

## INTERNATIONAL BUSINESS UNIVERSITY (IBU)

### POLICY CONTROL

<b>Policy Number</b>	3024
<b>Policy Title</b>	Multi-section Course Policy
<b>Policy Owner / Responsible Offices</b>	Office of the Registrar
<b>Approval Authority</b>	Academic Council
<b>Applies To</b>	Domestic and international students registered in a program at IBU; faculty teaching multi-section courses
<b>Approval Date</b>	3rd October 2025
<b>Effective Date</b>	3rd October 2025
<b>Review Date/s</b>	Before Oct 2030 or as required by the Academic Council
<b>Revision Date/s</b>	–
<b>Revision Implementation Date/s</b>	–

### 1. INTRODUCTION AND BACKGROUND

International Business University delivers certain courses in multiple sections taught by different instructors. To ensure academic integrity, equity, and consistency of student experience across sections, clear coordination, governance, and quality-assurance expectations are required.

### 2. PURPOSE

The purpose of this policy is to ensure consistency, quality, and fairness in the delivery of multi-section courses at International Business University (IBU). Multi-section courses—those delivered by more than one instructor across separate sections—must provide all students with a comparable academic experience while maintaining the highest standards of academic integrity, rigour, and relevance.

This policy establishes the role of Course Leads as faculty members responsible for coordinating academic and instructional activities across course sections.

### 3. POLICY STATEMENT

All multi-section courses at IBU shall be coordinated through a designated Course Lead to ensure curriculum alignment, assessment equivalency, grading consistency, and timely academic administration across all sections.

### 4. APPLICABILITY

This policy applies to all domestic and international students registered in a program at IBU. This policy is available to all past, current and prospective domestic and international students of IBU.

### 5. DEFINITIONS

#### **Multi-section Course**

A course offered in more than one section within the same academic term, delivered by two or more instructors using a common curriculum framework.

#### **Course Lead**

A designated faculty member responsible for coordinating academic, instructional, and assessment alignment across all sections of a multi-section course.

#### **Section**

An individual instructional instance of a course, identified by a unique timetable, instructor, and student cohort, but governed by a shared curriculum and assessment framework.

#### **Curriculum Consistency**

The alignment of learning outcomes, course content, assessments, and grading standards across all sections of a multi-section course.

#### **Assessment Equivalency**

The principle that assessments across different sections measure the same learning outcomes at a comparable level of difficulty, scope, and academic rigour, even if delivery methods vary.

#### **Gradebook Configuration**

The standardized structure, weighting, and setup of assessment components within the institutional learning management system to ensure uniform grading across sections.

### **Course Coordination Meetings**

Scheduled meetings convened by the Course Lead to support alignment, communication, and quality assurance among instructors teaching different sections of the same course.

### **Student Feedback Requirement**

The institutional requirement that a minimum proportion of graded feedback be returned to students within specified timelines, as defined in the Early Feedback Policy.

## 6. POLICY

### 6.1 ROLE OF THE COURSE LEAD

Each multi-section course will have a designated Course Lead, normally a full-time faculty member with subject expertise. The Course Lead is responsible for:

- Providing academic guidance and support to all instructors teaching the course sections.
- Ensuring consistency in curriculum, assessments, and grading across course sections.
- Serving as the primary liaison between instructors, academic leadership, and administrative units (e.g., Registrar's Office, Project Officers).

### 6.2 DUTIES AND RESPONSIBILITIES OF THE COURSE LEAD

#### 6.2.1 COURSE COORDINATION AND QUALITY ASSURANCE

- Meet regularly with instructors teaching the same course to promote alignment and support.
- Ensure that course delivery meets the standards outlined in the Multi-Section Course Policy, as amended from time to time.
- Serve as the first point of contact for teaching-related inquiries and coordinate with institutional offices or colleagues as needed.

#### 6.2.2 CURRICULUM AND MATERIALS MANAGEMENT

- Collaboratively facilitate the update and maintenance of teaching materials in the relevant course(s) to ensure accuracy, relevance, and alignment with program learning outcomes (exception: for University Partnerships where IBU is delivering pre-approved curriculum and student assessments, revisions to curriculum are not permitted unless otherwise specified in the Partnership agreement).
- Distribute updated resources (lecture slides, cases, assignments, readings, etc.) to all instructors in a timely manner.
- Collaboratively facilitate the renewal and integration of course-relevant case studies.

#### 6.2.3 INSTRUCTOR SUPPORT AND GUIDANCE

- Provide course preparation guidance, particularly to new instructors.
- Ensure that course outlines are accurate, updated, and consistent across all sections.
- Confirm that learning outcomes, assignments, and assessments are aligned and equivalent across course sections in terms of content and difficulty.

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#### 6.2.4 ASSESSMENTS, RUBRICS, AND GRADING

- Lead the collective development of marking rubrics that support academic rigour and consistency.
- Ensure identical gradebook configuration across all course sections.
- Monitor the consistency of grading practices and address discrepancies, if any.

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#### 6.2.5 ACADEMIC COORDINATION AND COMMUNICATION

- Organize and lead regular coordination meetings with all instructors teaching the course sections.
- Facilitate discussion of teaching-related issues and share relevant inquiries with institutional stakeholders.
- Promote collaborative approaches to course delivery and continuous improvement.

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#### 6.2.6 CONTINUOUS IMPROVEMENT AND FEEDBACK

- Recommend academic and pedagogical adjustments to ensure continuous alignment with program standards.
- Share lessons learned and best practices with faculty leadership.

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#### 6.2.7 TIMELINESS AND ADMINISTRATIVE RESPONSIBILITIES

- Encourage and monitor the timely submission of assignment and final course marks.
- Ensure that course outlines and gradebooks reflect the minimum 20% Student Feedback requirement.
- Coordinate with the Office of the Registrar and other units to ensure academic deadlines are met.

