

# Unit and Module Information Policy

## Section 1 - Purpose

(1) This Policy sets out the essential information and publication requirements for approved units and modules, and the information that must be provided to learners through the learning management system prior to the commencement of teaching.

## Section 2 - Application

(2) This Policy applies to all coursework units (including as part of a postgraduate research course) and modules offered by QUT.

## Section 3 - Roles and Responsibilities

Position	Responsibility
Deputy Vice-Chancellor and Vice-President (Academic)	Approves protocol on unit and module information made under this policy.
Vice-President (Digital) and Chief Digital Officer	Ensures provision of curriculum information through information technology resources.
Executive Deans of faculty and Executive Director, QUT College	Oversees unit and module information within a faculty as Chair, Faculty Academic Board (QUT College).
Course Coordinator (or equivalent)	Oversees unit design aligned to course level design.
Study area coordinator (or equivalent)	Oversees unit and module design aligned to study area design.
Unit Coordinator (or equivalent)	Develops and revises unit information in consultation with course/study area coordinators. Provides additional information to students enrolled in the unit in the week prior to the commencement of the relevant teaching period through the Learning Management System. Delivers the unit consistent with the approved unit information and additional information.
Teaching staff (including markers)	Contributes to the delivery of the unit consistent with the approved unit information and the additional information.
Head of School	Supports that the development and revision of unit information is carried out in a timely manner. Oversees that the additional unit information is published in a timely manner through the Learning Management System.
Associate Dean (Learning and Teaching)	Provides leadership on the development and revision of unit information through their role as Chair, Faculty Learning and Teaching Committee.
Student	Engages with unit and module information.

## Section 4 - Unit Information and Outlines

(3) Every unit at the University has approved unit information recorded in the University's curriculum management system.

(4) The unit outline is a subset of the unit information that is published and provides:

- a. an overview of the unit;
- b. the learning outcomes;
- c. a description of the content;
- d. the learning approaches employed;
- e. the assessment items, including any information required to be included by other policies;
- f. a statement of how the assessment items contribute to the final grade of the unit if it is not the standard cumulation of marks;
- g. identification of designated status if relevant;
- h. statements referring to the [Academic Integrity Policy](#) and the [Student Academic Concessions Policy](#).

(5) The unit coordinator is responsible for creating or revising the unit information for approval and must comply with the Unit and module information protocol.

(6) If a unit is included in an undergraduate course and a postgraduate course, this must be stated in the unit information with a rationale for the concurrent teaching in respect of the learning outcomes and student experience.

(7) There must be consultation with other discipline areas and faculties when revising, changing, discontinuing or establishing a new unit that may have consequences for another course beyond the immediate discipline, including the period of offer.

(8) Unit information must be approved and published by the date specified in the protocol.

(9) Changes to unit information after publication must be kept to a minimum and comply with the Unit and module information protocol and any other relevant policy and should avoid any adverse impact on students.

(10) Additional unit information is provided in the learning management system and must be consistent with the approved unit information.

## Section 5 - Module Information

(11) Every module at the University has approved module information recorded in the University's curriculum management system.

(12) The module information provides an overview of the module, the volume of learning, the learning outcomes, a description of the content, the learning approaches employed and the assessment items if relevant.

(13) Module information is prepared by the responsible academic lead for approval.

## Section 6 - Definitions

Term	Definition
Additional unit information	Means the unit information that is not displayed to students via the unit outline and must be provided to the student in the unit's LMS site prior to the first week of teaching or before the first activity.

Concurrent teaching	Means the teaching of undergraduate and postgraduate students in the same unit.
Module	Means the most basic component element of learning offered at QUT. Modules may be stand-alone elements of learning or may be grouped to achieve stated learning outcomes in award or non-award study. Typically, they provide a structured and coherent set of learning and/or assessment activities that work alone or in concert with other forms of learning. A module may or may not have a credit point value but may lead to a credential, provide a basis for advanced standing into an award course and/or contribute to meeting entry or other requirements for an award.
Module Information	Means the complete set of data elements associated with a module unit in QUT's curriculum management system.
Unit	Means the complete set of data elements associated with a unit record in QUT's curriculum management system. This information is the record that is approved by the relevant faculty/QUT College academic board or delegated authority before the unit can be offered.
Unit Information	Means the complete set of data elements associated with a unit record in QUT's curriculum management system. This information is the record that is approved by the relevant faculty/QUT College academic board or delegated authority before the unit can be offered.
Unit outline	Means the subset of the unit information that is displayed to current and prospective students.

## Section 7 - Delegations

(14) Refer to [Register of Authorities and Delegations](#) (C098) (QUT staff access only).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st January 2024
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<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Amanda Stickley Director, Curriculum Quality and Academic Integrity
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## Glossary Terms and Definitions

**"Executive Dean"** - Executive Dean includes Executive Director, QUT College.