# Combined Unit Request Form

#### Purpose of this Form

On occasion, student feedback for units needs to be combined. In these scenarios and when approved by the Associate Dean Learning and Teaching (ADLT), it may be necessary to combine different units that are taught within the same class to be surveyed collectively.

The ADLT is required to complete this form and submit it to the FedUni Surveys and Data Officer no later than the Friday of Week 6 for each teaching period. This relates to the Student Feedback Survey (SFS) Procedure, Student Feedback Survey Campaign (SFSC) and the individual surveys:

* Student Feedback Survey – Unit (SFS – U)
* Student Feedback Survey – Teacher (SFS – T)
* Student Feedback Survey – Unit Placement (SFS – UP)
* **Please note**: Requests received after week 6 will not be processed due to the testing and loading requirements of the online survey system.
* The ADLT will receive a confirmation of the course combination from FedUni Surveys and Data Officer before ‘Go Live” dates of each campaign.
* **Important Information**: Combined units will be assigned a revised Unit Description (Name). All reports will show this revised unit description.

**Return completed form to**: [Surveys@federation.edu.au](mailto:Surveys@federation.edu.au)

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| --- | --- | --- | --- | --- |
|  | Unit Details | | | |
|  | Unit 1 | Unit 2 | Unit 3 | Unit 4 |
| Unit Code: |  |  |  |  |
| Unit Title: |  |  |  |  |
| Term Code: |  |  |  |  |
| Institute: |  |  |  |  |
| Unit Coordinator Name: |  |  |  |  |
| Campus: |  |  |  |  |

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| --- | --- | --- | --- |
| Associate Dean (Learning and Teaching) Approval | | | |
| Name: | Click or tap here to enter text. | | |
| Associate Dean L&T Outcome | Yes or no (remove what is not relevant) | | |
| Associate Dean L&T Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| Comments/Notes: | | | |
| Click or tap here to enter text. | | | |

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| **Surveys Office Use Only** | | |
| Date Received: |  | |
| Processed by: |  | |
| Revised unit name for combined units: |  | |
| Date completed approval form returned to ADLT |  | |
| Comments/Notes | | |
|  | | |
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