

HANDBOOK PROCEDURE

SCOPE

This procedure applies to:

- all courses, units and non-award enabling programs;
- all locations, with the exception of the former Monash South Africa campus.

For non-award professional development education, including micro-credentials, refer to the [Professional Development Education Procedure](#).

PROCEDURE STATEMENT

1. Purpose and authority of the Handbook

- 1.1 Monash publishes an annual [University Handbook](#) that is the authoritative source of course and unit requirements for that year.
- 1.2 The Handbook is published to align with the Commonwealth Government deadline for publication of the schedule of student contribution amounts, tuition fees, census dates and EFTSL values for the following year, which coincides with the opening of the University's re-enrolment period.
- 1.3 For course requirements, students refer to the Handbook published for the year they commenced the course, unless otherwise instructed by their managing faculty on admission to the course.
- 1.4 For unit requirements, students refer to the Handbook published for the year they enrol in the unit.
- 1.5 Any other published course and unit information, such as websites or course planning tools, must contain a link or reference to the Handbook and must not reproduce the Handbook content.
- 1.6 Course requirements must not be changed in a given year after the Handbook is published, except for the correction of minor errors which will be recorded in a public change register.
- 1.7 Under the Higher Education Support Act 2003, if changes to government-reportable elements of unit information published in the Handbook such as credit points, offering periods, cost structure or EFTSL values are necessary after the designated publication date, the information can only be varied in accordance with the requirements of the Higher Education Provider Guidelines (for changes to student contributions or tuition fees) or the Administration Guidelines (for changes to EFTSL and census dates) or with Ministerial approval.
- 1.8 Corrections and changes other than to content specified in 1.6 and 1.7 can be made where there is no detrimental impact on student enrolment or progression and if approved by the appropriate authority as per the [Course Accreditation Procedure](#) and the [Unit Accreditation Procedure](#).
- 1.9 No other curriculum publication may use the term 'handbook' in its title or description, except for the handbooks for doctoral and research master's degrees published by the Monash Graduate Research Office.

2. Handbook structure and content

- 2.1 The Deputy Vice-Chancellor (Education) (or delegate), in consultation with the Pro Vice-Chancellor (Research Training) (or delegate), determines the structure and content fields published in the Handbook, which must include course and unit entries and may include other additional content.
- 2.2 The Deputy Vice-Chancellor (Education), under delegation from the Vice-Chancellor, determines the courses and units to be offered each year and published in the Handbook, in consultation with:
 - the relevant dean (or delegate) for coursework courses and units; or
 - the Pro Vice-Chancellor (Research Training) (or delegate) for graduate research courses and units.

- 2.3 Course and unit entries in the Handbook must only contain content as recorded in the curriculum management system.
- 2.4 The dean (or delegate) of each faculty must ensure course and unit requirements in the curriculum management system are correct and have the necessary approval.
- 2.5 Before publication, faculty general managers (or delegates) must review and approve the Handbook content for their faculty.
- 2.6 Handbook entries must not contain:
- marketing or promotional material;
 - fee information, except by linking to another publication or website;
 - references to teaching activities that are inconsistent with the University's [teaching activity type](#) nomenclature; or
 - entry requirements for courses other than one-year honours courses.
- 2.7 Information in the Handbook is written in a style consistent with the principles of the [Monash Editorial Style Guide](#).

Course entry content

- 2.8 Each course entry must include the following content:
- course title and code;
 - titles of awards to which the course leads;
 - CRICOS code, where the course is to be offered to international students subject to ESOS requirements;
 - total credit points required to achieve the award;
 - standard and maximum course duration (in years);
 - managing faculty;
 - partner faculty for double degrees;
 - study modes and course locations;
 - course learning outcomes;
 - course requirements to achieve the award, including course progression requirements where applicable;
 - other information relevant to the specific course;
 - contact information for course advice (or a hyperlink to contact information); and
 - alternative exit awards and requirements.
- 2.9 Administrative course codes are not required to have entries in the Handbook.

Unit entry content

- 2.10 Each unit entry must include the following content:
- unit title and code;
 - credit points, highest SCA band and EFTSL (except for graduate research units);
 - location, teaching period and study mode;
 - prerequisites, corequisites and prohibitions, if applicable;
 - whether students will be liable for any additional costs (e.g. for uniform, field trip, equipment), if applicable;
 - link to enrolment dates;
 - owning faculty;
 - chief examiner;
 - unit overview;
 - unit learning outcomes;
 - teaching approach;
 - assessment summary (see section 7.1 of the [Assessment Regime Procedure](#));
 - student workload requirements;
 - [scheduled teaching activity types](#) that align with the approved teaching activity type nomenclature (see also 2.12); and
 - learning resources.
- 2.11 Administrative units and units that are published but not offered are not required to include all content outlined in section 2.10.
- 2.12 Teaching activity types published in the Handbook unit entry are the only activities that can be scheduled in the Timetable. If a teaching activity type does not appear in the Handbook unit entry, it will not be scheduled.

Additional content

- 2.13 The Handbook provides students with information about:
- how to use the Handbook;
 - relevant legislation and policies;

- faculty information;
- changes made to course requirements after publication in a change register; and
- archived Handbooks from previous years.

3. Role of Faculty Handbook Editors

- 3.1 All faculties have a faculty handbook editor, nominated by the faculty general manager (or equivalent).
- 3.2 The faculty handbook editor is responsible for ensuring the information provided for publication in the Handbook is accurate, reflects the intended offerings for the year, and has the required approval (as per [Academic Board delegation](#)) prior to publication.
- 3.3 Each faculty handbook editor is responsible for content in relation to:
- courses managed by the faculty;
 - units owned by the faculty; and
 - the faculty information section.
- 3.4 The Portfolio of the Deputy Vice-Chancellor (Education) and Student Education and Business Services determine the timelines and business process for producing and publishing the Handbook.
- 3.5 For double degree courses, the faculty handbook editor will liaise with any partner faculty before finalising the Handbook course entry.

DEFINITIONS

Administrative unit	A unit in which students enrol to facilitate fees and reporting where Monash does not teach academic content, e.g. graduate research or studies at another institution through study abroad, student exchange, cross-institutional study or work experience.
Award	A degree, diploma, certificate or other qualification awarded upon successful completion of an accredited course.
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.
Course planning tool	A visual representation of a course showing the standard order of progression through the units of the course.
CRICOS code	The code allocated to a course or institution on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), a database run by the Australian Government.
Curriculum management system	CourseLoop, Monash's system that manages course and unit approval, accreditation, publication and review.
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.
ESOS requirements	The requirements stemming from the Education Services for Overseas Students (ESOS) legislative framework .
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.
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 enabling program	A structured program of learning that provides a pathway to a Monash award course but does not lead directly to a Monash award qualification.
Partner faculty	The faculty responsible for the curriculum content and design of a course that is not the managing faculty of the course.

Teaching faculty	The faculty responsible for teaching the unit or, where teaching is shared among faculties, the faculty with the greatest percentage of teaching responsibility.
Teaching location	The physical place where a course is delivered, including Australian and international locations. The location may or may not be a Monash campus or owned by Monash.
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

Parent policy	Courses and Units Policy	
Supporting schedules		
Associated procedures	Assessment Regime Procedure Course Accreditation Procedure Course Design Procedure Course Review Procedure Unit Accreditation Procedure	
Legislation mandating compliance	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 (Vice-Chancellor) Regulations National Code of Practice for Providers of Education and Training to Overseas Students 2018	
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