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### 6.3 RESPONSIBILITIES OF INSTRUCTORS IN MULTI-SECTION COURSES

- Collaborate with the Course Lead and fellow instructors to ensure alignment and consistency.
- Adopt and implement agreed-upon course materials, assessments, rubrics, and gradebook settings.
- Participate in coordination meetings and contribute to the collective development of the course.
- Submit student grades and course materials in accordance with IBU deadlines and standards.

## 7. ROLES AND RESPONSIBILITIES

- **Course Lead:** Academic coordination, quality assurance, grading consistency, and administrative alignment.
- **Instructors:** Implementation of agreed materials, assessments, grading, and timelines.
- **Academic Director:** Oversight of policy implementation.
- **Associate Director, Academic Operations and Quality Assurance:** Supervisory reporting line for Course Leads.

## 8. REVIEW

This policy will be reviewed every five years, or sooner if deemed necessary, to ensure its continued effectiveness and alignment with institutional priorities.

## 9. COMPLIANCE PROCEDURES

Compliance with this policy is supported through course audits, gradebook reviews, and academic operations oversight by the Office of the Registrar and Academic Leadership.

## 10. EVALUATION AND QUALITY ASSURANCE

Feedback from instructors, students, and stakeholders will be reviewed periodically to improve the policy and its application.

## 11. RELATED DOCUMENTS

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### COURSE LEAD RESPONSIBILITIES (CHECKLIST)

#### **1. Course Coordination**

- Meet with all instructors teaching the same course before and during the semester.
- Ensure delivery follows IBU's Multi-Section Course Policy.
- Serve as the point of contact for course-related inquiries.

#### **2. Teaching Materials**

- Update and maintain course materials (slides, cases, readings).
- Share all updated resources with instructors before the semester starts.
- Work to renew and update case studies, as needed.

### **3. Instructor Support**

- Guide new instructors on course preparation and delivery.
- Ensure course outlines are updated, accurate, and consistent across sections.
- Verify that assignments/assessments are equivalent in scope, outcomes, and difficulty.

### **4. Assessments & Grading**

- Develop and agree on marking rubrics collectively with instructors.
- Ensure identical gradebook configuration across all course sections.
- Monitor consistency in grading and resolve discrepancies.

### **5. Coordination & Communication**

- Organize and lead regular coordination meetings.
- Share instructor questions/concerns with the appropriate IBU office.
- Promote best practices and continuous improvement.

### **6. Feedback & Improvement**

- Review student and instructor feedback after course delivery.
- Recommend adjustments for alignment with program standards.

### **7. Administrative & Timeliness**

- Remind instructors to submit grades and assessments on time.
- Ensure that course outlines and gradebooks reflect the minimum 20% Student Feedback requirement.
- Ensure alignment with Registrar and program deadlines.

### **Instructor Responsibilities (Quick Points)**

- Follow the agreed course outline, assessments, rubrics, and gradebook settings.
- Collaborate with the Course Lead and fellow instructors.
- Attend coordination meetings and share insights.
- Submit grades and course materials by IBU deadlines.

This checklist helps ensure **consistency, fairness, and academic quality** across all multi-section courses at IBU.

COURSE LEAD RESPONSIBILITIES

Area	Responsibility	✓
<b>Course Coordination</b>	Meet with all instructors before and during the semester	<input type="checkbox"/>
	Ensure course delivery follows IBU Multi-Section Course Policy	<input type="checkbox"/>
	Act as the first point of contact for course-related inquiries	<input type="checkbox"/>
<b>Teaching Materials</b>	Maintain and update course resources (slides, readings, cases)	<input type="checkbox"/>
	Distribute updated resources to instructors before classes begin	<input type="checkbox"/>
	Collaborate with Project Officer to refresh case studies	<input type="checkbox"/>
<b>Instructor Support</b>	Provide preparation guidance to new instructors	<input type="checkbox"/>
	Ensure course outlines are accurate and identical across sections	<input type="checkbox"/>
	Confirm assessments align with learning outcomes and are equivalent in difficulty	<input type="checkbox"/>
<b>Assessments &amp; Grading</b>	Develop and agree on common marking rubrics	<input type="checkbox"/>
	Standardize gradebook setup across sections	<input type="checkbox"/>
	Monitor grading consistency and resolve discrepancies	<input type="checkbox"/>
<b>Coordination &amp; Communication</b>	Organize and lead regular instructor meetings	<input type="checkbox"/>
	Share instructor inquiries with appropriate IBU offices	<input type="checkbox"/>
	Promote collaboration and continuous improvement	<input type="checkbox"/>
<b>Feedback &amp; Improvement</b>	Review student and instructor feedback after course delivery	<input type="checkbox"/>
	Recommend academic/pedagogical adjustments	<input type="checkbox"/>
<b>Administration &amp; Timeliness</b>	Remind instructors about deadlines for grades and assessments	<input type="checkbox"/>
	Coordinate with Registrar to ensure timely reporting	<input type="checkbox"/>

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INSTRUCTOR RESPONSIBILITIES

<b>Responsibility</b>	<b>✓</b>
Use the agreed course outline, assessments, rubrics, and gradebook setup	<input type="checkbox"/>
Collaborate with Course Lead and fellow instructors	<input type="checkbox"/>
Attend coordination meetings	<input type="checkbox"/>
Submit grades and course materials on time	<input type="checkbox"/>

(Exception: For University Partnerships where IBU is delivering pre-approved curriculum and student assessments, revisions to curriculum are not permitted unless otherwise specified in the Partnership agreement).