Rules for re-versioning of Subjects and Courses in ISIS

Version 1
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1 PURPOSE
This document provides information to staff about the rules which apply to re-versioning of courses and subjects in ISIS. It is hoped that this information will help inform decisions around changes to courses and subjects and what the ‘down-stream’ impact of those changes will be.

2 SUMMARY
This document explains in detail when new versions of courses and subjects are required but it can be simply summarised as follows:

- Where a change applies to all new and existing courses and subjects (ie. a correction), a new version is not required
- Where a change applies only to records for the future (e.g. past students’ transcripts should continue to show old course or subject names), a new version is required.
- Any data that can be defined at the availability level (e.g. liability category or tuition patterns) does not need a new version.

3 VERSIONING CRITERIA

3.1 COURSES

New version required
Changes to any of the following would require a version change:
- Structures (i.e. changes to any structural components including majors, minors, subject sets etc)
- Course requirements (i.e. addition/deletion of core subjects or other requirements)
- Titles (any) – unless the change is a minor error correction that is intended to apply to existing students.
- Report to DEEWR / Centrelink flags
- EFTSL values
- Credit value
- Annual load credit value
- Organisational Units - Ownership
- Allowable Awards
- Award Level Type
- Field of Education
- Corresponding Codes (eg. CRICOS code, course of study)

New version not required
- Addition of new optional subjects / options within a structural component (e.g. majors / minors)
• Deletion of optional subjects / options within a structural component (e.g. majors / minors)
• Changes to requisites
• Changes to additional completion criteria
• Changes to allowable maximum credit value, maximum leave of absence and maximum time to complete.

Note that in the above cases, a new version would be required if the change did not apply to all students (i.e. where it is necessary to differentiate between student cohorts), or where there was a need to distinguish between current and historical data on the student system.

Changes managed at the availability level – new version not required

The following fields are managed at the availability level and so any changes should be recorded against the appropriate availabilities. As the default values for the availability are recorded against the study package, these should also be changed if required.

• Study mode
• Attendance mode
• Load category
• Liability category
• Admission quotas

Note that in the above cases, a new version would be required if the change did not apply to all students (i.e. where it is necessary to differentiate between student cohorts), or where there was a need to distinguish between current and historical data on the student system.

A new version is also not required for changes to the availabilities for the course eg. there was no Semester 2 intake in 2010 but there will be for 2011.

3.2 STRUCTURED COMPONENTS (E.G. MAJORS, MINORS, SPECIALISATIONS)

New version required

Changes to any of the following would require a version change:
• Structures - changes to any structural components within the study set including majors, minors, subject sets etc, changes to core components of the study set.
• Titles (any) – unless the change is a minor error correction that is intended to apply to existing students.
• Credit value
• Organisational Units - Ownership
• Report to DEEWR flag
• Field of Education

New version not required

• Addition of new optional subjects / options within a structural component
• Deletion of optional subjects / options within a structural component
• Changes to requisites

Note that in the above cases, a new version would be required if the change did not apply to all students (i.e. where it is necessary to differentiate between student cohorts), or where there was a need to distinguish between current and historical data on the student system.

3.3 SUBJECTS

Where significant changes are made to subject content (including changes to the teaching year-level or area of study) this would result in the creation of a new subject, rather than creation of a new
version of the existing subject. In addition, any change to Field of Education (FOE) for a time-based (eg. research thesis) subject MUST result in an entirely new subject code rather than a new version. This is because, due to the nature of time based enrolments, students could be in different versions of the same subject with the same census date but different FOEs, which is not allowed by DEEWR.

New version required
Changes to any of the following would require a version change:

- Titles (any) - unless the change is a minor error correction that is intended to apply to existing students.
- Report to DEEWR / Centrelink flags
- Credit value (although major changes to this would tend to indicate a significant change to subject content, so an entire new subject code may be justified)
- Organisational Units - Ownership & Examination Administration
- Result type (eg. changing from the Standard result type to the Honours result type)
- Assessable flag
- Field of Education (not for significant content change as noted above)
- Fee Levels
- Any EFSTL values (eg. for RHD)

New version not required

- Changes to requisites
  Note that in this case, a new version would be required if the change did not apply to all students (i.e. where it is necessary to differentiate between student cohorts), or where there was a need to distinguish between current and historical data on the student system.
- Changes to availabilities / offerings

Changes managed at the availability level – new version not required

The following fields are managed at the availability level and so any changes should be recorded against the appropriate availabilities. As the default values for the availability are recorded against the study package, these should also be changed if required. For instance, tuition patterns are managed at the availability level with the default or standard values being recorded at the study package level. Any changes to tuition patterns should be made against those availabilities (eg. if the summer pattern is different to the semester 1 pattern). However if the standard pattern changes, this should also be updated against the study package so that the correct patterns default for any new availabilities.

- Study mode
- Attendance mode
- Load category
- Liability category
- Organisational Units - teaching responsibility, waiver approval, result entry
- Personnel (e.g. Academic Subject Coordinator)
- Tuition Patterns