

## Course Unit Booklet Verification Process

Approved by	Academic Board
Approval date	27 February 2023
Previous approval date(s)	29/03/2021, 30/01/2017, 02/09/2013
Date for Review	27/03/2026
Responsible Officer Committee	Director of Academic Strategy Coursework Committee
Related documents	Course Unit Booklet Template, Course Unit Booklet Policy
Higher Education Standards (2021)	
National Code (2018)	

### 1. Purpose

The purpose of the process is to verify consistency of the individual Course Unit Booklet (CUB) with the accredited Course Unit Outline (CUO) and with relevant Sydney College of Divinity (SCD) academic policies. While professional judgement is needed to ensure key elements accord with the official documents, such judgement is to be exercised in relation to the official standards rather than as a comparative moderation judgement across the SCD teaching bodies.

### 2. Scope

#### **Submission Requirements Beginning of each Academic Calendar Year:**

This policy applies to the beginning of each academic calendar year and prior to January 31, the Academic Deans from each Member Institution are required to submit to the Director of Academic Strategy a complete list of their Faculty Register on the approved template, listing for each faculty member:

- a. their SCD accreditation for teaching (discipline, or individual units); current classification level; and if they are research active for the purposes of research supervision.
- b. the units they are scheduled to deliver in each teaching period across the year; and any associate teachers they are supervising, with their scheduled units.

The Director of Academic Strategy will table a collated list of accredited staff and units planned for delivery at the first meeting of the CwC Committee.

### 3. Definitions

The Policy Document Glossary applies to this policy

## 4. Statements and Objectives

### 4.1 First Coursework Committee Meeting each SCD Semester:

By the scheduled deadline for agenda items for the first meeting of each SCD semester, the Academic Deans are required to submit to the Coursework Committee (through the Governance Officer) the Register of Teachers and Units for that period on the SCD template, listing:

- a. all units being delivered in that teaching period;
- b. the names and faculty numbers of the teachers of all units delivered in that teaching period
- c. certification by the Academic Dean (or equivalent officer) that each CUB for the teaching period complies with the currently accredited CUO;
- d. any variations to the Faculty Register submitted at the commencement of the year, including any relating to faculty who are not teaching units in the upcoming teaching period.

4.1.1 As an agenda item, Coursework Committee will:

- a. allocate a teaching body to each committee member for the purposes of CUB verification;
- b. minute any particular criteria agreed by the committee for that allocation;
- c. notes that the CUB verification will be reported for the next Coursework meeting.

### 4.2 Between First and Second Committee Meetings each SCD Semester:

4.2.1 To verify CUBs from their allocated Member Institution, each Coursework member will:

- a. select a sample of CUBs from units being delivered by the Member Institution being verified that semester;
- b. record on each CUB verification form which of the agreed criteria determined the selection;
- c. call for those CUBs from Academic Dean of allocated Teaching Body (Academic Dean to supply them immediately);
- d. review each CUB against CUO for consistency and compliance, especially that
  - i. the following items are exactly as on the CUO (Unit code; Unit Title; Credit Value; Total Unit Workload; Prerequisites, corequisites, exclusions; Curriculum Objectives; Contribution to Graduate Attributes; Contribution to Award; Learning Outcomes);
  - ii. the Content of the CUO is mostly reflected in the CUB;
  - iii. the Assessment items of the CUB are consistent with the Assessment regime of the CUO;
  - iv. other items appearing on the CUB are consistent with the CUB policy.
- e. for each CUB, report on CUB Verification form any issues for attention of Teaching Body and follow up of Coursework Committee, AND whether this CUB will be a Recall item for review in the CUB Verification in the next teaching period.
- f. submit CUB Verification forms to Academic Dean of Teaching Body; Director of Academic Strategy; and to Coursework Committee (through the Governance Officer) by scheduled date for agenda items for second meeting of the SCD semester.

4.2.2 Director of Academic Strategy will:

- a. incorporate CUB Verification reports into a compilation report;
- b. incorporate issues for attention on CUB Unit Register for teaching period, noting any CUBs for Recall;
- c. update and verify faculty register.

### **4.3 Second Coursework Meeting in SCD Semester**

4.3.1 Director of Academic Strategy will table

- a. Compilation Report;
- b. CUB Unit Register for teaching period.

4.3.2 Coursework Committee will:

- a. discuss compilation report;
- b. update CUB Unit Register with any further issues;
- c. agree that the CUB Verification process for this teaching period be reported to Academic Board.

### **4.4 Next Academic Board**

4.4.1 Chair of Coursework Committee will:

- a. report on CUB Verification as a non-starred item;
- b. table a list of CUBs reviewed;
- c. report updates of faculty register.

### **4.5 Final Coursework Meeting of Year**

4.5.1 Director of Academic Strategy will table, for previous three-year period, reports on:

- a. CUB verification, noting Units offered, trends observed, etc.
- b. Faculty Register, statistics and trends, etc.

4.5.2 Coursework Committee will:

- a. discuss reports, noting any issues for attention;
- b. agree that this discussion be reported to the Academic Board.

## **5. Related Procedures and Forms**

<b>Templates/Forms</b>	
Appendix A	Course Unit Booklet Verification Form

## Appendix A - COURSE UNIT BOOKLET VERIFICATION FORM

Teaching Body:	Year / SCD Semester:		
Unit Code & Name:			
Teacher of Unit: If Associate Teacher, add Supervisor:			
Coursework Member Verifying this CUB:			
Reason why this CUB was selected for verification: New Unit <input type="checkbox"/> Generic Unit <input type="checkbox"/> Old (>3 years) Unit <input type="checkbox"/> Comparative Unit <input type="checkbox"/> (explain): Recall Unit <input type="checkbox"/> (explain):			
ITEM	YES	NO	IF NO, INDICATE ACTION REQUIRED
Unit Identification details (Code, Name, Period of Learning, Credit Value, Mode, Pre- and co-requisites) are as stated in the Course Unit Outline			
Scheduled time, venue, teaching staff and workload are clearly and appropriately stated			
Curriculum Objectives, Contribution to Graduate Attributes, Contribution to Award, and Learning Outcomes are as stated in the Course Unit Outline			
Contents, Learning Activities and Learning Resources are consistent with the Course Unit Outline and SCD academic policies			
Assessment Tasks and Standards are: (a) consistent with the Course Unit Assessment Profile (b) consistent with SCD Assessment Policy (c) clearly and appropriately specified for the unit			
All required SCD academic policy statements (Extensions; Attendance; Academic Integrity [noting Misconduct including Plagiarism, Contract Cheating; Studiosity]; notification of updates in response to student feedback) are accurately and appropriately included			

Lecturer Response (*where Action Required is indicated above*):

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The Course Unit Booklet is consistent with the Course Unit Outline and SCD academic policies.
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Signed:	Date:
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