## Updates to the Unit Outline Proforma

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**NEW June 2022**

A review of the Assessment and Results Procedure (approved 19 January 2022) and the Student Participation and Attainment Ordinance had resulted in one change to the assessment section of the outline

You can copy and replace the relevant text of existing Unit Outlines.

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All updates to the Unit Outline between July 2020 and February 2022 are also detailed in this document, if you need to check that earlier changes were incorporated. Alternatively, you may prefer to copy unit-specific information from your old Unit Outline into the newest template.

**January and February 2022**

Following approval of an updated Assessment Procedure 19 January 2022, there are a number of changes in the assessment section of the outline, including:

1. Changes to unit outline text (7) – e.g., a standard statement on late submissions and late penalties
2. Changes to guidance in comments (12) – e.g., new guidance around exams and hurdle tasks

Updates were also made to the *COVID Safety on Campus* and *COVID Safety on Professional Experience Placements* sections in December 2021, including information about vaccinations. However, as advice is changing frequently, it is now suggested to replace these sections with text referring students to the covid updates webpage for students.

**July 2021:**

1. The Unit Outline text styles were changed from Calibri to Arial.
2. The University logo was been updated to the newest version

**June 2021:** Three (suggested, not mandatory) changes to Unit Outline text were made between February and June 2021:

1. [superseded Feb 2022] ~~a minor update to the~~ *~~COVID Safety on Campus~~* ~~section (removing reference to ‘sticky dots’),~~
2. removing the “Due by date” row in assessment details, and
3. an additional sentence under the Complaints and Concerns sub-heading (see point 8 in the table).

**July 2020 – February 2021**:

* Nine updates to Unit Outline text were made in the proforma between July 2020 and February 2021.
* Minor changes were made to the guidance notes provided in comments on the proforma. These are also detailed for your information.

# Changes to Unit Outline body text

The following changes are to the text of the Unit Outline itself (i.e., as opposed to the guidance comments included in the proforma).

If you are rolling over your unit outline from a previous offering, you can copy the new text and replace the relevant section in your existing document.

