

UNIT DELIVERY PROCEDURE

SCOPE

This procedure applies to:

- all students;
- all staff;
- all coursework units; and
- all teaching locations.

PROCEDURE STATEMENT

This procedure outlines the standards required for unit delivery to ensure students are aware of the requirements to successfully complete their units, have appropriate access to resources and to ensure resources are produced and used ethically.

In this procedure, references to the associate dean (education) may include roles with equivalent responsibility within the faculty, such as deputy dean (education) or associate dean (learning and teaching).

1. Learning management system

- 1.1 The units offered in any given teaching period must have been accredited by the dean (or delegate) of the unit-owning faculty (see [Courses and Units Policy](#)) and published in the Handbook for the year of offering. The Handbook provides a summary of the unit requirements (see [Handbook Procedure](#)) and the learning management system provides more detailed information for students.
- 1.2 A learning management system (LMS) site is required for every unit offered in a teaching period and must be available to students by Monday of the week before the teaching period starts.
- 1.3 The chief examiner or nominee is responsible for developing the LMS site collaboratively with teaching staff from all modes and locations of offering.
- 1.4 At a minimum, a unit's LMS site must:
 - link to the Handbook;
 - have an announcement forum as the primary method for staff to communicate to students about the unit;
 - provide a content warning (for units with potentially confronting content);
 - provide the schedule of learning activities;
 - list the required learning resources, including devices/materials required for specific scheduled learning activities or assessments;
 - provide access to online and print readings specified for the unit by Monday of the week before the teaching period starts;
 - specify the assessment requirements, as outlined in the [Assessment Regime Procedure](#);
 - provide an assignment submission facility for electronic assignments; and
 - be the place where the marks awarded for each assessment task are recorded.
- 1.5 The LMS site is accessible to teaching staff and students enrolled in all offerings of the unit. Faculties may also provide access as required to other staff and students.
- 1.6 While students remain enrolled at Monash, they can access archived LMS sites for units they have previously completed, back to 2018.

2. Learning resources

- 2.1 All online learning resources will be available through the unit's LMS site. No learning resources will be made available through personal websites. Online resources hosted on external sites will be linked from the unit's LMS site.

- 2.2 Students who are registered with Disability Support Services (DSS) are entitled to reasonable adjustments, as recommended by DSS, to the format of essential learning resources created by Monash (see [Assessment Regime Procedure](#)).
- 2.3 Students who have had an application for special consideration approved must be able to access any resources they missed due to absences.
- 2.4 When preparing learning resources, all staff are responsible for complying with relevant laws, policies and procedures, including:
- [Copyright Compliance Policy](#)
 - [Data Protection and Privacy Procedure](#)
 - [Equal Opportunity Policy](#)
 - [Privacy of Student Records Policy](#)
 - [Media and Social Media Policy](#)
 - [Monash Brand Guidelines](#)
 - [Web Content Accessibility Guidelines](#).
- 2.4.1 Staff should refer to the [copyright good practice](#) resources when preparing learning resources to ensure they use the correct warning, notice and attribution statements.
- 2.4.2 When sharing unit learning resources or student work on third-party platforms or with software providers that collect user data, all staff must ensure privacy requirements are met. Staff can refer to the [Data Protection and Privacy Office](#) for advice.
- 2.4.3 If a staff member who sets the required texts for a unit includes a text of which they are an author or editor, they must have the approval of the associate dean (education) of the teaching faculty in order to avoid a conflict of interest. The chief examiner must assure the associate dean (education) that the proposed text is the most appropriate for that unit, considering relevance, quality and cost.
- 2.5 Monash is the copyright owner of learning resources created by staff members or affiliates during their employment ([Monash University \(Vice-Chancellor\) Regulations](#), Part 5).
- 2.6 Where Monash enters into contractual arrangements with other organisations, the agreement must specify conditions of access to Monash learning resources and is subject to Australian law and legislation in the countries in which Monash teaches.

