New, Discontinued and Reactivated Units Form (Higher Education)

#### Use this form for new units, unit discontinuations and unit reactivations.

#### Changing a unit code, title or credit points should be treated as proposing a new unit. If a unit title or credit points are amended a new unit code is required.

Multiple units can be listed on this form if all circumstances are identical.

|  |
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| New Unit – Part A (Provide new unit outline.) |
| Discontinued Unit – Part B |
| Reactivated Unit – Part C (Provide unit outline.) |

(Check box(es) to indicate whether a unit is new or being discontinued or reactivated. If replacing an existing unit with a new unit, complete Parts A and Part B. If replacing an existing unit with a reactivated unit, complete Parts B and C).

|  |  |
| --- | --- |
| **Institute/School** |  |
| **Core course(s)**  **(code and title)** |  |
| **Academic contact** |  |
| **Administrative contact** |  |

Part A: New unit

1. New unit code and title: (list multiple units if the circumstances on the form are identical for all units)

Enter New Unit Code New Unit Title

(Copy and paste the above New Unit Code and Title fields to add additional lines)

|  |  |
| --- | --- |
| 1. Context statement. Why is the new unit needed?  |  | | --- | | Enter context statement | |

1. Implications for current students

|  |  |
| --- | --- |
| |  | | --- | | Enter details of implications for current students | |

1. Implications for pre-requisites, co-requisites and/or exclusions

|  |  |
| --- | --- |
| |  | | --- | | Enter details of implications for pre-requisites, co-requisites and/or exclusions | |

1. Implications for pathways/credit arrangements

|  |  |
| --- | --- |
| |  | | --- | | Enter details of implications for existing pathways/credit arrangements | |

1. Implications for other institutes/schools. Will this new unit be delivered into courses administered by other institutes/schools? If so, have the relevant institutes/schools been informed of the new unit code and title?

|  |  |
| --- | --- |
| |  | | --- | | Enter details of consultation undertaken with other institutes/schools | |

1. Is this new unit replacing another unit? If yes, please provide the code and title of the unit to be replaced. If this unit is to be discontinued, please also complete Part B of the form below.

|  |  |
| --- | --- |
| |  | | --- | | Enter code and details of unit to be replaced | |

1. Delivery Locations (Federation University campuses and delivery modes):

|  |  |  |
| --- | --- | --- |
| Mt Helen | Brisbane | Online delivery |
| Berwick | SMB | Blended delivery |
| Gippsland | Camp Street |  |
| Horsham | Other: specify delivery mode | |

Check box(es)  for all delivery locations and modes that apply

|  |
| --- |
| In what semester and year will the unit first be delivered?  Enter the semester and year that the unit will first be delivered |

1. Supplementary assessment Yes  No

Will supplementary assessment be available for this unit?   
If, no, indicate why the unit should be exempt and provide an explanation where requested   
(refer to the [Supplementary Assessment Procedure](https://policy.federation.edu.au/learning_and_teaching/assessment/assessment/ch07.php)).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | a) Dissertation or project unit | | b) Placement or CEL unit | | c) Fieldwork or laboratory based unit (provide explanation below) | | d) The overall grade for the unit is specified as S/U (Satisfactory/Unsatisfactory) | | e) The unit is available only in an Honours Degree | | f) Other reason Enter the other reason here |   **Explanation for c) or f):**  Enter the explanation for c) or f) here |

Part B: Discontinued unit

1. Discontinued unit code and title: (add multiple units if the circumstances on the form are identical for all units)

Enter Unit Code Unit Title

*(Copy and paste the above Unit Code and Title to add additional lines.)*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Rationale for proposed unit discontinuation  |  | | --- | | No longer required | | Superseded (provide title and code of replacement unit): | | Other – Please specify Click or tap here to enter text. | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | 1. Indicate year and study period of last intake into this unit | | | | | **Year** | Year | **Study Period** | Study Period |  1. Year and study period in which the last student is scheduled to complete | | | | |
| **Year** | Year | **Study Period** | Study Period |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Implications for current students  |  |  | | --- | --- | | |  | | --- | | Enter details of implications for current students | |  1. Implications for pre-requisites, co-requisites and/or exclusions  |  |  | | --- | --- | | |  | | --- | | Enter details of implications for pre-requisites, co-requisites and/or exclusions | |  1. Implications for pathways/credit arrangements  |  |  | | --- | --- | | |  | | --- | | Enter details of implications for existing pathways/credit arrangements | |  1. Implications for other institutes/schools.  |  |  | | --- | --- | | |  | | --- | | Enter details of implications for other institutes/schools and consultation undertaken with other institutes/schools in relation to the proposed unit discontinuation. | |  1. Implications for course learning objectives  |  |  | | --- | --- | | |  | | --- | | Enter details of how the proposed unit discontinuation will impact the ability of the course to meet its stated learning objectives. | | |

Part C: Reactivated unit

1. Reactivated unit code and title: (List multiple units if the circumstances on the form are identical for all units)

Enter Unit Code Unit Title

(Copy and paste the above Unit Code and Title to add additional lines.)

1. Rationale for proposed unit reactivation

Enter rationale for proposed unit reactivation

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Implications for current students  |  |  | | --- | --- | | |  | | --- | | Enter details of implications for current students | |  1. Implications for pre-requisites, co-requisites and/or exclusions  |  |  | | --- | --- | | |  | | --- | | Enter details of implications for pre-requisites, co-requisites and/or exclusions | |  1. Implications for pathways/credit arrangements  |  |  | | --- | --- | | |  | | --- | | Enter details of implications for existing pathways/credit arrangements | |  1. Implications for other institutes/schools. Will this reactivated unit be delivered into courses administered by other institutes/schools? If so, have the relevant institutes/schools been informed of the unit code and title?  |  |  | | --- | --- | | |  | | --- | | Enter details of consultation undertaken with other institutes/schools | | |

1. Delivery locations (Federation University campuses and delivery modes):

|  |  |  |
| --- | --- | --- |
| Mt Helen | Brisbane | Online delivery |
| Berwick | SMB | Blended delivery |
| Gippsland | Camp Street |  |
| Horsham | Other: specify delivery mode | |

Check box(es)  for all delivery locations and modes that apply

|  |
| --- |
| 1. In what semester and year will the reactivated unit first be delivered?   Enter the semester and year that the unit will first be delivered |