise the academic staff member at the commencement of the session if you need them to check in on your behalf. All students' attendance will be recorded using the myUQN app, but the 80% attendance requirement does not apply to continuing students.