Module Outline Policy

1. Purpose

To ensure that Unit Guides provide a concise and public source of information about units offered by UniSmarter as evidence of a well-planned high quality process of learning and teaching.

2. Application

This policy applies to all modules offered by UniSmarter. It is particularly relevant to staff involved in the teaching or management of a module, and to students.

3. Policy Statement

A Module Outline provides students with a concise and public source of information about a module, including, but not limited to, the aims, expected outcomes, structure and requirements and assessment. Students may use Module Outlines to make decisions about units of study and to manage their workload during a session. They also serve to introduce students to the expectations, values and priorities of UniSmarter as a community of learners and teachers.

Every module offered by UniSmarter will have its own Module Outline.

Each Module Outline will be written and available in English.

Each Module Outline will be available to current students via the UniSmarter Student Portal at least one week before the scheduled start date of the unit.

All Module Outlines remain the property of UniSmarter.

As a minimum, all Unit Guides will include the following information:

- full module title;
- module code;
- credit point value;
- the context of the module - study period and year of offering;
- name and contact details of the Module Coordinator and, where possible, all other staff involved in teaching the unit;
- module description;
- any specific requirements or attributes that each student needs to have to do the module;
- specialist equipment required including BYOD technology ;
- expected learning outcomes;
- weekly topics and associated references;
- summary of the assessment tasks students must undertake to demonstrate their learning;
- the assessment requirements (such as length of written tasks, assessment due dates, final examination duration) and their relative weightings;
- the criteria and standards for grading against which individual assessment tasks will be judged;
- the submission method for each assessment task;
- how each assessment task aligns with the module Learning Outcomes;
- what is required to complete the module satisfactorily; and
- required module materials and/or recommended readings.

4. Changes and Approval process

Module Review, which is a standard part of UniSmarter's approach to continuous improvement, may prompt amendments to Module Outlines to ensure accuracy.

If this is the case, changes to Module Outlines follow the approval process below:

- proposed by the Learning Design team;
- considered and approved by the Program Manager.

5. Related Documents

- Assessment Policy & Procedures
- Grade Review and Appeal Policy
- Student Complaints and Appeal Policy

Amendment History

Department:	Academic Affairs
Approval Authority:	
Initial Approval Date:	7th July 2020
Date for Next review:	

Revision Date	Version	Summary of changes
07/07/2020	1	Original