



# Guidance Note: *Naming Conventions for Evidence*

## Purpose

This guidance note outlines the requirements for providing documentary evidence to TEQSA in support of applications, with respect to:

- ▶ how to name files, and
- ▶ specifications for formatting.

## Scope

This guidance note applies to files provided via the provider portal, or as requested, for:

- ▶ applications (for TEQSA and CRICOS)
- ▶ responses to requests for information
- ▶ responses to section 28 requests under the TEQSA Act, and
- ▶ conditions imposed on registration or course accreditation.

## File identification

Submitted electronic files should be:

- ▶ **clearly titled:** whatever file naming conventions you use, file titles should provide, in as few characters as possible, enough information to determine what the file is so TEQSA can easily identify, locate and reference it, for example:
  - ▶ 'CourseEnrolments01' instead of 'CE01'
  - ▶ 'AB Minutes January 2016' instead of 'Meeting0116', and
- ▶ **clearly referenced:** for evidence submitted to support an application, or if your application cross-references a file, please ensure you cite its title accurately or provide enough information to clearly identify it.

Note that the evidence should be clearly referenced in the Confirmed Evidence Table, in response to the pre-submission discussion and agreement on scope and/or evidence requirements with your case manager.

## Format specifications

The preferred formats for file submission are Microsoft Word (doc/docx), Microsoft Excel (xls/xlsx) and PDF. However, TEQSA also accepts the following file formats:

csv	db	jpg	html	mdb
mp3	mp4	swf	tif	txt
wav	wma	xml	zip	

## File name restrictions

An error message will appear when attempting to upload any file with a file name:

- ▶ of more than 128 characters in length
- ▶ containing any of the following characters:
  - ▶ tilde (~)
  - ▶ asterisk (\*)
  - ▶ pipe (|)
  - ▶ angle brackets (< or >)
  - ▶ hash (#)
  - ▶ plus (+)
  - ▶ colon (:)
  - ▶ braces ({ or })
  - ▶ percent (%)
  - ▶ slash (/)
  - ▶ quotation mark (")
  - ▶ ampersand (&)
  - ▶ backslash (\)
  - ▶ question mark (?)

## PDF format

If submitting a file in pdf format, please ensure, where possible, that the text in the file can be searched, selected, copied and pasted – note that generally, pdf files created from Word/Excel are searchable, while pdf files created from scanned files are generally not.

## Compressed and zipped files

Where files are compressed or “zipped” for uploading, please list the files that are in the zipped files in the Confirmed Evidence Table, or upload a table listing them along with the zipped file.

## File size limits

Uploaded files must be 10MB or less. Larger files can be provided via a link (e.g. to the provider’s website). Alternatively, speak to your case manager.

For additional information, refer to the Provider Portal Frequently Asked Questions <[http://www.teqsa.gov.au/sites/default/files/ProviderPortal\\_FAQs.pdf](http://www.teqsa.gov.au/sites/default/files/ProviderPortal_FAQs.pdf)>.

A video help guide and other support material are also available on the ‘For Providers’ menu of TEQSA’s website <<http://www.teqsa.gov.au/for-providers/provider-resources>>.



## Delivery details for course(s) delivered in language other than English (LOTE)

Explain the arrangements for delivery and assessment in a language other than English (LOTE), including the total proportion of each course of study that will be delivered in LOTE.

Describe how equivalent student learning outcomes will be assured between the course of study offered in LOTE and the course of study offered in English.

For the components of the course of study that will be delivered in LOTE, provide a brief description of the quality assurance processes that will be used to ensure that quality course outcomes are achieved, and attach supporting evidence in the online form.

List the academic staff, any translators and any interpreters who will be involved in delivering and/or assessing the LOTE component of the course of study, or providing student learning support services.

Name	Position title	Main responsibilities	Relevant qualifications and/or certification	English language proficiency	Relevant experience	Employment arrangements

*Reformat table as needed*



# Abbreviated CV

Sections relating to academic experience only need to be completed for individuals with academic roles.

## 1. Title and name

Title	First and other names	Last name

## 2. Position and academic leadership responsibilities (current and previous)

Position(s)	Academic leadership responsibilities (if any)

## 3. Completed academic qualifications

Full name of award	Subject/major area	Full name of awarding institution and year of award (if an overseas institution, also include the country and verification of legitimacy of the award and the institution)

## 4. Teaching experience (previous seven years)

Teaching period (from most recent)	Field of study area/course title	Name of organisation/institution and, if an overseas institution, the country

## 5. Relevant employment/experience

Note: Provide a brief history of the employment and/or other experience (if different to 2 & 4 above) which is relevant to the current higher education role and field of education.

Employment period	Name of employer	Position title	Relevant duties

6. **Other relevant information (including professional and/or honorary memberships, directorships and related scholarly activities)**

7. **Research supervision experience** *(if supervising research candidates)*

Consultation  
Draft



**8. Publications (scholarship and research outputs)**

Include publications categorised by: articles in research journals, articles in scholarly journals; conference papers; books; book chapters; peer-reviewed or not; number and value of peer-reviewed grants; and other outputs (such as patents).

For guidance on the distinction between research and scholarship, refer to the TEQSA Guidance Notes on Scholarship and Research and Research Training on TEQSA.gov.au.

Author(s)		Year of publication	Title of publication	Journal/volume/proceedings	Type of publication (1)	Peer-refereed/reviewed	Research classification (research/scholarship)	Broad Field of Education
Surname	Initial							

Copy and complete as many additional tables as required.

(1) Journal, conference proceedings, etc.



# Declaration

THIS DECLARATION is made on the  day of  20

## Recital

The applicant has submitted an application for self-accrediting authority under the *Tertiary Education Quality and Standards Agency Act 2011*.

## Declaration

I hereby attest that to the best of my knowledge, the evidence and information contained in the application for renewal of registration is complete and accurate as at the date stipulated below. I understand that giving false or misleading information is a serious offence.

**SIGNED for and on behalf of** (insert applicant’s legal name):

By:		In the presence of:	
(Name – please print)	(Signature of Authorised Officer)	(Name – please print)	(Signature of Witness)
(Position – please print)	(Date)	(Position – please print)	(Date)