

Combined Unit Request Form



When to use this form

When approved by the Director Learning and Teaching (L&T), it may be necessary to combine different units that are taught within the same class. Director L&T are required to complete this form and submit to the FedUni Surveys and Data Officer no later than the **Friday of Week 6** for each teaching period.

Please note: Requests received after week 6 will not be processed due to the testing and loading requirements of the online survey system.

Director L&T 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

Information Required				
	Unit 1	Unit 2	Unit 3	Unit 4
Term Code:				
Unit Code:				
Unit Description:				
Institute:				
Teacher Name:				
Unit Coordinator Name:				
Campus:				
Director Learning and Teaching Approval Details				
Name:				
Position:		Institute:		
Campus:		Contact Number:		
Director L&T Approval:				
Director L&T Signature:		Date:		
Comments/Notes:				

Combined Unit Request Form

Surveys Office Use Only

Date Received:

Revised unit name for combined units:

Processed by:

Date completed approval form returned to ADTQ:

Comments/Notes: