What’s in a Unit Information Guide

What is in this guide

- What’s in a Unit Information Guide
- Information about what you will find in a Unit Information Guide and why this information is important
- A link to Assignment Navigator: Getting started

What’s in a Unit Information Guide

Your Unit Information Guide (UIG) is your map and compass for a unit. It has been designed to answer the many questions you are likely to ask at different times. So, what’s in it for you?

Important contacts

You will find contact details for all staff members involved in the unit, as well as university services such as IT support, Library, Academic Skills Development and other support services.

A suggested study timetable

Most UIGs have a suggested study timetable at the back. This gives you a guide to the topics/modules and readings you are expected to have covered each week, as well as due dates for assignments. This will help you to be well prepared for lectures, tutorials and assessment tasks and will help to keep you on track with your studies throughout the study session.

Aims, objectives and graduate attributes

Too often students turn to these when it is too late. It is important to read these at the start of the study session so that you know what you are expected to achieve in the unit. Reading these early will help you to understand the purpose of your study material and tasks and will help you to focus on what is important and what is expected of you in assessment tasks.
Assessment task details and requirements
There is a lot more to know about an assessment task than the question/task alone. The UIG provides you with every detail and everything you need to help you to succeed. These sections of the guide will tell you things like the expected due date, format, word length, weighting and referencing style. You will also generally be given a set of marking criteria. This is what markers use to grade your assessment task so it is a good idea to use these criteria as a checklist when you are doing your assignment AND again before you submit your assignment. There should also be information about which of the unit objectives the assessment task is linked to.

Study material, other resources and what they are for
All your required and recommended study material and other learning resources are listed in the UIG. There is also information on how to access them and a brief explanation of their purpose.

Easy access to reliable and relevant reference sources
Most UIGs will have an extensive list of recommended reference sources linked to the unit. When it comes time to research supporting information from credible sources for your assessment tasks, this is the best place to start. These reference sources have been carefully selected for you, and as an added bonus, they contain all the bibliographical details required when you construct your list of references.

The Unit Information Guide is a very important document. Never underestimate the value of your UIG!

A link to Assignment Navigator: Getting started