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 **SCHEDULE E: Supervised Reading Unit Approval Form**
This version is in effect from: 1 January 2019

Instructions for the student and supervisor

Please complete this form electronically

1. You must receive approval from your academic dean before commencing a Supervised Reading Unit (SRU). You must complete a re-enrolment form in addition to this Supervised Reading Unit Approval Form.

2. A Supervised Reading Unit may only be undertaken as an Undergraduate Level 3 unit or as a Postgraduate Elective unit.

3. A Supervised Reading Unit is usually taken either as an 18 point Undergraduate Level 3 unit (with 5,000 words of assessment) or a 24 point Postgraduate Elective Unit (with 8,000 words of assessment) or a 36 point Undergraduate Level 3 unit (with 10,000 words of assessment) or 48 point Postgraduate Elective Unit (with 16,000 words of assessment).

4. You will work with an accredited supervisor. Your Academic Dean will help you determine an appropriate supervisor. You must complete the Supervised Reading Unit Approval Form in consultation with your supervisor. This will involve: identification of a topic, setting learning outcomes, forming a bibliography, and agreeing on a pattern of meetings with your supervisor. You must submit work to your supervisor at least five days before each meeting.

5. You may choose or your supervisor may require you to attend classes in addition to supervision.

6. Students may link this unit and its assessment tasks to participation in a scholarly conference during the semester in which the unit is taken. For example, a conference paper may be proposed as a part or whole of the assessment.

7. You must complete all sections in the template below except the final page (your College will complete the Approvals section).

8. You must complete and submit the Supervised Reading Unit Approval Form prior to the census date of the semester in which it will be undertaken. Please note that some Colleges require an earlier date.

9. Delete the first two pages of this document prior to submission. Send the completed Supervised Reading Unit Approval Form electronically (as a doc or docx file) to your Academic Dean.

Instructions for the Academic Dean

1. Please review the Supervised Reading Unit Approval Form, and verify it with a reviewer (an academic qualified in the discipline and level of the Supervised Reading Unit). The student may be asked to make some changes as part of this review process.

2. When finalised, please approve the Supervised Reading Unit and send a copy to the Learning and Teaching Manager and the Dean of Academic Programs no later than the census date for the semester in which the Supervised Reading Unit is to be undertaken.

**Setting Learning outcomes**

Learning outcomes are the knowledge, wisdom, skills and capabilities you gain from doing a unit or a course. Every unit you study at the University of Divinity has a set of learning outcomes. The learning outcomes of all the units you take in your course should enable you to satisfy the course learning outcomes.

 In a Supervised Reading Unit, you may help shape your own learning outcomes. This will normally be done in consultation with your Supervisor or Academic Dean, who will ensure that they are appropriate to your area of study and the level at which you are doing the unit, and by a reviewer.

The level of the learning outcomes expected is set out in the Unit Policy (4.4 Unit Levels). Both Level 3 Undergraduate and Postgraduate Elective unit levels (at which SRU’s are set) require high level skills and knowledge, often with application to complex real world or disciplinary issues, and with critical engagement with key ideas and sophisticated communication. Postgraduate SRUs are expected to have higher levels of critical engagement and to engage with critical disciplinary issues.

You need to align your learning outcomes with your Course Outcomes, which may be found at <http://www.divinity.edu.au/study/our-courses/> (click on your course).

The Supervised Reading Unit Learning Outcomes must link to the University of Divinity Graduate Attributes, which may be found at <http://www.divinity.edu.au/study/graduate-attributes/> .

Some useful starting points for learning outcomes are set out below. Each, when complete, should complete this sentence: “Upon successful completion of this unit, it is expected that students will be able to:”

* Demonstrate an informed, critical perspective on [your topic].
* Engage with substantial recent and classical literature on [your topic].
* Illustrate and support your argument by drawing upon insights from other (theological) disciplines.
* Describe how you could apply your conclusions in a particular situation in the contemporary world.
* Identify and critically assess [an aspect of the chosen topic].
* Engage in informed theological reflection on issues arising from [your topic].

