

Unit Statements Policy

Section 1 - Preamble

(1) This Policy is currently under review as part of the Unit and Course Management System (UCMS) project. To the extent of any inconsistency, the Unit and Course Management System <http://staff.scu.edu.au/ucms/> takes precedence over the contents of this Policy.

Section 2 - Definitions

(2) For the purpose of this Policy refer to the Academic Board's Definitions Policy.

Section 3 - Introduction

(3) The Unit Statement describes the context, aims, objectives, content, assessment and materials requirements for a unit. It is provided to a student at the commencement of the teaching period in which the unit is being offered. It must be in accordance with University Policy and Rules.

(4) Non-adherence to certain parts of the Unit Statement is appealable by students ([Rules Relating to Awards, Rule 3, Section 15](#)).

Section 4 - Objectives

(5) To provide procedures and a format for writing and changing Unit Statements that can meet the information needs of audiences served by the Unit Statement and satisfy teaching and learning, curriculum and quality assurance requirements.

Section 5 - Content and Implementation

Part A - Procedures

(6) The unit statement is a document approved initially by Academic Board of Academic Board, and maintained by the relevant School or College.

(7) The procedure for the approval of a new Unit Statement is that it will be put forward (usually as part of a course accreditation or course change submission) by the School/College or a delegated sub-committee of Academic Board /Academic Board to the Academic Board of Academic Board. The attached [Unit Master File](#) is to be used.

(8) The Unit Statement Development Guidelines for Unit Assessors when developing a new Unit Statement have been compiled to indicate desirable and compulsory features in the format of a unit statement submitted for approval.

(9) Amended Unit Statements require different levels of approval to those required for a new Unit Statement. These are indicated in the Academic Governance Approval Levels for Units and Courses Table.

(10) An overview of the process flow is given in the Initial Approval and Amendment Flowchart.

(11) Other information provided to students (e.g. Unit Information Guides or Study Guides) will normally provide more detail than is contained in the Unit Statement, especially regarding student assessment requirements. All information provided to students must be consistent with the Unit Statement.

Part B - New Unit Statements

(12) The Unit Statement Development Guidelines for Unit Assessors to be used when developing a Unit Statement have been compiled to indicate desirable and compulsory features in the format of a unit statement submitted for approval.

(13) The [Unit Master File](#) should be used in conjunction with the Unit Statement Development Guidelines when creating new Unit Statements.

Part C - Amended Unit Statements

(14) Amended Unit Statements require different levels of approval or notification for its components.

(15) This is indicated in the Academic Governance Approval Levels for Units and Courses Table.

(16) Ammedned Unit Statements require completion of the [Transitional Unit Amendments Template](#).

Status and Details

Status	Historic
Effective Date	14th August 2012
Review Date	14th April 2015
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Approval Date	10th August 2012
Expiry Date	9th April 2019
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