|  |  |  |  |
| --- | --- | --- | --- |
| **Location**  **Section > sub-section** | **Update required** | **From** | **To / [Action]** |
| Table of contents | Update to include new statement (see next) |  | [Right click > update field > update entire table] |
| [new] before “What is the unit about?” | Change of statement | **COVID Safety on Campus** Vaccination From 15 January 2022, students, staff, volunteers and visitors coming to any UTAS campus, facility or face-to-face activity or event will be required to be fully vaccinated or have a medical exemption.  Students studying online are exempt unless coming on to campus (e.g., to use facilities such as the library) or attending any UTAS face-to-face activity or event.  Those with a medical exemption will be required to adopt additional precautions such as wearing a mask.  Please see the [COVID-19 Vaccination Guide](https://online.flippingbook.com/view/796507588/8/) for information on how to provide evidence of your vaccination status. Attending campus To ensure the safety and wellbeing of our University and the broader community, it’s important that you allow time to complete the following steps:   * Complete the ‘Safety and Wellbeing Induction for Students’ MyLO module and provide evidence of your vaccination status before you attend for the first time * Go through health screening each day when attending campus, check your temperature and swipe your access card * Maintain COVID-safe behaviours:   + keep 1.5 metres away from others,   + wash and sanitise your hands thoroughly and often,   + cough/sneeze into a tissue or your elbow   + use disinfectant wipes to clean your workstation, and   + follow other instructions in place at the time (e.g., wearing a mask) * Critically, please stay at home if you are unwell, get tested if you have any symptoms and email us at [COVID@utas.edu.au](mailto:COVID@utas.edu.au) if you have tested positive.   Together, let’s make our campus a safe place to be. | **COVID Safety**  To ensure the safety and wellbeing of our University and the broader community, it is important that we follow the guidelines for coming onto campus or participating in UTAS activities or events.  Please consult the [Student Coronavirus updates page](https://www.utas.edu.au/about/safety-security-and-wellbeing/coronavirus) for up-to-date information on COVID-19 and anything you need to do as a UTAS student. |
| [new] before “What is the unit about?” or where appropriate in your unit outline | Inclusion of statement about COVID safety on PEP  *(****only*** *where relevant to your unit)* | COVID Safety on Professional Experience Placements To ensure the safety and wellbeing of yourself, patients/clients and others within your placement agency it is important you follow the safe working practices of your placement agency.  Where safe working practices confirm specific Personal Protective Equipment (PPE; e.g., face masks/shields or other equipment), in all circumstances:   * wear prescribed PPE as instructed * do not undertake or be required to undertake tasks requiring PPE if the PPE is not available for use. Any such tasks are not to proceed until required PPE is available * if you are concerned about your safety you must raise your concerns immediately with your Course Coordinator, Field Work Coordinator or Supervisor.   Remember to stay at home if you are unwell, get tested if you have any symptoms and [notify the University](https://www.utas.edu.au/about/safety-security-and-wellbeing/coronavirus) if you have tested positive.. | COVID Safety on Professional Experience Placements [no standard text provided] |
| What is the Unit About? |  |  |  |
| Intended Learning Outcomes | Additional sentence | On completion of this unit, you will be able to: | As per the Assessment and Results Policy 1.3, your results will reflect your achievement against specified learning outcomes.  On completion of this unit, you will be able to: |
| How will I be assessed? |  |  |  |
| Assessment details | Removing due by date from assessment details | “Due by date” row in the table for each assessment task (except for any *Final exam*) | [Delete row] |
| How your final result is determined\* | Change to standard text | To pass this unit, you need to achieve a final unit grade of 50% or greater and pass any hurdle tasks. | To pass this unit, you need to demonstrate your attainment of each of the Intended Learning Outcomes, achieve a final unit grade of 50% or greater, and pass any hurdle tasks. |
| Submission of assignments\*  > Penalties | Standard text regarding penalties for late submission | - | Assignments submitted after the deadline will receive a late penalty of 5% (of the original available mark) for each calendar day (or part day) that the assignment is late. Late submissions will not be accepted more than 10 calendar days after the due date, or after assignments have been returned to other students, whichever is shorter. |
| Submission of assignments\*  > Review of results and appeals | Changed heading and new standard text | Review of results and appeals | Review and appeal of academic decisions For processes guiding the review and appeal of University academic decisions (related to credit, assessment, final unit grades, progress status and special consideration) see the *Review and Appeal of Academic Decisions Procedure*. |
| Academic integrity | Multiple changes to language and links in the “Academic integrity” section to bring it in line with the new ordinance. | Academic integrity section | [We suggest you replace the whole “Academic integrity” section, including subsections “What is academic integrity?”, “Academic Integrity Training Module” and “Academic referencing”]  **See text below** |
| What Learning Opportunities Are There? |  |  |  |
| MyLO >  Getting help with MyLO | Updating link | To find out more about the features and functions of MyLO, and to practice using them, visit the [Getting Started in MyLO unit](https://mylo.utas.edu.au/d2l/home/343958). | To find out more about the features and functions of MyLO, and to practice using them, visit the [Getting Started in MyLO unit](https://mylo.utas.edu.au/d2l/le/discovery/view/course/422745). |
| Resources >  Reading Lists | Updating link | You can access the Reading List for this unit from the link in MyLO, or by going to [the Reading Lists page](http://rlms.utas.edu.au/erl/) on the University Library website. | You can access the Reading List for this unit from the link in MyLO, or by going to the [Reading Lists page](https://utas.rl.talis.com/index.html) on the University Library website. |
| Activities > Specific attendance/ performance requirements\* | Delete heading | Specific attendance/performance requirements\* | [delete heading] |
| Concerns and complaints | Additional optional sentence, updating the link and link text | The University is committed to providing an environment in which any concerns and complaints will be treated seriously, impartially and resolved as quickly as possible. We are also committed to ensuring that a student may lodge a complaint without fear of disadvantage. If you have a concern, information about who to contact for assistance is available on the [‘How to resolve a student complaint’ page](http://www.utas.edu.au/curriculum-and-quality/student-complaints/how-to-resolve-a-student-complaint). | The University is committed to providing an environment in which any concerns and complaints will be treated seriously, impartially and resolved as quickly as possible. We are also committed to ensuring that a student may lodge a complaint without fear of disadvantage. In the first instance, students are encouraged (where appropriate) to attempt to resolve their concerns at a local level, by contacting their Unit Coordinator and if the Unit Coordinator can not resolve the issue then the Head of School. If you have a concern, information about who to contact for assistance is available on the [Complaints and Concerns – Safe and Fair Community Unit page](https://www.utas.edu.au/students/shw/safe-fair-community-unit/incidents). |
| Learning support | Updating the link and link text | For details of these additional services such as workshops, individual consultation for learning advice, and peer assisted learning opportunities, please visit <https://www.utas.edu.au/students/learning>. | For details of these additional services such as workshops, individual consultation for learning advice, and peer assisted learning opportunities, please visit the [Study Support page](https://www.utas.edu.au/students/learning). |
| Further information and assistance | Minor change to highlighted link text to reflect page name.  No links have changed. | In addition to Learning Support, there is a range of University-wide support services available to you including [Student Advisers](https://www.utas.edu.au/students/learning/advisers), [Disability Services](https://www.utas.edu.au/students/shw/disability), and more which can be found on the [Study Support and Resources](https://www.utas.edu.au/students/learning) and [Safety, Health and Wellbeing](https://www.utas.edu.au/students/shw) pages from the [Current Students](https://www.utas.edu.au/students) portal of the University website. | In addition to Learning Support, there is a range of University-wide support services available to you including [Student Advisers](https://www.utas.edu.au/students/learning/advisers), [Disability Services](https://www.utas.edu.au/students/shw/disability), and more which can be found on the [Study Support](https://www.utas.edu.au/students/learning) and [Safety, Health and Wellbeing](https://www.utas.edu.au/students/shw) pages from the [Current Students](https://www.utas.edu.au/students) portal of the University website. |

