



## SUMMARY OF UNITS OF STUDY POLICY

### Standards for unit proposals

Undergraduate Studies Board (USB) basic standards for all unit proposal are:

1. Contact hours per semester are 39 hours ie. average 3 hours/week and two hours outside class for every one hour of face-to-face and minimum 2 hours face-to-face each week without USB approval
2. Overall assessment load is. 750-1000 words per credit point
3. No more than 50% of class time is in lecture only-mode.

*NB: Alignment tables have been removed from the template. However, it is still important to advise students of the relationship between assessment items, student learning activities and learning outcomes. How you communicate this in the outline is a question of personal academic choice. Wherever possible, the relationship between unit level student learning outcomes and the overall program/major learning outcomes needs to be emphasised.*

### Making changes to a unit of study

- **Creating units of study for the following academic year** - before a unit of study can be created it must be approved by the Discipline, School and either the Undergraduate or Graduate Studies Board (as appropriate). The Faculty encourages the creation of units of study that are cross-disciplinary and cover new areas of study.
- **Deleting units of study for the next academic year** - if a Discipline wishes to remove a unit of study from their offerings this may be made 'dead' in the University records. It will still be available for printing of transcripts and may be revived if a Discipline decides to teach the unit again. It is recommended that units that have not been taught in three years be deleted.
- **Changing a unit of study name or alpha/digit code** - it is not possible to change the alpha/digit code of a unit of study. If a unit has been deleted by the Discipline, it is not possible to re-assign the alpha/digit code. The alpha/digit code is the unique signifier of the unit of study and is required for printing of transcripts. A unit of study name may be changed during Handbook production for the following year. The University will only permit the name change if it is relevant to the description of the unit of study and is not a change in content.
- **Changing the description of a unit of study** - as units of study are taught by different academic staff, it is expected that the Unit of Study Coordinator may wish to change the description of the unit of study.

This may be done if the description is in line with the content approved by the Undergraduate or Graduate Studies Board. If there is significant change in the unit of study content a new unit of study will have to be created. The unit of study description that appears in the Handbook and on the Faculty website is fed directly from FlexSIS - so changes can only be made to FlexSIS. The description can be changed during Handbook production (changes are undertaken in June/July/August and this change will appear for the following year).

### Further information

- For the University's Academic Dishonesty and Plagiarism go to [http://sydney.edu.au/ab/policies/Academic\\_Honesty\\_Cwk.pdf](http://sydney.edu.au/ab/policies/Academic_Honesty_Cwk.pdf)
- For unit of study outline details go to [http://sydney.edu.au/business/learning/staff/designing\\_programs\\_units/unit\\_of\\_study\\_outline](http://sydney.edu.au/business/learning/staff/designing_programs_units/unit_of_study_outline)
- If you need further assistance with using online submission contact Faculty eLearning at [business.elearning@sydney.edu.au](mailto:business.elearning@sydney.edu.au)