In all cases you will probably want to achieve the following:

* Outline the key elements of the question you are seeking to address and the resources you will use to address them.
* Summarise and critique literature relevant to your topic.
* Use primary and secondary resources (print, electronic) accurately and in keeping with academic practice.
* Apply sophisticated research skills/integrative insight/contextual awareness/or others as relevant.
* Design and produce an essay or presentation, applying sound (Level 3)/advanced (Level 9) critical thinking and research skills, and methodologies appropriate to the discipline
* Demonstrate skills in historical and exegetical analysis, in critical thinking and clear presentation, and in the use of primary and secondary (including electronic) sources.

Assessment tasks

The assessment task or tasks set must, together, assess ALL of the Learning Outcomes set. (See the [Assessment Policy](https://divinity.edu.au/documents/assessment-policy/) for further details.)

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| **SUPERVISED READING UNIT APPROVAL FORM***Version Date*: 15 September 2017 |
| **1. Student Name** |       |
| **2. Student ID Number** |       |
| **3. College** |       |
| **4. Due Date for submission of this Approval Form**College to complete. No later than the census date of the semester. |       |
| **5. Due date for submission of essay**College to complete. No later than the last day of the examination period.  |       |
| **6. Unit code** College to complete |       |
| **7. Unit value** *usually either:*Undergraduate Level 3: 18 points *or* 36 points Postgraduate Elective: 24 points or 48 points |       |
| **8. Level** *insert either*Undergraduate Level 3 *or*Postgraduate Elective |       |
| **9. Discipline** |       |
| **10. Title** |       |
| **11. Description**In a few sentences, write an introductory narrative about the essay you are going to write. Address the following:* *What area or issue are you going to explore?*
* *If there is a particular text or scholar central to your inquiry state what / who it is.*
* *The one question my essay will address is… (keep this very clear, short and focussed).*
* *I will answer the question by… (how are you going to answer the question? – this will define your methodology)*

*Name one or two of the challenges inherent within your question / topic* |       |
| **12. At this stage, do you know the answer to your question?**If Yes, limit your response to one sentence |       |
| **13. What limits or restraints will you impose on your argument to contain your work within the word limit?** |       |
| **14. Learning outcomes**Draft 4-6 learning outcomes you wish to achieve. Use these to guide you:* Learning Outcomes of taught units in the same discipline and level
* Course Outcomes of your course
* University of Divinity Graduate Attributes

Your supervisor will help you to refine the learning outcomes. | Upon successful completion of this unit, I expect to be able to: 1.       2.      3.      4.      5.      6.       |
| **15. Supervisor** |       |
| **16. Proposed meetings with Supervisor**List dates, or provide indicative pattern of all meetings, eg. Fortnightly one-hour meetings |       |
| **17. Related class to attend lectures**(if applicable) |       |
| **18. Assessment**Usual assessment:Undergraduate Level 3:* 5,000-word essay for an 18-point unit
* 10,000-word essay for a 36-point unit

Postgraduate Elective:* 8,000-word essay for a 24-point unit
* 16,000-word essay for a 48-point unit
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| **19. Indicative Workload** *insert one of:*Undergraduate 18 points = 150 hoursUndergraduate 36 points = 300 hoursPostgraduate 24 points = 200 hoursPostgraduate 48 points = 400 hours |       |
| **20. Bibliography**List below approximately ten works you will reference in your Supervised Reading Unit |
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| **21. Approvals** **Please note:** All approvals must be completed and this form lodged with the Dean of Academic Programs in the Office of the Vice-Chancellor no later than the census date for the semester in which the Supervised Reading Unit is to be undertaken (Unit Policy section 13.6) |
| **Supervisor** *insert name below*The Supervised Reading Unit content is appropriate and consistent with the student's program and the learning outcomes are consistent with the course and unit level. |
|       | Date   /  /     |
| **Reviewer** *insert name below*The Supervised Reading Unit content is appropriate and consistent with the student's program and the learning outcomes are consistent with the course and unit level. |
|       | Date   /  /     |
| **Academic Dean** *insert name below*I certify that the Supervised Reading Unit content is appropriate and consistent with the student's program and that the learning outcomes are consistent with the course and unit level, and approve the unit. |
|       | Date   /  /     |
| **Learning and Teaching Manager, Academic Programs** *Please send a completed form to calsen@divinity.edu.au* |
| Date received: |       |