

Subject Details Form

Request to create a new subject or change an existing subject in the Student Management System

This form is used to request the creation in the Student Management System of a new subject or to change the details of an existing subject.

Note: Information for inclusion in the Course and Subject Handbook is also captured on this form for approval. Changes to the Course and Subject Handbook should be processed as usual.

Section A - General Information (complete for all requests)	1
Section B - Subject details.....	2
Section C – Assessment Details	3
Section D - Subject offerings (how, when and where will this subject be taught?).....	3
Section D – Tuition patterns (what teaching activities does this subject involve?).....	4
Section E – Who can take this subject?.....	5
Section F – Requisites.....	5
Section G – Additional information required for approval and handbook entry.....	6
Section H – Approval and checklist (complete for all requests).....	6

For advice on procedure or definitions used in the form check the [Guidelines for Subject Details](#), or contact Student System Support: merlinhotline@studentadmin.unimelb.edu.au (ext. 42690).

For queries regarding the Course and Subject Handbook, please contact the Project Lead, Consolidated Handbook Project (ext. 43631).

Section A - General Information (complete for all requests)

S1. Who can be contacted for queries relating to this form?

Academic contact:

Name Ext.
 Email:

Administrative contact:

Name Ext.
 Email:

S2. To which subject does this request relate?

Is this a new subject or a change to an existing subject?

New Existing (please specify code and title):

If this is a change, please indicate the type/s of change (e.g. change semester of offer from Semester 1 to January Intensive, subject not offered in [year], change to subject coordinator, title change, prerequisite added)

If new, is this replacing an existing subject? (If 'Yes' the existing subject will be discontinued)

No Yes (please specify subject code):

Section C – Assessment Details

S14. Is this subject assessed?

Yes

No

If 'Yes' what result type applies to this subject?

Standard (e.g. H1, H2A, H3, P, N etc)

Pass / Fail only

Honours Grading Scheme

Research Masters Grading Scheme

S15. If 'Yes' what are the assessment requirements for this subject? E.g. One 2000 word essay, due mid-semester (50%); a 2-hour end-of-semester examination (50%) (For Course and Subject Handbook entry)

S16. If the assessment requirement includes exam(s), are the exam(s) to be timetabled centrally?

Yes

No

Not Applicable

Section D - Subject offerings (how, when and where will this subject be taught?)

S17. When will this subject be taught? Indicate all offerings for the year (coursework subjects only)

Standard Study Periods (include here any offerings which conform to the Academic Calendar dates):

Semester One (12 teaching weeks)

Semester Two (12 teaching weeks)

Summer Term (7 weeks Jan-Feb)

Winter Term (7 weeks Jun-Jul)

Other Study Periods (include here any Terms, extended / truncated Semesters, Semesters which do not conform to the Academic Calendar dates and any intensive (condensed) offerings.

Offering/s	Teaching Period		Assessment Period		Pre-reading period*	
	Start	End	Start	End	Start	End
<input type="checkbox"/> Semester One	--/--	--/--	--/--	--/--		
<input type="checkbox"/> Semester Two	--/--	--/--	--/--	--/--		
<input type="checkbox"/> Term 1	--/--	--/--	--/--	--/--		
<input type="checkbox"/> Term 2	--/--	--/--	--/--	--/--		
<input type="checkbox"/> Term 3	--/--	--/--	--/--	--/--		
<input type="checkbox"/> Winter	--/--	--/--	--/--	--/--	--/--	--/--
<input type="checkbox"/> Summer	--/--	--/--	--/--	--/--	--/--	--/--
<input type="checkbox"/> Other (e.g. intensive)	--/--	--/--	--/--	--/--	--/--	--/--
<input type="checkbox"/> Other (e.g. intensive)	--/--	--/--	--/--	--/--	--/--	--/--

*usually subjects taught over a condensed period (e.g. intensive teaching of less than 6 weeks)

S18. Proposed date for first offering (semester / year)

/

S19. At what campuses will this subject be taught? (Tick all relevant boxes)

Parkville

Creswick

Hawthorn

Dookie

South Melbourne

Burnley

Singapore

Where a subject is taught at more than one campus, are students allowed to self-select at which campus they attend?

Yes

No

S20. How will this subject be taught?

On campus only Off campus only (e.g. online, distance education) Both

Where a subject is taught both on- and off-campus, are students allowed to self-select in which way they attend?

Yes No

For subjects taught via distance education, please provide details of what resources will be provided to students (For Course and Subject Handbook entry)

S21. Is this subject available to part-time and full-time students?

