



University of
South Australia

Use of learning resources developed by University staff

DATE OF APPROVAL: 2 July 2007

POLICY NO: A.52.5

REFERENCE AUTHORITY: Provost and Chief Academic Officer

CURRENT AMENDMENT: Registrar and Director: Student and Academic Services – January 2023

CROSS-REFERENCES:

- [Assessment Policy and Procedures \(AB - 68\)](#)
- [A-47: Student fees and loans](#)
- [Code of Ethical Conduct](#)
- [Code of good practice: University teaching](#)
- [Program Approval Manual](#)
- [Management of conflict of interest policy](#)

CONTENTS:

- [Preamble](#)
- [Scope](#)
- [Definitions](#)
- [Policy](#)
- [Procedure](#)
- [Amendments](#)

Preamble

UniSA teaching staff should ensure that all resources required by students for effective learning are appropriate and available. Staff are encouraged to develop learning resources to ensure this. However, when a staff member develops a learning resource, and that learning resource is prescribed for a course the staff member is teaching in, a conflict of interest may arise. The staff member may gain a benefit, or students may be disadvantaged if they do not purchase the prescribed resource.

The purpose of this policy is to ensure such conflicts of interest do not arise.

Scope

This policy applies to all staff involved in teaching at UniSA.

Definitions

Learning resources: for the purpose of this policy, learning resources include any print or electronic learning materials from which a staff member stands to gain financial or professional benefit.

'Developed by' includes, but is not limited to, designing, creating, compiling, writing, editing, and programming.

Academic Unit Board should be read to include the UniSA College Board.

Policy

1. Where:
 - a. a staff member develops a learning resource, and
 - b. the learning resource is prescribed within a course, and
 - c. the staff member is involved in teaching that course,the University will ensure that the prescribed learning resource:
 - d. is the most appropriate resource for the course, and
 - e. does not create any potential conflict of interest.

2. Where the prescribed learning resource is made available internally by the University, this must be in accordance with the following:
 - [A-47: Student Fees and Loans: Appendix 3: Student fees and charges guidelines](#)
 - [Management of conflict of interest policy](#)

Procedure

3. As part of the coursework program approval process, staff who have developed a learning resource must obtain the approval of Academic Unit Board prior to prescribing that resource in a course.
 - 3.1 For a learning resource that has been made available internally by the University, the submission to Academic Unit Board should include evidence of external review or equivalent quality assurance.
 - 3.2 For a learning resource that has been published externally, the submission to Academic Unit Board should include the names of any other institutions that have adopted the learning resource, or equivalent evidence of the status and appropriateness of the text.

AMENDMENTS:

- Director: Student and Academic Services – January 2011
- Academic Board – 27 June 2014
- Director: Student and Academic Services – August 2019
- Vice-Chancellor – December 2019
- Registrar and Director: Student and Academic Services – January 2023