

## Admissions

Distance education and postgraduate students still need to be reviewed by Distance Education and Postgraduate Coordinator prior to processing by Enquiries & Enrolment Centre.

Faculty to play a consultative role as required.

## Advanced Standing

Course Coordinator can now enter Advanced Standing directly into the system.

Academic Office will still provide information about previous Advanced Standing determinations to assist Course Coordinators.

Advanced Standing determinations will only be done once a student's enrolment eligibility has been determined (to reduce wasted effort).

## Assessment

The examination process remains as is for lecturers, although the collection of information is a little different. Assessment details will be rolled over from one teaching period to the next. An Assessment Detail report, which replaces the Examination Information Form, will be presented to lecturers for review.

Deferred and Failed Supplementary exams will have greater system support.

An electronic 'Marks Book' will be available for download. This will contain a class list that includes contact details and a grade column. This spreadsheet could be used to track all assessment tasks if desired. The grades from this 'Marks Book' can be uploaded to Callista for review by Faculty Exam Board.

The Faculty Exam Board will review their student cohort grades on-line and finalise these grades, updating each student directly in Callista. Once finalised, the Academic Office will release the grades on-line for students to view. Hard-copy results will be available upon request.

Lecturers will enter Special Consideration determinations into Callista, thus maintaining a more complete record of the student's progress.

## Course Structure & Planning

Basic process remains the same, however, the system will be able to greater support with the pre-allocation of codes. The current review of these codes will also be helpful.

Callista also reduces the number of codes required with the concept of a Course and/or Unit Offering Option. This concept permits a Course/Unit to be offered at multiple campuses, using multiple delivery modes or at multiple class times.

## Calendars

Multiple, coexistent, teaching periods can be defined.

Many aspects of Callista are tied a calendar, enforcing certain actions or outcomes that are linked to dates.

## Connect

This web-based interface enables students to manage their academic life on-line.

Enables staff to directly access standard student details (e.g. class lists with contact details, academic records, etc) and other custom reports.

## Enrolments

Enrolment will move towards an on-line mode, with students taking more responsibility for their study choices. Academic staff will be able to take more of an advisory/confirming role in what will be a more streamlined process.

Deans will be responsible for reviewing subject availability, with final review by VP.

## Intermission

Intermission will be recorded in Callista. Students will be responsible for informing the Academic Office of their intention to take leave or withdraw.

Lecturers will continue to report absences from class to the Academic Office. Course Coordinators will give advice to students about their intermission plans but will not need to authorise.

## Graduation

Course Coordinators follow up on incomplete grades.

Callista rules engine assists Course Coordinators with their review of course completion.

Course Coordinators will flag each student as 'Course Complete'. Students will not be able to graduate until final grades have been submitted and this status has been set.

The Academic Office will check for encumbrances and notify the student.

Academic Excellence will be determined by Course Coordinators in conjunction with the Academic Office.

## Progression

The Callista rules engine will assist academic staff to identify students who are not making satisfactory progress.

The Academic Registrar will recommend progression outcomes and the Academic Board will review the recommendations.

## Scholarships

The list of scholarship holders will be available to Course Coordinators.

## Security

Callista will provide open, interdisciplinary transparency (e.g. visibility of a student's grades across all subjects).

Callista implements auditing functionality that enables traceability of changes to student records. This will assist in tracking who has changed what in the system, making it easier to resolve anomalies and explain actions.