# Unit Materials Standard

| Policy Supported: | *Units Policy* | | |
|---|---|---|---|
| Audience: | Staff, Students | | |
| Contact Officer: | Secretary to Academic Council | Phone: | See Campus Directory |

<span style="color:red">**Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.**</span>

**Preamble:**

This Standard sets out the specifics listed under clauses 25-34 of the *Units Policy.*

**Standard:**

The following list indicates the **minimum** that must be accessible to all students electronically (in a printable format where appropriate) in every Unit offered by the University in any location or mode of access:

1. Information about the Unit.
    1.1. Unit Code.
    1.2. Unit Title.
    1.3. Unit description, including Handbook entry.
    1.4. Aims of the Unit.
    1.5. Learning outcomes for the Unit.
    1.6. Graduate attributes developed in the Unit.
    1.7. Unit Coordinator contact details.
    1.8. Contact details for administrative support and tutors as they become available, where applicable.
    1.9. Any Inherent Requirements for the Unit.
2. How to study the Unit, including:
    2.1. Contact time, as per Handbook entry.
    2.2. Time commitment (plus Credit Points Value) in accordance with Clause 7 of the *Units Policy*.
    2.3. attendance requirements (if any); and
    2.4. the importance of engaging with the learning activities, such as lectures, tutorials and online discussion fora.
3. Key dates for Units in non-standard teaching periods.
4. A list of required resources that might include:
    4.1. textbook;
    4.2. other references;
    4.3. online resources – links to relevant websites; or
    4.4. personal protective equipment.

5. A list of available learning and teaching materials that might include (subject to copyright law and Database Vendor Licensing):

    5.1. lecture slides;

    5.2. lecture recordings;

    5.3. digital media;

    5.4. workshop handouts;

    5.5. laboratory instructions/workbook;

    5.6. unit reader;

    5.7. articles on eReserve;

    5.8. links in online Unit to electronic journal articles; or

    5.9. links in online Unit to articles on web.

6. Schedule of topics, projects or study themes.

7. Schedule of assessment items.

8. Detailed description of each assessment item including:

    8.1. assessment aligned to learning outcomes;

    8.2. weighting contribution to the overall mark; and

    8.3. assessment criteria for each item, including any required referencing style.

9. Advice on assessment processes including, but not limited to, instructions for submission of assessments and penalties for late submission in accordance with the requirements of the *Assessment Policy*.

10. A Learning Guide that:

    10.1. describes how to study each topic;

    10.2. describes the learning activities and resources for each topic;

    10.3. describes how the topic will contribute to one or more of the Unit's learning outcomes; and

    10.4. in cases where the unit is not structured by topics (e.g. postgraduate research project units), the Learning Guide should provide details of the framework for the unit and the engagement required by students to meet the aims and outcomes of the unit.

**Generic information**

11. Generic administrative information and information about University facilities and services should not form a part of unit materials for individual units. This information should be accessible to all students electronically, but in a form that is printable. The following administrative information applicable to all units is deemed to fall into this category:

    11.1. *Assessment Policy 2016 January 01* – link.

    11.2. Assessment roles & responsibilities

    11.3. Academic integrity – description + link + link to Referencing site.

    11.4. Non-discriminatory language – link.

    11.5. Examinations - link

    11.6. Student appeals – description + link.

    11.7. Student complaints – link.

    11.8. *Conscientious Objection in Teaching and Assessment Policy* – link.

    11.9. Determination of Grades from Components/Marks

    11.10. Equity students – description.

All currently available at

http://our.murdoch.edu.au/Educational-technologies/What-you-need-to-know/

11.11 Technical Help available at http://goto.murdoch.edu.au/Educationaltechnologies (please note that as this content is restricted you will need to copy the url and paste it into your web browser to access the page).

11.12 Copyright information available at http://www.murdoch.edu.au/goto/StudentsCopyright.

There are links to what you need to know and Technical Help in each online unit.

From each unit and course page in the online Handbook there are links to What you need to know, Copyright and Technical Help

e.g. http://print.handbook.murdoch.edu.au/units/detail.php?unit=FDN101&year=2011.


**References:**

There are no references.


**Implementation:**

At its meeting of 9 May 2012, Academic Council approved by AC/75/2012:

*(ii) to approve the revised 'Units Policy' attached to these minutes for implementation from 1 January 2013, with compliance to the section regarding Unit Materials for Students by Semester 2, 2013; and*

*(iii) to note the new Unit Materials Standard attached to the Final Report from the Unit Materials Standards Working Party for implementation from 1 January 2013. Unit materials must comply with the 'Unit Materials Standard' by Semester 2, 2013;*


**Approval:**

| Approval Authority: | University Education Committee |
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**Revision History:**

| Version | Date Approved | Effective Date (if later than 'Date Approved') | Next Review Date | Resolution No. (if applicable) |
|---|---|---|---|---|
|  |  |  |  |  |
| Approved by AC | 12/03/2019 |  | 12/03/2022 | AC/16/2019(ii) |
| Noted | 09/05/2012 AC | 01/01/2013 |  | AC/75/2012(iii) |
| 1 | 26/04/2012 LTC | 01/01/2013 |  | LTC/17/2012 |