

Handbook Quick Reference Guide

(for Academics and Professional Staff)

Contents

1.	Introduction	2
1.1	Curriculum Items	2
1.2	Versions	2
1.3	Version status	2
1.4	Publishing Criteria	2
2.	Search.....	3
2.1	Home page and hero search	3
2.2	Advanced Search	3
2.2.1	All	3
2.2.2	Courses, Areas of Study, and Units.....	4
3.	Browse	7
4.	Courses and Areas of Study (Majors, Co-Majors, Minors)	8
4.1	Left Hand Navigation.....	8
4.2	Right Hand Side	8
4.3	Structure and wildcard.....	9
4.3.1	Wildcard / Condition Sets	11
4.4	Version Relationships.....	13
5.	Units.....	14
5.1	Left Hand Navigation.....	14
5.1.1	Unit Offering	14
5.2	Right Hand Side	15
5.2.1	Offering Switcher	15
5.2.2	Requisites.....	16
5.2.3	Enrolment Rules.....	16

Handbook Quick Reference Guide

(for Academics and Professional Staff)

1. Introduction

1.1 Curriculum Items

The curriculum items in the Handbook can be grouped into three categories:

- Courses
- Areas of Study (AOS) – Majors, Co-Major and Minors
- Units

1.2 Versions

- Multiple versions of a Curriculum Item may be displayed in the Handbook
- A new version is created when a curriculum item is revised
- When a version is approved, previous Approved version is automatically archived
- Only one Approved version of a curriculum item will exist at any point in time

1.3 Version status

- Archived (if curriculum item has been archived, a banner will be displayed stating “This Unit is archived with an end date of dd/mm/yyyy”)
- Active/Approved (no banner)
- Proposed (Published with Caveat) – If a curriculum item has not been approved (but has been supported by the College Committee, a banner indicating the curriculum item is waiting for final approval is displayed, e.g. “This Course is waiting approval. It is due to start on dd/mm/yyyy”)

1.4 Publishing Criteria

The curriculum item will be published:

- If published indicator is “Y” or blank on LifeCycle
- Publish with Caveat is triggered at “Submit to ACAC” stage of the workflow for New Course, New Major, New Co-Major and Revised Course
- Full Publishing is triggered: at “Complete” stage of the workflow for all Curriculum Items

Handbook Quick Reference Guide (for Academics and Professional Staff)

2. Search

The handbook home page search and advanced search page allow the user to search all curriculum items by:

- Item Code and
- Item Title

2.1 Home page and hero search

Default search criteria:

- Current Year filter is **2020** (until 30th Sept 2020. The current year filter will change to 2021 from 1st of October 2020)
- “Show all versions” of a Curriculum Item

2.2 Advanced Search

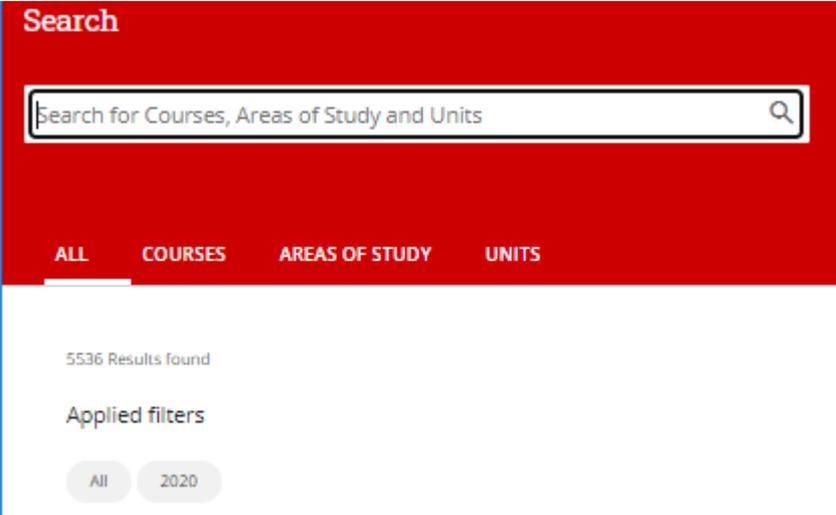
There are four types of searches within advanced search:

- All
- Courses
- Areas of Study
- Units

2.2.1 All

Default search criteria (*note: this cannot be changed by the user*):

- Current Year filter is 2020 (until 30th Sept 2020. The current year filter will change to 2021 from 1st of October 2020)
- “Show all versions” of a Curriculum Item



