



Policy and Procedures –

Unit Outline and Unit Learning Guide Review

PENDING APPROVAL

THE INSTITUTE OF INTERNATIONAL STUDIES



1. Overview

Unit Outline and associated Unit Learning Guide of The Institute of International Studies (“TIIS”) describe the learning arrangement, learning outcome, learning materials and assessments as well as assessment requirements that students will need to meet to pass the unit or receive a higher grade.

The Dean, in collaboration with the Program Coordinator, is responsible for the integrity of the Unit Outline, associated Unit Learning Guide, oversight of teaching and assessments, ensuring that units are current and teaching and supporting resources align with the Unit Outline, associated Unit Learning Guide, and meet the standards expected by the associated professions, professional and governing bodies.

The Dean and the Program Coordinator should verify that lecturers are conducting lectures, tutorials, and assessments to attain the approved learning outcomes in the Unit Outline and associated Unit Learning Guide.

2. Unit Review and Moderation Procedures

TIIS has scheduled unit review and moderation procedure to ensure:

- a. TIIS has clear evidence that unit learning materials and teaching arrangements jointly and severally meet AQF (knowledge, skills, and application of knowledge and skills) requirements at the specified level (e.g. AQF-7, 8, or 9) specified for the given course/s as well as addressing emerging knowledge and developments in the associated discipline/s and/or profession/s.
- b. The methods for assessment of each unit will meet the expected learning outcomes and the grading system reflects the level of student attainment.

3. Materials to be reviewed:

- a. Unit Content
- b. Learning Resources
- c. Learning Schedule
- d. Assessment Details/Methods for Assessment (full details of all assessment tasks including all instructions and guidelines for students and marking rubrics, each assessment task with a weighting of at least 20%, mid-trimester examination, final examination)

4. Review Schedule

- a. Pre-delivery review 100% – learning guide/content/assessments
- b. Post-delivery of review 1/3 of units – combination of student’s evaluation, assessment results, board of examiners, and learning guide
- c. Annual review with external review of 1/3 units
- d. Annual review report based on post-delivery review will be submitted to Academic Board to determine whether a major review is warranted

If updates within an academic year are deemed to be more than 25% or more of the extant variant, they must be submitted to the Academic Board for approval and TEQSA must be informed.

Major changes to units which affect course progression (e.g., changes to the recommended sequence in a course, changes to prerequisites, replacement of an existing unit) should be approved six months ahead of the time at which the changes take effect to allow time for proper notice to students and adjustment of course planning documents. Where major changes are made, consideration should be given as to whether “grandfathering” of prior and existing students is desirable or required and the period any such “grandfathering” will be active.

5. Version History

Version	Approved by	Approval date	Details
1.0	Academic Board	Outstanding	

Document owner: Dean

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