**New text for Academic integrity (see above)**

## Academic integrity

### What is academic integrity?

At the University of Tasmania, academic integrity requires all students to act responsibly, honestly, ethically, and collegially when using, producing, and communicating information with other students and staff members. The University community is committed to upholding the [Statement on Academic Integrity](https://universitytasmania.sharepoint.com/sites/StudentPortal/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FStudentPortal%2FShared%20Documents%2FStudent%20Learning%20resources%2FUTAS%5FStatement%5Fon%5FAcademicIntegrity%2Epdf&parent=%2Fsites%2FStudentPortal%2FShared%20Documents%2FStudent%20Learning%20resources).

Breaches of academic integrity such as plagiarism, contract cheating, collusion and so on are counter to the fundamental values of the University. A breach is defined as being when a student:

1. fails to meet the expectations of academic integrity; or
2. seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person is not entitled; or
3. improperly disadvantages any other member of the University community.

The University and any persons authorised by the University may submit your assessable works to a text matching service, to obtain a report on possible breaches such as plagiarism or contract cheating. Substantiated breaches can result in a range of sanctions which are outlined in the [Student Academic Integrity Ordinance](https://www.utas.edu.au/__data/assets/pdf_file/0008/1371581/Student-Academic-Integrity-Ordinance.pdf).

More information is available from the [Academic Integrity site](https://universitytasmania.sharepoint.com/sites/StudentPortal/SitePages/Academic-Integrity.aspx) for students on the Student Portal.

### Academic Integrity Training Module

As part of the University’s educative approach to academic integrity, there is a short [Academic Integrity Training Module](https://universitytasmania.sharepoint.com/sites/StudentPortal/SitePages/Academic-Integrity.aspx) on MyLO that all students are required to complete.

Completion of the module allows you to demonstrate your understanding of what constitutes a breach of academic integrity.

**All commencing students (pre-degree through to higher degree by research) are required to complete the Academic Integrity module available through MyLO.  If you do not complete this module your final unit results will be withheld.  You should aim to complete the module within the first few weeks of commencing study at the University.**

### Academic referencing

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others may constitute a breach of academic integrity.

The appropriate referencing style for this unit is [Referencing Style Name]

The [University library provides information on presentation of assignments, including referencing styles](http://utas.libguides.com/referencing) and should be referred to when completing tasks in this unit.

For further information, see the [Academic Integrity site](https://universitytasmania.sharepoint.com/sites/StudentPortal/SitePages/Academic-Integrity.aspx) for students on the Student Portal.

# Changes to Guidance text

The following changes are to the comments in the proforma which provide guidance on populating the Unit Outline.

