**COLLEGE**

**NAME HERE**

**Unit of Study Guide**

**Unit Name:**

**Unit Code:**

Year

Semester/Date

Location

Prepared by:

##### **Welcome**

Welcome to this unit of study. This unit guide provides important information and should be kept as a reference to assist with your studies. This guide includes information about your reading and resources, independent learning, class activities and assessment tasks. We recommend that you read this guide carefully: you will be expected to manage your learning as you work towards successful study.

Detailed information and learning resources for this unit have also been provided on the unit website on VU Collaborate, which can be reached via the Student Portal at [vu.edu.au/student-tools/myvu-student-portal](http://www.vu.edu.au/student-tools/myvu-student-portal). It is important that you access your unit website regularly for messages and updates, as well as tasks related to your unit*.*

***Please note that the University will only send emails, including those from the VU Collaborate space, to your VU email account. Information about how to manage your VU email can be found under ‘Support and Resources’ in your unit site.***

**Acknowledgement of Country**

We respectfully acknowledge and recognise the traditional owners, their Elders past and present, their descendants and kin as the custodians of this land. (This wording has been provided specifically for this document by the Moondani Balluk Academic Unit, VU and should be retained except for transnational education contexts where not appropriate, for instance, where the unit guide is to be used offshore).

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## About this unit

|  |
| --- |
| Unit title: (insert) |
| Unit code: | (insert) | Credit points:  | (insert) |
| Campus: | (insert) | Year and semester:  | (insert) |

**Key staff**

|  |  |  |
| --- | --- | --- |
| Unit convenor  | Name: | (insert) |
| Location:  | (insert) |
| Contact number: | (insert) |
| Contact email:  | (insert) |
| Teaching team |  (Insert details as appropriate or delete row if only one teacher) |

### Prerequisites(Information to be copied from CAMS)

### Co-requisites(Information to be copied from CAMS)

### Mode of delivery(Information to be copied from CAMS but may be elaborated if the CAMS entry does not explain how combinations of modes are used (eg virtual classrooms and asynchronous discussions are combined with face to face workshops)

### Unit description

(This description should be copied from the approved description field in CAMS)

### Learning outcomes

At the completion of this unit, students should be able to: (list to be copied from CAMS)

1. (insert)
2. (insert)
3. …

### Learning and teaching strategies(Briefly outline the type of learning and teaching strategies that students will experience in this unit eg. work in progress classes, team meetings, peer review activities, group consultations. These should be consistent with the corresponding information in CAMS)

### Graduate capabilities (Information to be copied from CAMS)

### Relationship to professional accreditation requirements(For units that relate to external accreditation requirements, provide information regarding particular requirements such as clinical studies or professional body learning outcomes)

### Required readings(Information to be copied from CAMS)

### Recommended readings(Insert as applicable)

### Support materials and resources

(If University LibGuides are used in this unit, indicate here where they can be found in the unit Collaborate site**.)**

## Assessment

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| **Assessment** | **Assessment Tasks** | **Learning outcomes (LO’s) and Graduate Capabilities (GC’s)** | **Assessment Criteria** | **Weighting (%)** | **Due date** |
| 1. | (From CAMS plus more detailed descriptions of each task) |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

*Full details about assessment are provided in the VU Collaborate space for this unit.*

Please note: This unit is/is not eligible for supplementary assessment. (Delete as appropriate and provide an explanation if the unit will not be available for supplementary assessment eg this unit is required for professional registration) This unit is not eligible for a conceded pass/ is eligible for a conceded pass if it is the final unit needed to complete your degree. (Delete as appropriate) For more details, please see the information provided in the University [Supplementary Assessment and Conceded Pass Procedure](https://policy.vu.edu.au/document/view.php?id=323).

## Indicative schedule

(***Note:*** *Times and locations of classes are provided at enrolment. Any changes during the study period will be notified via the unit website.)*

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| --- | --- | --- | --- |
| **Timing** | **Activities/topics** (as applicable, consistent with Content description summary in CAMS.) | **Relevant readings/Resources** (include pre- & post- readings as appropriate) | **Additional notes**(note here any additional information regarding assessment, bring to class requirements)  |
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\*(e.g. Week 1, Week 2 etc or Weeks 1-2, Weeks 3-4 etc, delete whichever does not apply. Include mention of in-semester breaks eg Easter etc)

## Scholarly writing, plagiarism and copyright

Part of what it means to be a ‘scholar’ is to engage with the work of others, for example, to extend or refine one’s own ideas, critique the work of others, or test and extend theories. Learning and assessment activities therefore often require you to gather information from a number of sources. This may include factual information, data or calculations, visual artefacts and written texts. Whenever you use the work of another person, you must acknowledge that source using the correct referencing system. Failure to acknowledge other people’s work appropriately may be regarded as plagiarism or academic misconduct. Use of one's own previous work in satisfaction of a new assessment requirement is also not be allowed unless it is an explicit requirement for the unit.

VU deals with plagiarism according to the [Academic Integrity and Preventing Plagiarism Policy](https://policy.vu.edu.au/document/view.php?id=27).

VU uses *Turnitin* for the review of written assessments. *Turnitin* checks submitted work against sources from across the world, and provides a report detailing the use of third party text and references. Written assessments are automatically submitted via *Turnitin* in the unit site. You may be provided access to submit assessments early and review the reports, to help you understand where referencing should occur.

