

COURSE UNIT BOOKLET VERIFICATION PROCESS

Approved	Academic Board
Approval Date	29/3/2021, 30/1/2017, 2/9/2013
Date for Review	March 2026
Responsible Officer	Academic Director
Author / Role	P Bolt (Academic Director), L Ball (Director of Coursework), M Connolly (ASC)
Related Documents (explicitly cross-referenced)	
Higher Education Standards (2015)	
National Code (2018) (if directly relevant)	

PURPOSE

The purpose of the process is to verify consistency of the individual Course Unit Booklet (CUB) with the accredited Course Unit Outline (CUO) and with relevant Sydney College of Divinity (SCD) academic policies. While professional judgement is needed to ensure key elements accord with the official documents, such judgement is to be exercised in relation to the official standards rather than as a comparative moderation judgement across the SCD teaching bodies.

SUBMISSION REQUIREMENTS

Beginning of Teaching Period:

At the beginning of each teaching period, the Academic Deans of all teaching bodies delivering SCD units should submit to the SCD Academic Director a Certified Statement of Compliance of all the CUBs for the semester (or trimester) within their teaching body. This statement will include the following details in tabular form:

- a. A list of all units being delivered in that teaching period
- b. The names of the teachers of all units
- c. Certification by the Academic Dean (or equivalent officer) that each unit's CUB complies with the currently accredited CUO.

The SCD Academic Director will provide the Discipline Coordinators with a composite list of all units to be delivered for the teaching period within their discipline.

Request from Discipline Coordinators:

The Discipline Coordinators will each call for a sample of CUBs from Teaching Bodies.

The Academic Deans will submit the requested samples electronically to the relevant Discipline Coordinator.

VERIFICATION PROCEDURE

Each Discipline Coordinator will review the sample of Course Unit Booklets and complete a CUB Verification Form and return it to the relevant Academic Dean, with a copy forwarded to the Academic Director.

The Verification Form will confirm the CUB's compliance with the CUO and SCD academic policies or will notify the area(s) needing amendment.

Required amendments will be re-submitted to the relevant Discipline Coordinator for final review and confirmation within two weeks of such notification.

PROFESSIONAL DEVELOPMENT BY PEER REVIEW OF ASSESSMENT INSTRUMENTS

The Course Unit Verification process also provides a good opportunity for professional development of faculty in utilising assessment instruments to attain stated learning outcomes.

For (at least) one of the SCD Professional Development seminars each year, the Discipline Co-ordinators will choose 4–5 Course Unit Booklets that have already been through the verification process, which, in their judgement, might provoke an interesting discussion. As a component of the Seminar, the Discipline Coordinators will conduct discipline-specific workshop groups focusing on the appropriateness of the assessment instruments as contributing to the attainment of the stated learning outcomes of the unit. The chief purpose of this discussion is to assist the faculty in the creation and implementation of assessment instruments.

As a secondary purpose, this discussion may, from time to time, provide a peer review process for the particular CUBs under discussion. Because these CUBs will have normally already been through the CUB Verification process, the Teaching Bodies concerned would have received any relevant feedback. However, the discussion of the CUBs at the professional development seminar may yield further insights which may be of assistance to the Teaching Bodies. If so, the Discipline Coordinator will pass the results of this peer review process on to the Teaching Bodies concerned.

RECORDS AND REPORTING

The Academic Director will keep a register of the Statements of Compliance and the Assessment Review Reports and will report as necessary to the Discipline Coordinators' Committee.

COURSE UNIT BOOKLET VERIFICATION FORM

Teaching Body:	Semester/Year:		
Unit Code & Name:			
Faculty Member:			
ITEM	YES	NO	IF NO, INDICATE ACTION REQUIRED
Unit Identification details (Code, Name, Period of Learning, Credit Value, Mode, Pre- and co-requisites) are as stated in the Course Unit Outline			
Scheduled time, venue, teaching staff and workload are clearly and appropriately stated			
Curriculum Objectives and Learning Outcomes are as stated in the Course Unit Outline			
Contents, Learning Activities and Learning Resources are consistent with the Course Unit Outline and SCD academic policies			
Assessment Tasks and Standards are: (a) consistent with the Course Unit Assessment Profile (b) consistent with SCD Assessment Policy (c) clearly and appropriately specified for the unit			
All required SCD academic policy statements (Extensions; Attendance; Academic Integrity [noting Misconduct including Plagiarism, Contract Cheating; Studiosity]; notification of updates in response to student feedback) are accurately and appropriately included			

Lecturer Response (*where Action Required is indicated above*):

The Course Unit Booklet is consistent with the Course Unit Outline and SCD academic policies.	
Signed:	Date:

FLOW CHART: COURSE UNIT BOOKLET VERIFICATION PROCESS