If you are rolling over your unit outline from a previous offering, you may wish to review these changes, but they don’t require changes to the text of your Unit Outline.

|  |  |  |  |
| --- | --- | --- | --- |
| **Location**  **Section > sub-section** | **Update required** | **From** | **To** |
| before “What is the unit about?” > COVID Safety | New guidance text | - | As the rules around COVID Safety are continually changing, it is suggested that you refer students to the website for up-to-date guidance. |
| before “What is the unit about?” > COVID Safety on Professional Experience Placements | Update to guidance text | This section can be moved to where it is most appropriate in your Unit Outline, or deleted where not relevant. | This section can be moved to where it is most appropriate in your Unit Outline, or deleted where not relevant.  As the rules around COVID Safety are continually changing, you may wish to refer students to an online repository for up-to-date guidance.  The standard text provided for this section in January 2021 was:  To ensure the safety and wellbeing of yourself, patients/clients and others within your placement agency, it is important that you follow the safe working practices of your placement agency.  Where safe working practices confirm specific Personal Protective Equipment (PPE; e.g., face masks/shields or other equipment), in all circumstances:   * wear prescribed PPE as instructed * do not undertake or be required to undertake tasks requiring PPE if the PPE is not available for use. Any such tasks are not to proceed until required PPE is available * if you are concerned about your safety you must raise your concerns immediately with your Course Coordinator, Field Work Coordinator or Supervisor.   Remember to stay at home if you are unwell, get tested if you have any symptoms and [notify the University](https://www.utas.edu.au/about/safety-security-and-wellbeing/coronavirus) if you have tested positive. |
| What is the Unit About? |  |  |  |
| Graduate Statement | Remove reference to breadth units, which no longer exist as a unit type | For Breadth units, replace the first paragraph with the following:  ‘This unit is one of a suite of Breadth Units developed to deepen and extend your learning at the University of Tasmania. Our Faculties have come together to create units that address the challenges of the world we live in, from the perspectives of multiple disciplines. The learning experience offered by this Breadth Units aligns with the Graduate Quality Statement of the University. | [Delete comment] |
| How will I be assessed? |  |  |  |
| Assessment schedule\* | New guidance |  | Any hurdle tasks used must be made explicit. ***Hurdle tasks*** are either:   1. a task that students **must** submit or undertake, but which does not contribute to the final mark for the unit; or 2. an assessment task that students **must** pass to pass the unit; or 3. a task that students **must** successfully complete prior to undertaking another learning activity.   For guidance about appropriate hurdle tasks, please see the [Assessment and Results Procedure](https://www.utas.edu.au/policy/procedures). |
| Assessment details\*  > Final Exam | Minor change to guidance wording | If your unit has no final exam, this may be removed. | Unless your unit has a final exam, this should be removed. |
| Assessment details\*  > Final Exam | Change to guidance wording | Outline to students the form the exam will take (e.g., open book, closed book, viva voce, take-home exam submitted through MyLO) | Make explicit to students the form the exam will take. The Assessment and Results Procedure (Jan 2022) defines three types of exams:  Invigilated: invigilated and with explicit restrictions on permitted materials; or  Non-invigilated: non-invigilated and without restrictions on permitted materials; or  Take-home: non-invigilated, without restrictions on permitted materials and open to students for more than 3 hours. |
| Assessment details\*  > Final Exam | Remove comment as final take-home exams are now also timetabled by Student Operations. | If the form of exam is take-home, this text would need to be modified as the Student Centre are not responsible for the administration and timetabling of that exam form. You should include the time and date when the exam paper is released, and the time and date the final submission is due. | [delete comment] |
| How your final result is determined\* | Change to guidance | This section should explain how grades are derived. This could be in text, table or other graphic. State any criteria that must be met by students to achieve a pass (or above).  For example, you might want to present the alignment of assessment criteria to ILOs in a table and explain how you will assess students’ attainment of each of the ILOs.  [Example] "Integral to successful completion of this unit is attainment of each of the intended learning outcomes. Therefore, in addition to a total, averaged final grade, your performance against each of the ILOs will be assessed separately. To be eligible to pass the unit, you will need to attain an overall pass (50%) for the unit and to pass each ILO. The table below shows which of the assessment task criteria aligns with each of the ILOs, and the proportional contribution of each to the final assessment of your achievement of each ILO. Any student who attains an overall passing grade for the unit but who has failed one ILO will be given a supplementary assessment opportunity to demonstrate their attainment of the relevant ILO."   |  |  |  |  | | --- | --- | --- | --- | |  | Assessment Task | | | |  | AT 1 | AT 2 | AT 3 | | ILO 1 | Criterion X  Criterion Y  (combined weighting towards ILO1: %) | not assessed | Criterion Z  (weighting towards ILO1: %) | | ILO 2 | etc... | ... | ... | | ILO 3 | ... | ... | ... |   (It is suggested that the ILOs and assessment task criteria are written in full in the table) | This standard text reflects the Assessment and Results Procedure approved June 2022.  If your unit has no hurdle requirements, you may remove reference to hurdle tasks. |
