COURSES AND UNITS POLICY

SCOPE

This policy applies to all Monash University award courses leading to an award, exit-only awards, non-award enabling programs and units.

For non-award professional development education, including micro-credentials, refer to the Professional Development Education Policy.

POLICY STATEMENT

This policy describes the principles of course design and accreditation at Monash University which ensure academic quality standards in the educational offerings of the University.

This policy, together with the Learning and Teaching Policy and the Assessment and Academic Integrity Policy, sets out the framework for education at Monash.

1. Course design principles

1.1   All Monash courses, including exit-only awards, are designed:

    1.1.1   to align with Monash's strategic priorities, academic profile, global presence and course portfolio;

    1.1.2   to be consistent with the academic standards of the University as set out in its Statute, Regulations and policies; and

    1.1.3   with clear and demonstrable learning outcomes.

1.2   All Monash award courses are consistent with the Higher Education Standards Framework 2021 (HESF), the Australian Qualifications Framework (AQF), and, where relevant, the national qualifications frameworks, legislative requirements and similar requirements of other countries where the courses are offered.

1.3   As a global university, Monash will draw on its global network of resources and expertise in course design to enrich the curriculum and learning experiences for students at all locations.

Monash graduate attributes

1.4   Monash award courses develop graduate attributes that reflect the philosophy of Sir John Monash to "equip yourself for life, not solely for your own benefit but for the benefit of the whole community" (1923).

1.5   All Monash award courses prepare graduates to be:

    1.5.1   responsible and effective global citizens who:

      –   engage in an internationalised world;
      –   exhibit cross-cultural competence; and
      –   demonstrate ethical values;

    1.5.2   critical and creative scholars who:

      –   produce innovative solutions to problems;
      –   apply research skills to a range of challenges; and
      –   communicate perceptively and effectively.

1.6   In addition to the graduate attributes in 1.5, Monash master's degree courses also develop in graduates:

    1.6.1   the capacity to work and communicate across the borders of discipline, context or culture; and

    1.6.2   a research disposition and the research skills and knowledge required to undertake independent research or for professional or scholarly purposes.

1.7   In addition to the graduate attributes in 1.5 and 1.6, Monash doctoral degree courses also develop in graduate researchers the capacity to design and execute a research project that makes an original, sustained and substantial contribution to knowledge.

2.   Course types

Award courses

2.1   Monash offers courses leading to the following awards:

  2.1.1   Undergraduate certificates;

  2.1.2   Diplomas: as pathway courses or complementary study courses;

  2.1.3   Bachelor's degrees: as comprehensive or specialist courses;

  2.1.4   Bachelor's honours degrees: as one-year courses following a three-year bachelor's degree or four-year specialist or advanced courses;

  2.1.5   Graduate certificates;

  2.1.6   Postgraduate certificates: only where consistent with the relevant national qualifications framework;

  2.1.7   Graduate diplomas;

  2.1.8   Postgraduate diplomas: only where consistent with the relevant national qualifications framework;

  2.1.9   Master's degrees: as coursework or graduate research courses; and

  2.1.10   Doctoral degrees: as graduate research or professional research courses.

  2.1.11   Monash offers double degree courses that are shorter than the combined total of the individual courses, and are either:

  –   a horizontal double degree leading to two awards at the same higher education level, i.e. two undergraduate awards or two postgraduate awards; or
  –   a vertical double degree leading to two awards at different higher education levels, i.e. an undergraduate award with a postgraduate award.

Collaborative award courses

2.2   Monash may enter into agreements with other institutions to offer award courses collaboratively through dual award (double degree) courses, joint award courses, cotutelle arrangements or collaborative delivery leading to a Monash-only award. The Transnational Education Policy sets out the requirements for international course collaboration.

2.3   Monash may enter agreements to license Monash curriculum. Licence agreements are not regarded as collaborative agreements within the scope of this policy and do not lead to a Monash award.

Non-award study

2.4   Monash offers non-award study in the form of:

  –   enabling programs that lead to admission to an award course;
  –   single-unit enrolment; and
  –   professional development education including micro-credentials (see Professional Development Education Policy).

3.   Course accreditation and review

3.1   Academic Board has overarching responsibility for the accreditation and reaccreditation of award courses, majors, minors, specialisations, graduate research programs, units and non-award enabling programs, and for upholding high standards in education.

  3.1.1   Academic Board delegates the approval of coursework course amendments to the University Education Committee or dean of the degree faculty as set out in section 1 of the Course Accreditation Procedure.

  3.1.2   Academic Board delegates the approval of certain graduate research course amendments to the Graduate Research Committee (GRC) as set out in section 1 of the Course Accreditation Procedure.

3.2   Academic Board (or delegate) approves proposals for new courses or course amendments on the basis of the academic case and, where relevant, the endorsement of the business case, as set out in section 4 of the Course Accreditation Procedure.

  3.2.1   The responsibility for assessing the business cases of new course proposals, course amendments that significantly affect the business case and course reaccreditation proposal, and for advising Academic Board that the resources required to offer a course are available, lies with the:

– Deputy Vice-Chancellor (Education) (or delegate) for coursework; and

– Pro Vice-Chancellor (Research Training) (or delegate) for graduate research.

3.3 The dean (or delegate) of the managing faculty is responsible for submitting proposals for accreditation and reaccreditation and for conducting course reviews in a timely manner.

3.4 Courses offered at any location(s) outside Australia must also meet any applicable legislative requirements of the relevant country.

3.4.1 The dean (or delegate) of the managing faculty, in collaboration with and supported by the campus Pro Vice-Chancellor (or delegate), has responsibility to:

– ensure a course meets all relevant in-country legislative requirements; and

– report to Academic Board if there are implications of any in-country legislative requirements for the accreditation of the course.

