

# UNIT ACCREDITATION PROCEDURE

## SCOPE

This procedure applies to all units.

Specific requirements relating to the assessment regime are covered in the [Assessment Regime Procedure](#). Requirements related to the delivery of units, including learning management system and learning resources, are covered in the [Unit Delivery Procedure](#).

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

## PROCEDURE STATEMENT

This procedure outlines the requirements for accrediting and designing units and should be read in conjunction with the [Course Design Procedure](#), the [Learning and Teaching Policy](#), the [Learning and Teaching Quality Procedure](#), the [Assessment and Academic Integrity Policy](#) and the [Assessment Regime Procedure](#).

In this procedure 'faculty' and 'faculties' refer also to the two institutes that are accredited to enrol students: Monash Sustainable Development Institute (MSDI) and Monash University Accident Research Centre (MUARC).

### 1. Unit accreditation

- 1.1 Where a unit is primarily offered as a required unit in a course, major, minor, specialisation or graduate research program, the faculty that awards the degree to which that area of study belongs (the degree faculty) is the unit-owning faculty. Where a unit is an elective unit and not required in any area of study, the faculty that teaches the unit (the teaching faculty) is the unit-owning faculty.
- 1.2 Academic Board is responsible for the accreditation and reaccreditation of units [\[Monash University \(Council\) Regulations, 10\(1\)\(e\)\]](#).
  - 1.2.1 For coursework units, Academic Board has delegated this responsibility to the dean (or delegate) of the unit-owning faculty.
  - 1.2.2 For graduate research units, Academic Board accredits and reaccredits units as part of a course accreditation or reaccreditation.
- 1.3 Before accrediting a unit, the accrediting body or person (see section 1.2) must be assured that:
  - 1.3.1 the unit learning outcomes, learning activities and assessment tasks are aligned;
  - 1.3.2 the rationale for offering the unit is sound by considering, for example, the unit's role within courses and alignment with course learning outcomes, its strategic importance and content overlap with other units;
  - 1.3.3 adequate resources, including academic staff, professional staff, resources and services, are in place to successfully offer the unit in all delivery locations;
  - 1.3.4 mechanisms are in place for continuous monitoring of the quality and viability of the unit; and
  - 1.3.5 where the unit involves teaching or resources of another faculty, that faculty has been adequately consulted.
- 1.4 Before reaccrediting a unit, the accrediting body or person (see section 1.2) must be assured that:
  - 1.4.1 the unit aligns with the initial accreditation criteria in section 1.3;
  - 1.4.2 there is evidence over the period of accreditation of high quality outcomes and educational effectiveness; and
  - 1.4.3 the unit is viable.
- 1.5 The unit information that must be accredited comprises:
  - unit title;
  - year level;

- credit points;
  - unit learning outcomes;
  - assessment regime;
  - grading schema;
  - any prerequisites, corequisites and prohibitions;
  - student workload;
  - any attendance requirements (see [Assessment Regime Procedure](#), section 1.4);
  - owning faculty and organisational unit;
  - teaching faculty or faculties and proportion of teaching responsibility; and
  - narrow [field of education](#) code.
- 1.6 The accrediting body or person may set conditions on the accreditation of units and may withdraw the accreditation if the conditions are not met or for any other reason.
- 1.7 The maximum period of accreditation for a unit is seven years. Units can be accredited for a shorter period.
- 1.8 Before the end of the current accreditation period, a unit must be formally reaccredited or disestablished. An approved amendment to a unit does not constitute reaccreditation or extend the current period of accreditation.
- 1.9 Unit accreditation, amendment, reaccreditation and disestablishment are managed through the curriculum management system.

### Amendments

- 1.10 Amendments to an accredited unit must be approved by the accrediting body or person (see section 1.2).
- 1.11 Unit amendments that affect students' enrolment options, such as offering pattern or prerequisites, must be approved and published before enrolment/re-enrolment opens.

### Monitoring unit quality

- 1.12 Deans (or delegates) will regularly monitor the quality of units to ensure units continue to meet the accreditation criteria in sections 1.3 and 1.4.
- 1.13 The requirements for unit review and improvement are outlined in section 4 of the [Learning and Teaching Quality Procedure](#).