Lecture recording and live-streaming

- 2.7 Monash supports the recording and live-streaming of lectures as good pedagogical practice that supports student learning. Academic staff must ensure that lectures are recorded or live-streamed when timetabled in equipped venues. Recorded and live-streamed lectures must be made available to students through the LMS.
- 2.8 Where possible, automated captions and transcripts will be made available for all recorded and live-streamed classes and other video and audio learning resources that are available on the LMS.
- 2.9 The chief examiner or nominee must inform guest lecturers who are not Monash staff that they will be recorded and live-streamed and must invite them to sign a [release form](#).
- 2.10 The associate dean (education) (or delegate) can approve:
- recording of activities other than lectures; and
 - exemptions from recording or live-streaming lectures in exceptional circumstances.
- 2.10.1 Any such approved changes to the scheduled recording or live-streaming must be reported to Scheduling Services at least three weeks before the start of the teaching period to ensure appropriate scheduling in equipped venues.
- 2.10.2 If the scheduled recording or live-streaming of a lecture has been cancelled, students must be notified through the LMS before the lecture.

3. Ethical use of animals for scientific and educational purposes

- 3.1 Monash University adheres to all relevant legislation and codes of practice governing the use of animals for scientific and educational purposes.
- 3.2 The use of animals in coursework units must be approved in writing by the relevant Animal Ethics Committee (see [Ethical Research and Approvals: Scientific Activities Involving Animals Procedures](#)).
- 3.3 Monash is committed to replacing, reducing and refining the use of animals in coursework (as outlined in the [Australian code for the care and use of animals for scientific purposes](#) and the [Australian Code for the Responsible Conduct of Research](#)).
- 3.3.1 Non-animal alternatives will be used in coursework unless there are no alternatives that achieve the unit's stated learning outcomes.

- 3.3.2 Where animals are used in coursework, the number of animals will be reduced to the minimum necessary for achieving the unit's stated learning outcomes.
- 3.3.3 The techniques employed in using animals in coursework will be refined to reduce the adverse impact on animals. The use of animals will be guided by a commitment to the welfare of the animals.
- 3.4 In units that use animals for educational purposes, students will be given:
- instruction in the ethical and legal responsibilities involved in the use of animals for scientific and educational purposes;
 - instruction in relevant methods of animal care and use; and
 - the opportunity to discuss the ethical, social and scientific issues involved in the use of animals for scientific and educational purposes.

DEFINITIONS

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.
Device	A portable computer such as a laptop or tablet that meets the University minimum specifications .
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.
Student cohort	A group of students studying in the same course and/or year level.
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 period	In relation to a unit of study, the period occupied by the teaching of the unit.
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	Learning and Teaching Policy
Supporting schedules	
Associated procedures	Assessment Regime Procedure Handbook Procedure Course Accreditation Procedure Unit Accreditation Procedure Learning and Teaching Quality Procedure Learning and Teaching Student Engagement Procedure Ethical Research and Approvals: Scientific Activities Involving Animals Procedures
Legislation mandating compliance	Copyright Act 1968 (Cth) Copyright Act 1978 (South Africa) Copyright Act 1987 (Malaysia) Copyright Law of the People's Republic of China 2010 Copyright Act 1957 (India) Law No. 633 of April 22, 1941, for the Protection of Copyright and Neighboring Rights Italy (amended April 30, 2010) Disability Discrimination Act 1992 (Cth) Monash University (Vice-Chancellor) Regulations Monash University (Academic Board) Regulations

	Monash University Data Protection and Privacy Collection Statements Privacy and Data Protection Act 2014 (Vic) Privacy Act 1988 (Cth) General Data Protection Regulation (EU) 2016/679 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com) – Higher Education Standards Framework (Threshold Standards) 2021 Malaysian Animal Welfare Act 2015 Prevention of Cruelty to Animals Act 1986 (Vic)	
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Content enquiries	policy-education@monash.edu	