

Paper Outlines – Notifications

1. PURPOSE

The Paper Outlines System is an online application which was created to provide a simple to use environment that would reduce time spent on the administration of paper outline related activities. It is designed to provide a centralised repository where outlines can be created, maintained, reviewed, presented and stored. It allows for outlines to be pre-populated with University-wide information to reduce the risk of duplication, increasing accuracy and improving consistency, while allowing for Faculty-specific information to be incorporated.

The system presents a condensed outline to those not enrolled in a paper, with the full outline available to students who are enrolled in the paper.

There are a number of notifications that are emailed to staff and students both during the paper outline creation/approval process, but also during the timeframe of a paper outline.

2. NOTIFICATIONS DURING THE CREATION/APPROVAL PROCESS

During the creation/approval process, the following emails are sent through the system:

Paper Submitted for Approval – email to Paper Approvers (Chairperson of Dept/Head of School):

Paper [XXXX201-15A \(HAM\)](#) has been submitted for approval through the online Paper Outlines system for you to review and approve.

Once the paper outline has been approved, it will be published online and be available for students and other interested parties.

If the paper outline is declined, the associated staff will be notified and it will be returned to an In Progress status which will allow them to make amendments.

Paper Requires Amendment – email to Paper Convenors from Approvers (Chairperson of Dept/Head of School), which includes the text entered describing what amendment is required:

Paper [XXXX201-15A \(HAM\)](#) requires some amendment before being published online. Please provide a fuller description of the paper.

Paper Has Been Approved – email to Paper Convenors and Administrators

Paper [XXXX313-15B \(HAM\)](#) has been approved and is now published online.

3. NOTIFICATIONS DURING THE TIMEFRAME OF THE PAPER OUTLINE

During the timeframe of the paper outline, the following emails are sent through the system:

Assignment Due – email to Students from system, based on the date and time in the Assessment Components box:

Date: 8 July 2015 at 00:00
Subject: Assignment due 14-Jul-2015 for [XXXX103-15B \(HAM\)](#) Pop Quiz
To:

This alert is provided as an additional service, not as a substitute for sensible time management and planning. Also, it does not account for extensions, waivers, or special exemptions you may have received.

Please do not reply to this automated message.

Assignment Closed – email to Paper Convenors from system, based on the date and time in the Assessment Components box:

This assignment has closed and may be ready to be marked.

4. CONTENT OWNER

Academic Office, Office of the Vice-Chancellor

5. REVIEW DATE

October 2019