### Disestablishment

- 1.14 The Deputy Vice-Chancellor (Education), under delegation from the Vice-Chancellor, may, on their own initiative or on the advice of the Academic Board, disestablish a unit if the Deputy Vice-Chancellor (Education) is of the opinion that the unit is not meeting academic quality or financial viability standards, and in consultation with:
- the dean (or delegate) of the unit-owning faculty for coursework units; or
  - the Pro Vice-Chancellor (Research Training) (or delegate) for graduate research units.
- 1.15 The circumstances in which a unit will be disestablished include but are not limited to:
- when all courses in which the unit was required have been taught out;
  - if resources are no longer available to deliver the unit;
  - if the rationale for the unit is no longer valid;
  - if the unit is not viable;
  - at the end of the unit's accreditation period; or
  - as an outcome of a directed unit review (see [Learning and Teaching Quality Procedure](#), section 4).

## 2. Unit design requirements

### Learning outcomes and assessment

- 2.1 Unit learning outcomes, learning and teaching approaches, learning activities and assessment must:
- 2.1.1 enable student attainment of the course learning outcomes and Monash graduate attributes (see section 1 of the [Courses and Units Policy](#));
- 2.1.2 incorporate curriculum design requirements in section 3 of the [Learning and Teaching Policy](#); and
- 2.1.3 be designed in line with the [Assessment and Academic Integrity Policy](#) and supporting procedures.
- 2.2 Units that are compulsory in more than one award type must have learning outcomes that align with all relevant award types, except where one award is an alternative exit for the other award.

- 2.3 Unit assessment must be aligned and coherent with the pedagogy and assessment approach across the major, specialisation and course, demonstrating an articulation of knowledge, understanding, skills, competencies and attributes.

### Workload and credit points

- 2.4 Coursework units consist of scheduled classes, prescribed activities and independent work, configured to enable student attainment of the course learning outcomes.
- 2.5 One credit point is equivalent to a student workload of two hours per week over a semester of 12 weeks. For coursework students, the standard full-time annual workload (1.0 EFTSL) is 48 credit points. A standard Monash unit is six credit points which corresponds to a total unit workload of 144 hours of scheduled classes, prescribed activities and independent work.
- 2.6 Units may have a volume of learning in multiples of six credit points, i.e. 6, 12, 18 or 24 credit points.
- 2.7 Zero credit point units are permitted to meet course requirements only under one of the following circumstances (except for administrative units, see section 4):
- 2.7.1 the work undertaken by the student involves minimal Monash resources, i.e. equivalent to two credit points or less, no supervision by academic staff, and minimal or no assessment of work;
  - 2.7.2 for work experience in industry (work-integrated learning) units, if charging tuition fees would be inappropriate due to minimal Monash resources being committed to the experience;
  - 2.7.3 the student is undertaking a joint graduate research course and is at that time located at and using the resources of the partner institution;
  - 2.7.4 as a mandatory training component of a graduate research course;
  - 2.7.5 an activity undertaken by the student as a compulsory prerequisite to undertake a future coursework, load-bearing unit;
  - 2.7.6 the student requires an extension to complete a thesis unit and is charged tuition fees (as Monash is providing resources for the extended period of study), in which case the thesis extension unit has an 'enrolled credit point' value appropriate to the tuition fee and an 'achievable credit point' value of zero so the student does not exceed the total course credit points; or
  - 2.7.7 the unit records approval of an overall course grade.

## 3. Unit titles and codes

- 3.1 Unit titles and codes are recorded in the curriculum management system and the student management system.

### Titles

- 3.2 The unit title must be a true representation of the academic content or administrative purpose of the unit.
- 3.3 Unit titles must follow the Monash editorial style guide, and in particular must:

- be written in sentence case;
- not exceed 100 characters;
- not contain acronyms except as commonly understood within the discipline;
- not use symbols (such as ampersands);
- use numbers, not Roman numerals, for sequential units;
- use a colon when separating a dependent clause; and
- not include the word 'part' or the credit point value.