Search

ALL COURSES AREAS OF STUDY UNITS

5536 Results found

Applied filters

All 2020

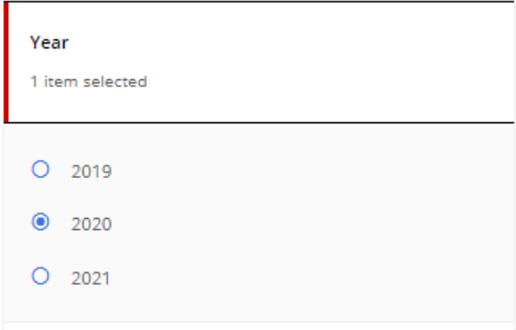
Handbook Quick Reference Guide

(for Academics and Professional Staff)

2.2.2 Courses, Areas of Study, and Units

Default search criteria:

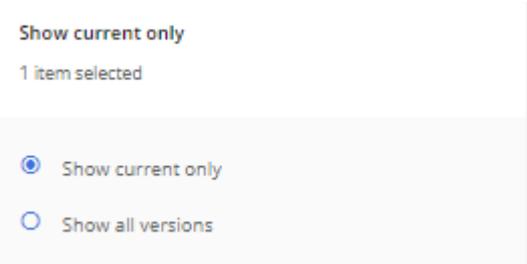
- Current Year filter is 2020 (until 30th Sept 2020. The current year filter will change to 2021 from 1st of October 2020)
- “Show Current only” will display the Approved version of a curriculum item



The screenshot shows a dropdown menu for the 'Year' filter. The menu is titled 'Year' and indicates '1 item selected'. The options are radio buttons for the years 2019, 2020, and 2021. The 2020 option is selected.

Year
1 item selected

2019
 2020
 2021



The screenshot shows a dropdown menu for the 'Show current only' filter. The menu is titled 'Show current only' and indicates '1 item selected'. The options are radio buttons for 'Show current only' and 'Show all versions'. The 'Show current only' option is selected.

Show current only
1 item selected

Show current only
 Show all versions

The default can be changed to:

- Year filter options: 2019, 2020, 2021
- “Show all versions” of a Curriculum Item

Handbook Quick Reference Guide

(for Academics and Professional Staff)

Tip:

If you cannot find a curriculum item (e.g. a Course) in the search on the Home Page, go to **Advanced Search**, click the **Course** tab and change the Year filter to a future year or past year.

Search

×

ALL
COURSES
AREAS OF STUDY
UNITS

Owning College

Owning Discipline Group

Course Type

Location

Attendance Mode

Student Type

Year

1 item selected

- 2019
- 2020
- 2021

Show current only

1 item selected

1 Results found for "b1373"

Applied filters

Courses
2021
Show Current Only

B1373 Bachelor of Nursing

Course | Undergraduate | Start Date: 01/01/2021 | Version: 02

🚫 This Course is future dated

1

Show per page 20 ▼

Other search filters exist for Courses, Areas of Study and Units

- Owning College
- Owning Discipline Group
- Course Type (Bachelor's Pass, Graduate Certificate, Graduate Diploma, etc.)

Handbook Quick Reference Guide

(for Academics and Professional Staff)

- Areas of Study Type (Graduate, Undergraduate)
- Location (Murdoch, Mandurah, Murdoch University Dubai, UAE, etc.)
- Attendance Mode (Internal, External)
- Student Type (Domestic, International and Transnational)

Additional search filters for Units only:

- Unit Level (100 – First Year units, 200 – subsequent years, 300, etc.)
- Owing Discipline (Accounting, Business Law, Chemistry, etc.)
- Teaching Period (Semester 1, Semester 2, Summer, Winter, etc.)
- Special Unit Type (Breadth, Research Skills, Spine, Transition)
- Work Integrated Learning (Work Placement, Industry or Community Project, Workplace Simulation)
- Assessment Type (e.g. Essay, Examination, Quiz/Test, etc.)
- Learning Activity (Lab, Lecture, Practical, Tutorial, etc.)

