



**Faculty of Economics and Business Learning and Teaching Committee:
UoS Outline Template and Administrative Guide Working Party
Terms of Reference**

Overall Purpose

The overall purpose of this working party is to ensure the Faculty's Unit of Study Outline template is effective in achieving its functions.

The main function of a UoS Outline is to provide students with relevant information about their responsibilities and rights when enrolled in Faculty units of study. It outlines what is expected of them, the learning outcomes that they will be supported in developing and how (and when) they will be assessed.

A secondary function of the UoS outline is to provide:

- Teaching staff with a shared understanding of their role in supporting students to develop and demonstrate achievement of learning outcomes
- Unit coordinators, Discipline UG and PG studies coordinators and program directors with a tool for curriculum planning
- Associate deans with the appropriate information to satisfy requirements of external accrediting agencies (eg. AACSB) and University and Faculty policies (eg. Academic Board)

The main function of a UoS Administrative Guide is to provide students enrolled in Faculty units of study with relevant information about what is expected of them in relation to events which might impact their studies (eg. sickness, dysfunctional groups).

Terms of Reference

1. Develop a framework for evaluating the effectiveness of the UoS Outline template in achieving its functions
2. Develop a consultation and engagement process beyond the Learning and Teaching Committee to collect suggestions relating to improvements to the template, to seek feedback on proposed improvements from key stakeholder groups (ie. students, teaching staff, curriculum coordinators and associate deans) and to promote ownership of the template in delivering intended benefits.
3. Recommend changes to the UoS outline template with a clear rationale, to the Learning and Teaching Committee for wide dissemination and discussion amongst the Faculty community.

Membership

Representative of OLT (A/P Michele Scoufis-Chair)

Representative of LTC (Dr. Ravi Seethamraju)

Representative of Program Directors (Dr. Pennie Frow)

Representative of Chairs of Discipline (Professor Eddie Anderson)

Representative of Unit Coordinators (Dr. Rosina Mladenovic)