3.5 The maximum period of accreditation for award courses is seven years.

3.6 Exit-only awards are subject to the same governance and quality assurance requirements as the courses for which they provide an alternative exit.

4. Unit accreditation and review

4.1 Academic Board delegates to the dean (or delegate) the responsibility for accrediting and reaccrediting units, with the following exception.

4.1.1 Academic Board will accredit and reaccredit units that contribute to a component of a graduate research course as part of course accreditation and reaccreditation.

4.2 The maximum period of accreditation for units is seven years.

4.3 Academic Board, the Deputy Vice-Chancellor (Education) (for coursework) and the Pro Vice-Chancellor (Research Training) (for graduate research) (or their delegates) can direct the dean (or delegate) of a faculty to review a unit and can set the criteria for the review.

5. Disestablishment of courses and units

5.1 The decision to disestablish courses and units has been delegated by the Vice-Chancellor under Monash University (Vice-Chancellor) Regulation 16(1) to the Deputy Vice-Chancellor (Education), in consultation with:

– the dean (or delegate) of the degree faculty or unit-owning faculty for coursework; or

– the Pro Vice-Chancellor (Research Training) (or delegate) for graduate research.

5.1.1 In addition, the Deputy Vice-Chancellor (Education) will consult with the relevant campus Pro Vice-Chancellor (or delegate) regarding disestablishment at international locations.

6. Handbook

6.1 The requirements that students must meet to be eligible for an award or non-award enabling program are published in the University Handbook for the year of commencing the course.

6.2 The decision to offer a course for admission and a unit for enrolment has been delegated by the Vice-Chancellor under Monash University Statute 12(3) to the Deputy Vice-Chancellor (Education), in consultation with:

– the dean (or delegate) of the unit-owning faculty for coursework; or

– the Pro Vice-Chancellor (Research Training) (or delegate) for graduate research courses and units.

DEFINITIONS

Accreditation	The University's process for course approval using criteria established by Academic Board to ensure courses meet academic standards. External (or professional) accreditation is the evaluation of a course or qualification undertaken by a body external to the University and aimed at gaining recognition in an industry or profession or by a government agency.
Australian Qualifications Framework (AQF)	The Australian Government's policy for regulated qualifications in the Australian education and training system.
Award	A degree, diploma, certificate or other qualification awarded on successful completion of an accredited course.

Award course	An accredited course leading to an award of the University.
Cotutelle arrangement	A form of joint doctoral degree.
Course	A coherent sequence of units and/or research component, usually leading to a degree or other award.
Course requirements	The requirements, as published in the Handbook, that a student must satisfy in order to complete a course.
Coursework	A method of learning and teaching that leads to the acquisition of knowledge and skills, undertaken by enrolled students through scheduled activities, directed learning and independent study. In contrast, see 'graduate research'.
Degree	A bachelor's, bachelor's honours, master's or doctoral degree.
Degree faculty	The faculty responsible for the curriculum content and design of a course. Double degree courses may have two degree faculties, referred to in the Handbook as managing faculty and partner faculty for the course.
Double degree course	An accredited course of study that leads to two awards.
Dual award	A partnership arrangement involving one or more courses that leads to two separate awards, one awarded by Monash and one awarded by the partner institution. There is usually a mutual recognition of credit between the institutions to allow students to complete both awards in a shorter time than completing them separately.
Exit-only award	An award that does not admit students into a course but is available as an alternative exit for another course.
Graduate attributes	Generic learning outcomes that refer to transferable, non-discipline-specific skills that a graduate may achieve through learning that have application in study, work and life contexts.
Graduate research	Systematic experimental and theoretical study, undertaken by enrolled students, characterised by the acquisition of advanced skills, techniques and knowledge, and resulting in a major research output (such as a thesis). In contrast, see 'coursework'.
Graduate research program	Advanced training designed to both support students in their research and build and broaden their skills and professional attributes.
Handbook	A handbook published annually by the University specifying courses of study and units of study to or in which students may be admitted or enrolled during the year for which it is published.
Joint award course	A single course of study arranged and delivered jointly by Monash and another higher education institution that leads to the award of a single qualification.
Learning outcomes	The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.
Major	Undergraduate study in a single discipline to the value of at least 48 credit points. Reference to 'major' includes extended major unless the context indicates otherwise.
Managing faculty	The faculty specified in the Handbook as being responsible for the administration of a course for the year for which the Handbook is published.
Non-award study	Study undertaken not as part of an award course.
Non-award enabling program	A structured program of learning (not including micro-credentials or professional development education) that provides a pathway to a Monash award course but does not lead directly to a Monash award qualification.
Reaccreditation	The process for renewing the accreditation of existing courses after course review.
Unit	A component of a course represented by a unit code that is taught as a discrete entity but is not a thesis for a graduate research degree.

GOVERNANCE

Supporting procedures	Course Accreditation Procedure Course Design Procedure Course Review Procedure Handbook Procedure Unit Accreditation Procedure
Associated policies	Academic Review Policy Assessment and Academic Integrity Policy Centres and Institutes Policy Learning and Teaching Policy Professional Development Education Policy Transnational Education Policy
Policy owner	Deputy Vice-Chancellor (Education)
Legislation mandating compliance	Australian Qualifications Framework Education Services for Overseas Students Act 2000 – National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Support Act 2003 Higher Education Administrative Information for Providers (AIP) October 2021 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com) – Higher Education Standards Framework (Threshold Standards) 2021 Malaysian Qualifications Framework Monash University Statute Monash University (Academic Board) Regulations Monash University (Council) Regulations Monash University (Vice-Chancellor) Regulations National Standards for Foundation Programs
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