Handbook Quick Reference Guide

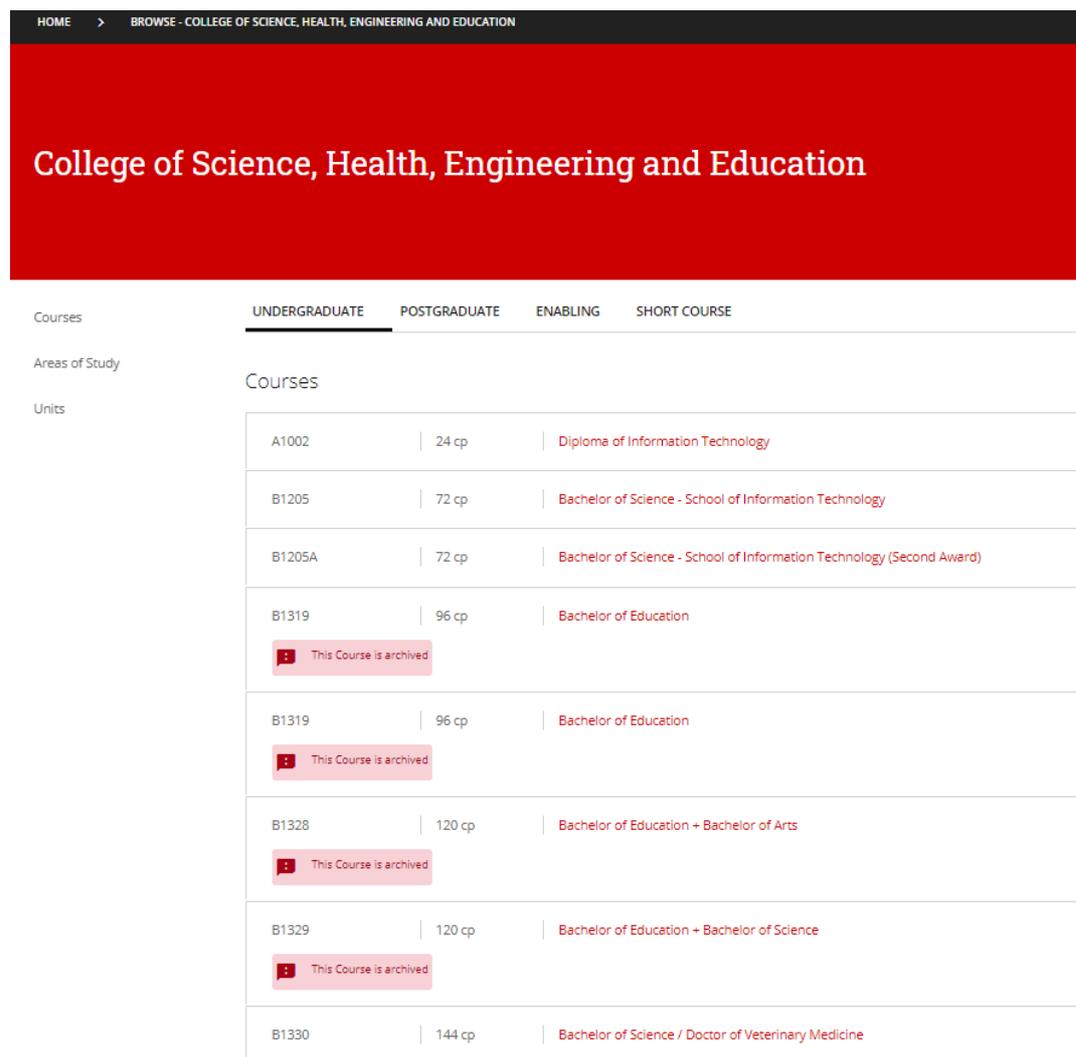
(for Academics and Professional Staff)

3. Browse

The handbook home page search and advanced search page allow the user to browse all curriculum items by:

Course

- College, then by
- Award type (Undergraduate, Postgraduate, Short Course or Enabling).



HOME > BROWSE - COLLEGE OF SCIENCE, HEALTH, ENGINEERING AND EDUCATION

College of Science, Health, Engineering and Education

Courses UNDERGRADUATE POSTGRADUATE ENABLING SHORT COURSE

Areas of Study

Units

Courses

A1002	24 cp	Diploma of Information Technology
B1205	72 cp	Bachelor of Science - School of Information Technology
B1205A	72 cp	Bachelor of Science - School of Information Technology (Second Award)
B1319	96 cp	Bachelor of Education
This Course is archived		
B1319	96 cp	Bachelor of Education
This Course is archived		
B1328	120 cp	Bachelor of Education + Bachelor of Arts
This Course is archived		
B1329	120 cp	Bachelor of Education + Bachelor of Science
This Course is archived		
B1330	144 cp	Bachelor of Science / Doctor of Veterinary Medicine

Area of Study

- By College

Units

- By College

Handbook Quick Reference Guide

(for Academics and Professional Staff)

4. Courses and Areas of Study (Majors, Co-Majors, Minors)

If a Course, Major, Co-Major or Minor starts in the future years, the Course Details page will have a banner, for example, showing “This Course is future dated with a start date of DD/MM/YYYY”.

