1.0 General course information

1.1 Course details

This section includes SI-net Course Catalogue information for the course including: course code, course title, the Coordinating Unit, unit value, contact hours per week and the course description. Where relevant, the course profile will also include information on assumed background knowledge and skills.

1.2 Course introduction

Where the information in Section 1.1 does not adequately describe the course, a more detailed course introduction will be included in this section.

1.3 Course staff

This section includes contact details of the Course Coordinator and other course contributors, including information on available consultation times.

1.4 Course timetable

This section includes, or refers students to, the authoritative source for the course timetable. Where further information relating to the timetable or class sign-on is required, it will be included here.

2.0 Aims, learning objectives and graduate attributes

2.1 Course aims

This section includes the broad aims of the course, as an introduction to the specific learning objectives of the course.

2.2 Learning objectives

This section lists specific measurable learning objectives that the student will have the opportunity to develop and demonstrate during the course.

2.3 Graduate attributes

This section includes the learning objectives mapped to the appropriate set (e.g. bachelor's degree, bachelor's honours degree) of University graduate attributes (refer to the Graduate Attributes Policy for more information).

Where a course is offered predominantly in a professional program that requires accreditation against graduate attributes, the learning objectives may also be mapped against these attributes.

A reference to other program graduate attributes can also be included.

3.0 Learning resources

3.1 Required resources

This section includes a list of required learning resources using the appropriate referencing style for the discipline.

3.2 Recommended resources

This section includes a list of recommended learning resources using the appropriate referencing style for the discipline.

3.3 University learning resources

This section references resources available to all students at the University.

Content in this section in the ECPS must be approved by the Deputy Vice-Chancellor (Academic).

3.4 Coordinating unit learning resources

This section specifies the resources available in all courses coordinated by the school or organisational unit. The content in this section in the ECPS must be ratified by the Head of the Coordinating Unit.

3.5 Other learning resources and information

This section includes other information about resources that are available or required for the course including details of any additional costs.

4.0 Teaching and learning activities

4.1 Learning activities summary

This section includes a summary of the learning activities in the course. These activities may include lectures, tutorials, practicals, self-directed learning, reading and other student-centred activities. These activities are mapped to the learning objectives that are being developed through the activity.

4.2 Other teaching and learning activities information

This section describes any further information relating to the learning activities summarised in Section 4.0. This includes a description of the teaching and learning methods, approaches/philosophy and modes used in the course.

5.0 Assessment

The following conditions apply to information relating to assessment—

a. Course Coordinators must not alter the structure of course level assessment after the assessment lockdown date, which is five days after the start of the relevant teaching period for the course. However, due dates for assessment may be extended where it is justified to do so.

b. Reasonable notice must be given of any extended due dates. Any other changes must have prior approval of the Associate Dean (Academic) of the Coordinating Unit, in consultation with the Academic Registrar.

    c.   All changes must be communicated to students promptly. Communication must be by means in addition to notification in the course profile.

5.1   Assessment summary

This section of the course profile summarises all necessary information about course assessment, including each assessment task's name, type, deadline(s), and the relative importance (e.g. weighting) of the task.

5.2   Course grading

This section describes how results for each assessment task are aggregated to yield a final grade. The profile must also include details of any "hurdle" requirements (e.g. achievement of a certain standard on a final examination required to pass the course) and the consequences of failing to meet the "hurdle" standard (e.g. the grade cap that will apply).

5.3   Late submission

This section must describe the circumstances under which extensions will be granted and any penalties for the non-compliance of assessment tasks, e.g. penalties for late submission or exceeding word limits. The section also details how any requests for extensions are to be submitted.

5.4   Other assessment information

Where relevant, additional information on assessment in this course is provided in this section, including appropriate conditions for group work and collaboration, required referencing styles, the use of dictionaries and electronic devices in examinations and an indication of the non-availability of supplementary assessment (e.g. in the case of group work and collaborative assessment tasks). Refer to the Assessment Procedure for more information.

5.5   Assessment detail

For each assessment task, the course profile must include—

- the title and form of the task (e.g. examination, report, etc.);
- a description of the assessment task or a reference to the location where the description can be found (e.g. UQ Learn course site);
- the criteria and standards by which the task will be assessed, or a reference to the location where this information can be found;
- the date and time when the task is due or is to be undertaken;
- details of how the task is to be submitted, if applicable;
- a list of the course learning objectives that the task assesses; and
- information on when, how, and in what form feedback will be provided.

6.0   Policies and guidelines

This section contains the details of and links to key policies and guidelines.

6.1   Assessment related policies and guidelines

University Policies and Guidelines

This section includes a summary of and/or link to assessment related policies including, but not limited to, Student Integrity and Misconduct Policy and the Assessment Policy for more information.

Content in this section in the ECPS must be approved by the Deputy Vice-Chancellor (Academic).

Feedback in this Course

Additional optional information relating to the availability and methods of feedback in the course can be provided.

Coordinating Unit Assessment Guidelines

Details of and/or links to any relevant assessment guidelines in the Coordinating Unit or for the course can also be provided.

6.2 Other policies, procedures and guidelines

University Policies and Guidelines

This section includes a summary of and/or link to other teaching and learning related University policies including, but not limited to—

- Sexual Harassment: Prevention of Sexual Harassment Policy

- Working with Children: Working with Children Policy

- Students with a Disability: Arrangements for Reasonable Adjustment in Examinations for Students with a Disability Procedure

- Placements in Coursework Programs: Placements in Coursework Programs Policy

- Occupational Health and Safety: Laboratory Safety in Teaching Laboratories Policy

Content in this section in the ECPS must be approved by the Deputy Vice-Chancellor (Academic).

Other Coordinating Unit Guidelines

References can be provided to any other relevant guidelines in the Coordinating Unit.

Other Course Guidelines

If required, details of or reference to any other guidelines relevant to the course can be provided here.