| Submissions of assignments | Minor change to guidance wording to reflect MyLO language | This may include the name of the Dropbox Folder/s in MyLO, as well as preferred/required file type. | This may include the name of the Assignments folder/s in MyLO, as well as preferred/required file type. |
| Submission of assignments\*  > Requests for extensions | Direction to the Procedure for more detail | Provide details of the procedure students are required to follow when requesting an extension. Provide links that go directly to information provided by your school in regard to extension requests (if applicable). If a student is required to complete a form as part of this procedure, provide a direct link to this form. | Provide details of the procedure students are required to follow when requesting an extension. Provide links that go directly to information provided by your school in regard to extension requests (if applicable). If a student is required to complete a form as part of this procedure, provide a direct link to this form.  Please see the [Assessments and Results Procedure](https://www.utas.edu.au/policy/procedures) 2022 for the extension request procedure. |
| Submission of assignments\*  > Penalties | Identifying that standard text is now provided | Clearly outline any penalties that may be applied in relation to assessment tasks (e.g., late submissions, exceeding word limits). | Clearly outline any penalties that may be applied in relation to assessment tasks (e.g., late submissions, exceeding word limits).  Standard text regarding penalties for late submission (from the Assessment and Results Procedure 2022) is provided. |
| Submission of assignments\*  > Review of results and appeals | Information about new procedure | Provide students with contextualised links to school or faculty procedures relating to assessment. | Provide students with information about this process.  Please note that the *Review and Appeal of Academic Decisions Procedure* (due to be approved mid-2022) will cover processes guiding the review and appeal of University academic decisions going forward. You may wish to point students to this procedure once it is approved. The procedure will be available from <https://www.utas.edu.au/policy/procedures> and supplementary information for students will be published on the Student Portal. |
| What Learning Opportunities Are There? |  |  |  |
| Activities > Specific attendance/performance requirements\* | Delete | Include any specific requirements and expectations for attending or accessing the learning opportunities identified above. If penalties apply for failing to meet these requirements, and they are not associated with an assessment task, these should be outlined here too.  n.b., Your school or faculty may have guidelines regarding attendance requirements. | [delete heading and guidance] |
| Activities > Specific attendance/ performance requirements >  In this unit, your active engagement will be monitored in the following way: | Updating link | [Old link: <https://www.teaching-learning.utas.edu.au/unit-design/planning-your-unit>]  Examples of engagement activities include: completion of a quiz; attendance at a synchronous class (online or on-campus); contribution to a discussion board; low-stakes assessment task; etc. More information and examples are available on the [teaching and learning website](http://www.teaching-learning.utas.edu.au/unit-design/planning-your-unit). | [New link: <https://www.teaching-learning.utas.edu.au/unit-design/designing-for-and-recording-student-engagement>]  Examples of engagement activities include: completion of a quiz; attendance at a synchronous class (online or on-campus); contribution to a discussion board; low-stakes assessment task; etc. More information and examples are available on the [teaching and learning website](https://www.teaching-learning.utas.edu.au/unit-design/designing-for-and-recording-student-engagement). |
| Further information and assistance | Updating both links | You may also wish to include information about specific supports available to students, especially if Professional Experience is part of your unit, for example: the [InPlace Management System](https://inplace.utas.edu.au/Security/Account.mvc/LogOnFederation?ReturnUrl=%2f); or financial support through the [Safety Net Grant Scheme](https://tuu.com.au/assistance/financial-support/) (TUU). | You may also wish to include information about specific supports available to students, especially if Professional Experience is part of your unit, for example: the [InPlace Management System](https://www.utas.edu.au/health/professional-experience-placement/inplace); or financial support through [TUSA’s grants, loan and bursaries](https://www.tusa.org.au/grants-loans-and-bursaries/). |