4.1 Left Hand Navigation

The information that may be displayed on the left-hand side of the handbook are as follows:

- Overview – description of the curriculum item
- Contacts
 - Academic Chair (Course and Majors)
 - Academic Coordinator (Co-Majors, Minors)
- Offerings
 - Location (Murdoch, Mandurah)
 - Attendance Mode (Internal, External)
 - Start Year
 - End Year
 - Attendance Type (Course only – Part Time / Full Time)
 - Language of Instructions
 - Admission Calendar (Semester January – March, Semester June - September etc.)
- Admission Requirements
 - Enrolment Restrictions
 - Inherent Requirements
 - Special Requirements
 - Entry Requirements (Onshore)
 - Entry Requirements (Transnational)
 - English Language Requirements
 - Additional Progression Requirements / Restrictions
- Learning Outcomes
- Structure – course requirements for completing the Course, Major, Co-Major and Minor
- Alternative Exits
- Professional Outcomes
 - Professional Recognition
 - Accrediting Bodies
- Research Areas

Note: The field label will not be displayed if the information for the field is not available.

4.2 Right Hand Side

The information that may be displayed on the right-hand side of the handbook are as

Handbook Quick Reference Guide

(for Academics and Professional Staff)

follows:

- Owning College
- Owning Discipline Group
- AQF Level
- Duration (Years)
- Enrolment Patterns (Part Time, Full Time)
- Credit Points
- Award Title

Note: The field label will not be displayed if the information for the field is not available.

4.3 Structure and wildcard

Curriculum structure shows the curriculum items (or the range of possible items) that make up the completion requirements of an Award.

For example, within a Bachelor Course:

- The principal components are:
 - Murdoch Spine
 - Course Core
 - Majors
 - Options (made up of Majors, Co-Majors, Minors and General Electives)
- The unit Types within each component are:
 - Required units
 - Specified Electives

Handbook Quick Reference Guide

(for Academics and Professional Staff)

Structure

72 credit points

[Expand all](#)

Spine 9 credit points	⌵
Course Core 15 credit points	⌴
Required Units 9 credit points	⌵
Specified Elective Units 6 credit points	⌵
Major 24 credit points	⌵
Option 24 credit points	⌴
Majors 24 credit points	⌵
Optional	
Co-Majors 18 credit points	⌵
Optional	
Minors 12 credit points	⌵
Optional	
General Electives 24 credit points	⌵

Handbook Quick Reference Guide

(for Academics and Professional Staff)

4.3.1 Wildcard / Condition Sets

As an alternative to specific curriculum items, wildcard or condition sets can be included in the structure, capturing requirements such as:

- Units of level 100, 200, or 300
- Units from Owing Discipline of Global Studies, Communications, Information Technology, Accounting
- Co-Majors from Owing Discipline Group of Agricultural Sciences, Environmental and Conservation Sciences, Global Studies.

Option ^
 27 credit points

Majors ^
 27 credit points

 Additional Majors plus add units from General Electives to complete the required credit points in Options.

→ Undergraduate majors with 27 points or less

Optional

Co- Majors ^
 18 credit points

 Recommended Co-Majors plus add units from General Electives to complete the required credit points in Options.

→ Undergraduate Co-Majors

Optional

Minors ^
 24 credit points

 Recommended Minors plus add units from General Electives to complete the required credit points in Options.

→ Undergraduate Minors

Optional

General Electives ^
 27 credit points

 Choose units subject to meeting prerequisite requirements.

→ Undergraduate Units

Handbook Quick Reference Guide (for Academics and Professional Staff)

Results from the preview only include Approved versions of curriculum items that match the condition set.

[← Return to the owning Course](#)

Undergraduate Co-Majors

22 Results found

CJ-ASCA Asian Societies and Cultures	
Co-Major Undergraduate Start Date: 01/01/2019 Version: 05	
CJ-BESM Biological Science Minor Teaching Area	
Co-Major Undergraduate Start Date: 01/01/2019 Version: 06	
CJ-CHEM Chemistry Minor Teaching Area	
Co-Major Undergraduate Start Date: 01/01/2019 Version: 05	
CJ-CMDA Community Development	
Co-Major Undergraduate Start Date: 01/01/2019 Version: 05	
CJ-CRIM Criminology	
Co-Major Undergraduate Start Date: 01/01/2019 Version: 06	
CJ-EESM Earth and Environmental Science Minor Teaching Area	
Co-Major Undergraduate Start Date: 01/01/2019 Version: 06	

Handbook Quick Reference Guide

(for Academics and Professional Staff)

4.4 Version Relationships

Structures within a Curriculum item (e.g. Course or Major) are built at a point in time, based on certain versions of the items. When an item is subsequently revised and approved, the structure may or may not reflect the latest approved version of the item:

*When viewing an **Approved** version of a Curriculum Item:*

- For example, a Course, all the components of the structure (Major, Co-Major, Minor and Units) will only display the latest approved versions.