### Codes

- 3.4 Unit codes provide meaning to assist:
- students in selecting appropriate units to meet their course requirements;
  - in providing advice to students;
  - curriculum planning, monitoring and reporting.
- 3.5 The unit code consists of a three-letter prefix and four numbers.
- 3.5.1 The three-letter prefix indicates the faculty or area of study and is assigned as follows:
- **degree faculty prefix:** for units primarily offered in specialist courses in a faculty that uses a common prefix for all units, irrespective of course or specialisation;
  - **course prefix:** for units primarily offered in specialist courses in a faculty that uses a common prefix for all core units in the course;

- **major/minor prefix:** for units primarily offered in a comprehensive course where the course requires students to complete a defined major and/or minor sequence;
- **area of study prefix:** for units not offered in an approved major/minor sequence nor as a core unit within a specialist course.

3.5.2 The first number indicates the year level or course type at which the unit is primarily offered (see Table 1). The remaining numbers have no requirement for any further meaning.

Table 1: Unit levels

Unit level	Equivalent higher education year level	Typical course type
1	First year	Undergraduate course
2	Second year	Undergraduate course
3	Third year	Undergraduate course
4	Fourth year	Undergraduate course, honours, graduate certificate, graduate diploma, master's course
5	Fifth year	Master's course
6	Sixth year and above	Doctoral degree course

### Multi-level and cross-listed units

- 3.6 Multi-level units cover the same academic content at different levels of study and are only permitted when there is a clear, qualitative distinction between the levels in the learning outcomes and assessment requirements, as published in the Handbook.
- 3.6.1 Multi-level units must have the same [field of education](#) code and each level within a multi-level unit is a prohibited unit code for the other levels of that unit.
- 3.7 Cross-listed units have different alpha prefixes but do not differ in academic content. Cross-listed units are only permitted for coursework units that also contribute to the mandatory training component of a graduate research course. The unit cross-listed for graduate research students has an enrolled credit point value of zero.
- 3.7.1 Faculties seeking to cross-list units for purposes other than graduate research training must provide an academic rationale and obtain the approval of the University Education Committee.

## 4. Administrative units

- 4.1 Administrative units are used for units where Monash does not teach any content and to facilitate the appropriate fee structures. These include units for the purpose of enabling enrolment in complementary studies, exchange, study abroad and graduate research.
- 4.2 The unit accreditation and design requirements in sections 1 and 2 do not apply to administrative units.
- 4.3 Student Education and Business Services (SEBS) determines the prefixes that can be used for [administrative units](#) (staff-only access).

## DEFINITIONS

<a href="#">Administrative unit</a>	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.
<a href="#">Assessment regime</a>	The set of assignments, tests or other assessment tasks that comprise the assessment for a unit and the percentage contribution of each task to the final unit result.
<a href="#">Course</a>	A coherent sequence of units and/or research component, usually leading to a degree or other award.
<a href="#">Coursework</a>	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'.

Credit points	The measure of student workload in coursework study.
Cross-listed unit	A unit that has multiple codes with different alpha prefixes but the same academic content, learning outcomes and assessment regime, e.g. a unit that has one code when taken in a coursework course and another code when taken in a graduate research course.
Curriculum management system	CourseLoop, Monash's system that manages course and unit approval, accreditation, publication and review.
Degree faculty	The faculty responsible for 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.
Field of education code	A code allocated under the Australian Government's classification system used by higher education providers to classify courses, specialisations and units according to subject matter.
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'.
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.
Multi-level unit	A unit taught at two or more levels, where academic content is the same but the learning outcomes and assessment regime distinguish between the levels.
Student management system	Callista, Monash's system that manages student data over the student lifecycle.
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.
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.
Unit-owning faculty	The faculty that owns the unit.

## GOVERNANCE

Parent policy	<a href="#">Courses and Units Policy</a>	
Supporting schedules		
Associated procedures	<a href="#">Course Accreditation Procedure</a> <a href="#">Course Design Procedure</a> <a href="#">Course Review Procedure</a> <a href="#">Handbook Procedure</a>	
Legislation mandating compliance	<a href="#">Higher Education Administrative Information for Providers (AIP) October 2021</a> <a href="#">Monash University (Academic Board) Regulations</a> <a href="#">Monash University (Council) Regulations</a> <a href="#">Monash University (Vice-Chancellor) Regulations</a> <a href="#">Monash University Statute</a> <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a>	
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