Extract from Code of Practice – Teaching and Assessment

Effective November 2007 for use from Spring Session 2008 onwards

Schedule 1 – Subject Outline Checklist

It is University policy that a Subject Outline must be developed for every undergraduate and postgraduate coursework subject (refer to 6.1 of this Code). All commitments and requirements of staff and students stipulated in a Subject Outline must be adhered to.

Subject Outlines must be approved in accordance with this Code (refer to 6.3).

The information in the Checklist below must be included in the Subject Outline as a minimum requirement (refer to 6.3).

Checklist

Section A - General Information

The following information must be included in each Subject Outline.

1. Name of Faculty and academic unit
2. Subject code and title in full
3. Modes of delivery
4. Locations of delivery
5. The following details:
   a. subject coordinator including name, telephone number, and consultation times (where possible);
   b. where possible, lecturer/s and tutor/s, including names, telephone numbers, and consultation times.
6. Student learning outcomes
7. Brief outline of the Graduate Qualities addressed in the subject, and a brief statement that they contribute to the students’ development of UOW Graduate Qualities.
8. Mandatory minimum attendance requirements, where relevant (in accordance with General Course Rule 8.8).
9. Tutorial/laboratory times, where possible
10. List of major texts
11. List of key references, including the statement (where relevant) that recommended readings are not intended as an exhaustive list and that students should use the Library catalogue and databases to locate additional resources.
12. Any materials that should be purchased
13. Where relevant, any recent improvements made to the subject, and the reason(s), such as feedback from student surveys or external reviews.

Section B - Assessment

The following information must be included in the Subject Outline.

1. Clear details of the assessment tasks to be used to assess the subject
2. Weight to be given to each assessment task in determining the final result
3. Details of criteria used to assess each assessment task or details of where the criteria can be found
4. Specific details of whether a student is required to perform to a specified level in an assessment task in order to gain a pass for the subject. A statement that students who do not meet the minimum performance level requirements as set out in the Subject Outline may be given a TF (Technical Fail) grade on their Academic Transcript.
5. Requirements on student contributions to tutorials and/or seminars and details of criteria for assessing such contributions
6. Where marks in a subject are routinely scaled, the method of scaling used must be included
7. Dates for submission or presentation of any assessment task and times where relevant
8. Clearly state penalties for late submission of assessment tasks
9. Information on availability of supplementary assessments, where relevant.
10. The details of the type of referencing system to be used for written work.
   a. the Author-Date (Harvard) referencing system is the University’s default referencing system to be used in the absence of a documented faculty/school preferred referencing styles. Include a link (Refer to the Library Referencing and Citing link); or
   b. if a faculty/school preferred referencing style is to be used include this link (Refer to UOW Referencing Style Guides).
11. Use of internet resources and any restrictions placed on use of internet sources.
12. A reference to the University’s policy on plagiarism, along with the statement below must be included:
   “Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s policy on plagiarism as set out in the University Handbook under Universities Policy Directory and in Faculty Handbooks and subject guides. Plagiarism has led to the expulsion from the University.”
13. If relevant, dates, time and location for in-session tests.
14. The following procedures for assessed work must be included in the Subject Outline
   a. Method of submitting each assessment task (e.g. hard copy, online, email).
   b. Arrangements for acknowledging submission of written work.
   c. Procedures for the returning assessed materials.
   d. Procedures for retention of written work.

Section C–Relevant University policies, procedures and students services
1. References to the following University policies and relevant faculty procedures must be included with web links:
   a. Code of Practice – Teaching and Assessment
   b. Code of Practice – Honours
   c. Code of Practice – Students
   d. Code of Practice – Practical Placements
   e. Acknowledgement Practice/ Plagiarism
   f. Student Academic Consideration Policy
   g. Course Progress Policy
   h. Graduate Qualities Policy
   i. Academic Grievance Policy (Coursework and Honours Students)
   j. Non-Discriminatory Language Practice and Presentation
   k. Occupational Health and Safety
   l. Intellectual Property Policy
   m. Policy on Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects, where relevant
   n. Human Research Ethics Guidelines, where relevant
   o. Animal Research Guidelines, where relevant
   p. Rules for Student Conduct and Discipline and associated Procedures
2. Reference to where students can access information on student support services and facilities.