Part-time students only Either (part-time and full-time students enrol together)
 Full-time students only Both (separate offerings required for part-time and full-time students)

Section D – Tuition patterns (what teaching activities does this subject involve?)

S22. What standard teaching activities does this subject involve? (Note: information collected here will be exported to the Activity Templates / Syllabus Plus)

Type of offering: (e.g. Standard Semester)

Academic subject coordinator:

Type of activity:
 Choose one of the following: *lecture, practical, PBL, seminar, studio, tutorial, workshop, screening, concert class, instrumental class or rehearsal*

Duration **Frequency**
 (e.g. 1 hour) (e.g. 1 x weekly)

Contact hours: **Estimated total time commitment** (including non-contact time):

Does the standard format of lectures and tutorials differ for Summer Semester or intensive offerings? If yes, please detail below (*Replicate boxes if further offering formats are required*)

Type of offering: (e.g. 6-week summer program, 5-day intensive)

Academic subject coordinator:

Type of activity:
 Choose one of the following: *lecture, practical, PBL, seminar, studio, tutorial, workshop, screening, concert class, instrumental class or rehearsal*

Duration **Frequency**
 (e.g. 1 hour) (e.g. 1 x weekly)

Contact hours: **Estimated total time commitment** (including non-contact time):

Section E – Who can take this subject?

S23. Is this subject available to students of any fee-type in all semesters of offer?

Yes

No

If no, what restrictions apply? (E.g. this subject is only available to Australian Fee Paying students / Summer Semester is only available to Commonwealth Supported students / the 5-day intensive offering is restricted to Overseas Fee Paying students)

S24. Does an enrolment quota apply to this subject? (Note: quotas will only be entered into the Student Management System upon demonstration of approval by Academic Board)

No Yes (please specify quota):

S25. Is this subject available as breadth?

Yes

No

If yes, please specify for which courses:*

Bachelor of Arts

Bachelor of Environments

Bachelor of Biomedicine

Bachelor of Music

Bachelor of Commerce

Bachelor of Science

Other (please specify):

*complete Appendix 1 to advise any other courses to which this subject is available.

Section F – Requisites

S26. What requisites apply to this subject? (Refer to the [Guidelines](#) for information on Requisites)

Do any 'soft' requisites apply to this subject?

No Yes (please specify):

Soft requisites are used to guide student subject selection. Typically these are used to advise students of the academic pitch of individual subjects, that is, where teaching within a subject will assume a certain level of knowledge and/or experience. These will not prevent enrolment, but will be displayed as advisory messages to students.

Do any 'hard' requisites apply to this subject?

No Yes (please specify below):

Prerequisite/s* (please indicate if subjects can be taken concurrently):

Co-requisite/s* (i.e. subjects that MUST be taken together):

Anti-requisite/s* (i.e. non-allowed subject combinations):

Other requisite/s* (e.g. requires coordinator's approval):

**Note: These requisites will be hard-coded on the Student Management System for all students and will prevent enrolment for students who do not meet the specified requirements. Students seeking to enrol in these subjects on the basis of equivalent knowledge and/or experience will need to apply for a formal requisite waiver. Additionally, subjects with 'other requisites' require special permission from an authorised staff member. Enrolment into these subjects will require manual staff intervention*

Section G – Additional information required for approval and handbook entry

S27. Please provide the overview (content description) for this subject

S28. What are the subject objectives? (Required for committee approval)

S29. What generic skills will students obtain by successfully completing this subject?

S30. What are the prescribed texts for this subject?

S31. What texts are recommended for this subject?

S32. Please provide details of any supplementary information required for the 'Notes' field in the Course and Subject Handbook

S33. Please provide details of any special computer requirements that apply to this subject, E.g. students undertaking this subject will be expected to regularly access an internet-enabled computer.

S34. Please provide details of any special computer skills required for this subject, E.g. students undertaking this subject will be expected to be competent in the use of XXX software.

S35. Please provide details of any special ability requirements for this subject, E.g. this subject involves extensive manual handling / physical activity. (Contact Disability Liaison Unit for assistance)

Section H – Approval and checklist (complete for all requests)

Signature of Dean of Faculty(s) / Graduate School(s) / Chair of the Course Standing Committee
(Please replicate boxes if further signatures are required)

Name:

Co-ordinating Faculty:

Signature:

Date:

Note: Changes made under delegated authority must be reported via the Quarterly Report.

Office use only:

Received: ___/___/___ Actioned: ___/___/___ Initials:

Requester and Approver Notified: ___/___/___ Validated: ___/___/___