

UPDATE OF UNIT INFORMATION - 2004

Update for 2004

- Schools and Faculty Offices are **NOW** in the process of updating 2003 Unit Information for 2004.
- Please find attached a form for each unit which is called a **COMBINED HANDBOOK CHECK LIST**. This form contains a summary of 2003 information on the unit that was collected last year.
- It is requested that Academic staff **UPDATE** this information for 2004 by carefully checking and amending the pre-printed information as necessary.

School specific Instructions:

Return to ??

By when ??

Your assistance in ensuring the accuracy and consistency of unit information is essential. To assist staff in the completion of the forms, please refer to the attached information sheets.

COMBINED HANDBOOK CHECK LIST FORM

Please update current information for 2004. Major changes to unit information will require staff to complete a New/Amended Unit form.

Unit Code:	Refers to the Unit Code.															
Credit Points:	Refers to the Credit Point value of the unit.															
Unit Coordinator:	Refers to the name of the Unit Coordinator(s).															
CRN'S:	<i>Office Use only.</i>															
Unit Name:	Refers to the title of the unit. The name must be the same as that which is to appear in the University Handbook. <i>Maximum of 50 characters.</i>															
Session:	Refers to whether the unit is to be offered Externally (E), Internally (I) or both Internally and Externally (I/E). <i>See example in Semester Offered field (below) as to how a unit offered internally in one semester and externally in another must be recorded.</i>															
Semester offered:	Refers to the Semester in which the unit is offered. <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Values of</td> <td style="padding-right: 20px;">1</td> <td>Semester 1 only</td> </tr> <tr> <td></td> <td>2</td> <td>Semester 2 only</td> </tr> <tr> <td></td> <td>Y</td> <td>Year long</td> </tr> <tr> <td></td> <td>1 or 2</td> <td>Either Semester 1 or 2</td> </tr> <tr> <td></td> <td>Not 2004</td> <td>Unit not offered in 2004</td> </tr> </table> <i>Where a unit is offered in different combinations of Semesters and/or Internal and External, all combinations must be entered here. For example, if a unit is offered Internal in Sem 1 and External in Sem 2, the entry for this field should be 1 or 2. Likewise the Session field above should list both Internal and External (I/E). A Note must be added in the Note field to explain that the unit is offered Internal in Semester 1 and External in Semester 2. This note will be reproduced in all schedules.</i>	Values of	1	Semester 1 only		2	Semester 2 only		Y	Year long		1 or 2	Either Semester 1 or 2		Not 2004	Unit not offered in 2004
Values of	1	Semester 1 only														
	2	Semester 2 only														
	Y	Year long														
	1 or 2	Either Semester 1 or 2														
	Not 2004	Unit not offered in 2004														
Exam:	Indicates if the unit has an examination to be sat in the formal examination period at the end of semester.															

	<p>Values of June Nov June/Nov None</p> <p>End of Semester 1 End of Semester 2 Year Long unit with Exams at the End of both Semester 1 and 2 No Examination</p>
Res School Dates:	<p>Refers to whether a unit has a Residential School by indicating the date(s) of the school.</p> <p>If No Residential School – enter None.</p> <p>If a Residential School, enter the dates of the school eg 3 – 6 Apr.</p> <p><i>Refer attached schedule of Key Dates for 2004.</i></p> <p>UNE Residential School policy can be located at: http://www.une.edu.au/offsect/resid_schools_policy.htm</p>
Res School Notes:	<p>Allows for a note to be recorded regarding the residential school. Notes to be entered include such things as Residential School to be held in Sydney or Involves a 5 day field trip to Heron Island.</p> <p><i>Whether attendance at the school is optional, compulsory or mandatory is picked up in the next field – it does not have to be recorded here as a note.</i></p>
Type	<p>Indicates the type of residential school. Can be one of:</p> <p>Optional where attendance is highly recommended but it is not a compulsory requirement;</p> <p>Compulsory where attendance is compulsory, but applications for exemption from attending will be considered in line with Faculty policy; <i>or</i></p> <p>Mandatory where attendance is mandatory – NO exemption is possible.</p> <p><i>If no residential school, leave blank.</i></p>
Online	Refers to whether a unit has an online component or is offered

