

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0712.03
Title:	Course Material Footer	
Baldrige Criteria:	3 Customers	
Chief Executive Approval:	Approval Date: 10 November 2017	Effective Date: 10 November 2017
Previous Policy No:	n/a	Review Date: as required
Contact Authority:	Director: Quality Services	Status: Current

Purpose

To set standards for the inclusion of footers on all teaching resources.

Policy and Procedures

1. A footer is to be included on all teaching resources (including but not limited to course outlines, assessments, and learning materials) created by Otago Polytechnic and available to students. The footer is to include reference to Otago Polytechnic, school/college, course number and name, and date.

Sample footer:

OP/(School)/(paper number and name)/(date)

OP/ABE/AD779.01/25 March 2010

2. Where the learning material contains material from other sources, this material must be appropriately referenced.
3. Where the material is to be copyrighted to Otago Polytechnic, the following must appear in the footer:



<http://creativecommons.org/licenses/by/3.0/nz/>

Referral Documents

AP0200 Copyright

Approved by Chief Executive

Date: 10 November 2017