All students and staff of Victoria University are also bound by the requirements of the Copyright Act (1968) and the University’s [Copyright Material (the Use of) Policy](https://policy.vu.edu.au/document/view.php?id=46) when using third party copyright material in the course of their research and study. Please ensure that you familiarize yourself with this policy and the rules around use of materials produced or owned by others. For information on copyright entitlements and responsibilities for study and research please see [vu.edu.au/library/referencing-copyright/copyright](http://www.vu.edu.au/library/referencing-copyright/copyright).

### Referencing requirements within this unit

The referencing convention that is applicable to this unit is (insert referencing convention details that are used in the unit eg. Harvard, APA)

### Academic writing and referencing guidelines

VU provides tools to assist you in understanding appropriate referencing, including those linked below. More can be found on the library website and under ‘Support and Resources’ on your unit site.

* [vu.edu.au/library/referencing-copyright/referencing-guides](http://www.vu.edu.au/library/referencing-copyright/referencing-guides)
* [vu.edu.au/campuses-services/student-support/language-learning/academic-writing](http://www.vu.edu.au/campuses-services/student-support/language-learning/academic-writing)

## Important information about assessment

Your unit of study assessment conforms to the *Student Assessment for Learning Policy* and procedures, which are available in the University policy library: <https://policy.vu.edu.au/>.

### Submission procedure

All paper-based assessments must be submitted with the completed assessment cover sheets.

All on-line assessments must have the Student Disclaimer accepted at the point of submission.

### Adjustment to assessment arrangements

If you are unable to undertake or complete an assessment due to adverse circumstances the following arrangements may apply:

#### Late submission of assessments - Short extension of time

If you are unable to submit an assessment item on time, due to circumstances outside your control, you may apply for a short extension of time of less than five (5) working days. The standard penalty for late submission without an approved short extension will be 5% of the total possible mark per working day. If submission is overdue by more than ten (10) days, or three (3) days in a Block, the work will not be assessed. Full details of the procedure for applying for a short extension are available [here](https://policy.vu.edu.au/document/view.php?id=322). You can download the form from the policy library or use the quick link [here](https://policy.vu.edu.au/download.php?id=172&version=2&associated).

#### Special Consideration and Alternative Examinations

Special consideration is available for unexpected short-term physical or mental ill-health or other unexpected circumstances outside your control.

Alternative examinations are available for exceptional circumstances for students who apply at least five (5) working days prior to the commencement of the examination period.

You can find information and forms for special consideration and alternative examinations at <http://www.vu.edu.au/student-life/exams-results/special-consideration-supplementary-exams>.

#### Ongoing modified assessment

Ongoing modified assessment arrangements are available if you have a disability or medical condition that may impact upon your studies. See Disability Support at <https://www.vu.edu.au/campuses-services/student-support/disability-support>.

You may need to contact a [student counsellor](http://www.vu.edu.au/student-life/getting-help/counselling) to assist you with this process. For further information please see [vu.edu.au/student-life/getting-help/counselling](http://www.vu.edu.au/student-life/getting-help/counselling).

If you wish to be considered or apply for one of the above adjustment to assessment arrangements you should refer to the relevant procedure associated with the [Assessment for Learning Policy](https://policy.vu.edu.au/document/view.php?id=260).

### Supplementary assessment and conceded pass

Supplementary assessments and conceded passes are available in some circumstances. If you wish to be considered for a supplementary assessment you should refer to the [Assessment for Learning - Supplementary Assessment and Conceded Pass Procedure](https://policy.vu.edu.au/document/view.php?id=323).

### Review of assessment outcome

The [Assessment for Learning - Review of Individual Assessment Outcomes Procedure](https://policy.vu.edu.au/document/view.php?id=325) provides a process by which you may request a review of an assessment outcome.

## Getting help and providing feedback

### Support resources

Victoria University is committed to providing all students with the opportunity and support required to succeed in their studies. If you require any support regarding academic progress in your unit during the semester you are advised to speak to your unit co-ordinator.

We also offer a range of support, development and guidance services for all students. The portal ([vu.edu.au/student-tools/myvu-student-portal](http://www.vu.edu.au/student-tools/myvu-student-portal)) provides detailed information on a range of student services that you may find helpful. More information is also available in your unit site under ‘Support and Resources’.

### Providing feedback: Student Evaluation System (SES)

Your feedback on your experiences within this unit is important, because it assists VU to improve the learning experience of units and courses for future students.

We encourage you to provide informal feedback directly to your unit and course co-ordinators. The University also collects your anonymous feedback systematically through the Student Evaluation Survey (SES), which is comprised of two student evaluation instruments: the Student Evaluation of Unit (SEU) and the Student Evaluation of Teaching (SET). Students are asked to complete the SEU and SET near the end of each unit. SEU and SET results are anonymous, and are not made available to the teaching staff in the unit until after the University has released your final grades.

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| Examples of actions taken recently to improve this unit, that were based on or influenced by student or other feedback(Include a brief summary of actions taken in the last 1 – 3 years to improve this unit, that that were based on or influenced by student or other feedback) |

### Student complaints resolution

Victoria University has a [Student Complaints Resolution Policy](https://policy.vu.edu.au/document/view.php?id=174) to guide you through the steps you can take to resolve issues related to your time at the University. You can find more information on this process at: [vu.edu.au/student-life/getting-help/student-complaints-resolution](http://www.vu.edu.au/student-life/getting-help/student-complaints-resolution).

Unit Guide Version Number: (insert)

Last Validation Date: (insert)