	<p>totally online.</p> <p>Indicators are:</p> <p>OL0 No online component. This value must be entered but will not appear in any schedule.</p> <p>OL1 Computer access is NOT necessary to successfully complete the unit and no aspect of the online component is assessable.</p> <p>OL2 Computer and Internet access IS necessary to successfully complete the unit and some aspects of the online component are assessable.</p> <p>OL3 Computer and Internet access is ESSENTIAL to successfully complete the unit.</p>
<p>Unit Statement:</p>	<p>Refers to the unit outline or description. This description must be the same as that which appears in the University Handbook.</p> <p><i>Maximum of 100 words.</i></p>
<p>Comments:</p> <p>P:</p> <p>C:</p> <p>A:</p> <p>R:</p> <p>N:</p>	<p>Indicates if a unit has a prerequisite. <i>If no prerequisite, leave blank.</i></p> <p>Indicates if a unit has a corequisite. <i>If no corequisite, leave blank.</i></p> <p>Indicates if a unit has an Ancillary unit(s). <i>If no Ancillary unit(s), leave blank.</i></p> <p>Indicates if a unit has a Restriction. <i>If no restriction, leave blank.</i></p> <p>Refers to any notes for information or advice to students that need to print in a schedule. This can include special advice such as access to a computer, or if a unit presumes a certain background such as knowledge of a language for example.</p> <p><i>If no note, leave blank. Refer above to Semester field for an example as to how the note field can be used to clarify if there is a combination of ways in which a unit is offered.</i></p>

Prescribed Text book list:	<p>Lists the prescribed texts for a unit.</p> <p>Information contained in this field is accessed by both the Bookshop and the University's student system to provide textbook advice to students on their confirmations of enrolment. It is important to ensure that the details here are correct as to authors, titles, publishers, editions, etc.</p>																
Reference Books:	Lists the Reference texts for a unit.																
Internal Timetable Information:	<p>Used to record internal timetable information for a unit.</p> <p>Data to be captured in the following format:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Frequency</th> <th>Duration</th> <th>Special Requirements</th> </tr> </thead> <tbody> <tr> <td>Lecture</td> <td>2</td> <td>1 hour</td> <td><Free format notes></td> </tr> <tr> <td>Tutorial</td> <td>1</td> <td>2 hour</td> <td><Free format notes></td> </tr> <tr> <td>Practical</td> <td>1</td> <td>3 hour</td> <td><Free format notes></td> </tr> </tbody> </table> <p><i>NB - Special Requirements is a free format field designed to capture such information as use of a specific room (such as a laboratory), at a time (must be held in the afternoon) or if special equipment is required within the room.</i></p>	Type	Frequency	Duration	Special Requirements	Lecture	2	1 hour	<Free format notes>	Tutorial	1	2 hour	<Free format notes>	Practical	1	3 hour	<Free format notes>
Type	Frequency	Duration	Special Requirements														
Lecture	2	1 hour	<Free format notes>														
Tutorial	1	2 hour	<Free format notes>														
Practical	1	3 hour	<Free format notes>														
Objectives	Refers to the Objectives of a unit.																
Assessment:	<p>Refers to the assessment components of a unit.</p> <p>UNE Assessment policy can be located at</p> <p>http://www.une.edu.au/offsect/assessment_policy.htm</p>																
Attributes of a UNE Graduate:	<p>Refers to the Attributes of a unit.</p> <p>Three checkboxes are provided for each attribute - to indicate of the attribute is Taught and/or Assessed and/or Practised - together with a maximum of two lines for comment as to how the attribute is met.</p> <p>UNE Guidelines on Attributes of a Graduate can be located at</p> <p>http://www.une.edu.au/offsect/une_grad_attributes.htm</p>																

Key Dates for 2004

The University's Principal Dates for 2004 are on the UNE web site. The following are dates to note:

First Semester 2004

12 January - Residential Schools begin

6 February - Residential Schools end

23 February - First Semester and Orientation Week begin

1 March - Internal lectures begin

14 - 17 April Residential Schools (Period 1)

18 - 21 April Residential Schools (Period 2)

22 - 25 April Residential Schools (Period 3)

27 - 30 April Residential Schools (Period 4)

3 May - Internal lectures resume

18 June - Internal lectures end

5 July First Semester examinations end

Second Semester 2004

12 -15 July - Residential Schools (Period 1)

16 - 19 July Residential Schools (Period 2)

22 July - Second Semester begins

26 July - Internal lectures begin

17 September - Internal lectures end

19 - 22 September - Residential Schools (Period 1)

23 - 26 September - Residential Schools (Period 2)

27 - 30 September - Residential Schools (Period 3)

1 - 3 October - Residential Schools (Period 4)

5 October - Internal lectures resume

5 November Internal lectures end

NSW State School Holiday Periods

Friday 9 April - Monday 26 April

Monday 5 July - Friday 16 July

Monday 27 September - Friday 8 October

Wednesday 22 December - Thursday 27 January

AVCC Common Vacation Weeks - 2004

Weeks beginning: 2 April

5 July

27 September