

Unit Offering Guideline

Section 1 - Governing Policy

(1) This Guideline should be read in conjunction with the [Common Academic Calendar Policy](#) and the [Common Academic Calendar Procedure](#).

Section 2 - Scope of Guidelines

(2) These Guidelines relate to all units offered at ACU.

Section 3 - Definitions

(3) The terms used in this Guideline are consistent with the [Glossary of Student and Course Terms](#). In addition, the following words and expressions in this guideline have the meanings listed below:

| Term | Definition |
|---------------|---|
| Unit offering | is an instance where a unit of study is offered in a specified study period, location and study mode. |

Section 4 - Provision of Details of Unit Offerings

(4) Each year, Student Administration will request that Schools provide details of all units to be offered in the following year.

(5) All submissions of unit offering details from Schools must be in the requested format, and within the timeframes as outlined in Section 5 of this Guideline. The submission must include the following details:

- a. Study period of offering (as per the approved Academic Calendar and Study Periods for the relevant year);
- b. Unit code;
- c. Unit title;
- d. Grading mode;
- e. Section code (Campus location and mode of delivery);
- f. Quota allocation;
- g. Department code (Academic Organisational Unit); and
- h. Approval authority.

Section 5 - Timeframes for Unit Offerings

(6) All processes around unit offerings must be undertaken the year prior to the unit offering.

(7) Requests from Student Administration to Schools must be made by 31 March.

(8) The deadline for Schools to submit details of unit offerings is 31 May.

(9) Student Administration will publish the unit offerings on the ACU website by 1 October in accordance with the [Higher Education Support Act 2003 \(Cth\)](#).

Section 6 - Variations to Unit Offerings

(10) A School may request a variation in unit offerings after the submission deadline in specific circumstances in accordance with Section 4 of this Guideline, where:

- a. a unit offering has been cancelled;
- b. there is an amendment to the unit offering after the submission deadline as a result of a change in accordance with the Course Accreditation Amendment and Review Policy and Procedures; or
- c. a decision to offer a unit has been approved by the relevant Faculty after the submission deadline.

(11) In order to vary a unit offering request the School must resubmit updated details according to the process set out in Section 4 of this Guideline.

Section 7 - Publication of Fees

(12) fee setting process in accordance with the [Student Fees Policy](#) and [Student Fee Setting Procedure](#).

Section 8 - Timetabling of Units

(13) Timetabling of classes for units will be organised centrally by Student Administration through a separate process in accordance with the [Timetabling of Learning and Teaching Activities Policy](#) and the [Timetabling of Learning and Teaching Activities Procedure](#).

Section 9 - Associated Information

(14) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

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| Status | Current |
| Effective Date | 7th May 2026 |
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| Approval Authority | Academic Board |
| Approval Date | 29th April 2026 |
| Expiry Date | Not Applicable |
| Responsible Executive | Helen Murnane Academic Registrar |
| Responsible Manager | Gerard Goodwin-Moore National Manager, Student Policy and Appeals |
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