*When viewing an **Archived** version of a Curriculum Item:*

- For example, a Course, the components (Major, Co-Major, Minor and Units) reflected in the structure will be the versions that existed in the course structure when the course was archived, regardless of whether the curriculum items within the structure have subsequently been revised and up-versioned.

Handbook Quick Reference Guide

(for Academics and Professional Staff)

5. Units

If a Unit starts in the future years, the Course Details page will have a banner showing “This Course is future dated with a start date of DD/MM/YYYY”.

5.1 Left Hand Navigation

The information that may be displayed on the left-hand side of the handbook for Units are as follows:

- Overview – Description of the curriculum item
- Contacts
 - Unit Coordinator
 - Teaching Team
- Offerings
- Requisites
- Enrolment Rules
- Learning Activities
- Learning Outcomes
- Assessments
- Additional Information (Unit Content and Other Notes)

Note: The field label will not be displayed if the information for the field is not available.

5.1.1 Unit Offering

Unit offering can be displayed in two ways. The first is when there is an End year, so the offering is not valid beyond the End year as shown below:

DUBAI-ISC-TJD-INT-2020-2020

Teaching period code: Trimester-TJD

Location: Murdoch University Dubai, UAE

Attendance mode: Internal

Start year: 2020

End year: 2020

Self enrol: No

Handbook Quick Reference Guide

(for Academics and Professional Staff)

OR it can be displayed with the word “CURRENT” at the end when there is no End year. CURRENT means that the offering is valid from the start year and for subsequent future years as shown below:

DUBAI-ISC-TJD-INT-2021-CURRENT

Teaching period code: Trimester-TJD

Location: Murdoch University Dubai, UAE

Attendance mode: Internal

Start year: 2021

End year: -

Self enrol: No

5.2 Right Hand Side

The information that may be displayed on the right-hand side of the handbook are as follows:

- Unit Version
- Start Date
- Owing College
- Owing Discipline Group
- Credit Points
- Special Unit Type
- Work Integrated Learning

Note: The field label will not be displayed if the information for the field is not available.

5.2.1 Offering Switcher

The offering switcher provides users with the ability to select an offering and view information specific to the offering. Unit attributes that can vary by Offering are:

- Overview (unit description)
- Academic Contacts (Unit Coordinator and Teaching Team)
- Learning Activities (e.g. lecture, workshop, tutorial, etc.)
- Assessments (e.g. Examination, research paper, Quiz/Test, Engagement/Participation etc.)

The default setting for the Offering Switcher is on “All Offerings”, i.e. information that applies to all offering will be displayed. To view information specific to an Offering, click the

Handbook Quick Reference Guide

(for Academics and Professional Staff)

dropdown list and select the desired offering.



5.2.2 Requisites

There are five types of Requisites that can be displayed in the handbook:

Pre-requisite is defined as a requirement that a student must satisfy to be permitted to enrol in a unit. Some units assume a level of understanding before a student commences study in the unit. Typically, this is satisfied by completion of other (pre-requisite) units.

Exclusions are typically defined as other units the student has successfully undertaken which exclude them from being able to gain credit for enrolling in the current unit where the content is the same or significantly the same to the completed unit.

Co-requisite is defined as the requirement that the student undertake the current unit concurrently with other unit(s).

Anti-Co-requisites are typically units that cannot be undertaken concurrently with the current unit.

An equivalent unit is defined as a unit having the same value, purpose or outcome to another unit. Where a unit is superseded by another new unit, the superseded unit is deemed the equivalent unit.

Equivalent unit can be used in the context of pre-requisites where a student must complete other (pre-requisite) unit or its equivalence before being permitted to enrol in the said unit or it can be used in the context of Exclusions where a student has successfully undertaken other unit (or its equivalent) which exclude them from being able to gain credit for enrolling in the said unit.

5.2.3 Enrolment Rules

Enrolment rules encompass other rules that cannot be covered by the Requisite defined above (e.g. enrolled in the Course, Minimum of 24 points, Successful completion of all 100

Handbook Quick Reference Guide (for Academics and Professional Staff)

level units in the LLB; Enrolment in Law – Graduate Entry, Enrolment in Master of Plant Biosecurity, Completion of second year engineering, etc.)