

Monash University Procedure

Procedure Title	Coursework Units Review Procedures
Parent Policy	Coursework Courses and Units Accreditation Policy
Date Effective	19-September-2012
Review Date	19-September-2015
Procedure Owner	Vice-Provost (Education Programs)
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	Education Policy Unit
Scope	All coursework courses leading to an award of the University All units of study All campuses and locations
Purpose	To enable the University to fulfil its responsibility for accreditation of units and courses of study required for a degree or other award, as set out in Monash University (Council) Regulations , Part 5, Section 10, Clause 1(e).
PROCEDURE STATEMENT	

Two key forms of review are undertaken in at Monash. The first is part of the regular University coursework course and unit accreditation cycle. The second form is triggered when evidence collated on an annual basis indicates that disestablishment or significant reconfiguration of a course or unit may be needed.

A unit review may be triggered when the need arises for operational reasons, such as significant concerns about the viability and/or quality of a unit and/or its compliance with education policy.

Procedures for directed reviews of units

1. Triggers for the directed review of a coursework unit or an offering of a coursework unit in a particular mode or at a particular location may include:
 - Failure to meet University measures of educational quality; or
 - Failure to comply with educational policy where no exemption has been approved; or
 - Declining or low demand; or
 - Other operational matters that may be determined by Academic Board from time to time.

The specific measures used to trigger a unit review are approved by Academic Board, and outlined in schedule 1. The Pro Vice-Chancellor (Learning and Teaching) has responsibility for recommending to Academic Board appropriate triggers for inclusion in [Schedule 1](#).

Responsibility

Academic Board
Pro Vice-Chancellor (Learning and Teaching)

Monash University Procedure

2. A report on unit performance against University expectations is made available to owning faculties twice yearly (early April and September). Faculty responses to performance reports are submitted within one month for University Education Committee consideration. Proposals are submitted on the University's proforma in line with scheduled dates.

Responsibility

Pro Vice-Chancellor (Learning and Teaching)
Associate Deans (Education)

3. Unit performance reports and faculties' responses are considered by University Education Committee every May and October (units). These form the basis for directed coursework unit review requests by University Education Committee.

If endorsed by Education Committee, a consolidated report of all responses is submitted for Academic Board consideration along with notification of directed review requests. Academic Board considers the report in line with the educational priorities of the University and academic standards.

Responsibility

Education Committee
Pro Vice-Chancellor (Learning and Teaching)

4. Directed reviews carried out by the faculty may result in a case for continuation or discontinuation of the unit. Cases for continuation of units failing to meet expectations include:
- An educational case with evidence of alignment with faculty and university educational strengths or priorities; and
 - A business case, unit guide and statement of strategies to increase enrolments - in the case of low enrolment or other viability questions, or
 - Evidence of changes to unit materials and teaching approaches (eg unit guide, website, articulated teaching development plan) - in the case of unit evaluation overall satisfaction median in the 'needing critical attention range' or other quality questions.

The Pro Vice-Chancellor (Learning and Teaching) will monitor responses to directed coursework unit reviews and provide a report on responses to Education Committee and to Academic Board on at least an annual basis, together with recommendations for action.

Reports from directed reviews are considered by Education Committee and endorsed for forwarding to Academic Board. Academic Board may make a recommendation to the relevant Dean for discontinuation of the unit.

Responsibility

Associate Deans (Education)
Pro Vice-Chancellor (Learning and Teaching)
Education Committee
Academic Board

5. If a directed review is deferred more than twice without reasons accepted by Academic Board, or a faculty fails to provide a rationale for not undertaking the directed review of a unit, Academic Board may direct the owning faculty to cease any new intake into the unit until the review has been completed. In the case of core/compulsory units, this may result in the disestablishment of or major amendment to the course concerned.

Responsibility

Academic Board

Responsibility for	Deans (or delegates)
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Monash University Procedure

implementation	Academic Board CAPC CPEG Vice-Provost (Education Programs) Vice-Provost (Learning and Teaching) Vice-Provost (Graduate Education) Provost Pro-Vice Chancellor Monash Malaysia
Status	Revised
Approval Body	Name: Academic Board Meeting: 2/2016 Date: 20-April-2016 Agenda item: 12.3
Definitions	
Legislation Mandating Compliance	Monash University (Council) Regulations Monash University (Academic Board) Regulations TEQSA Higher Education Standards Framework (Threshold Standards) 2011 Part 3 - Provider Course Accreditation Standards (until end of 2016) Higher Education Standards Framework (Threshold Standards) 2015 (taking effect from 1 January 2017)
Related Policies	Disestablish and Teach Out Coursework Course of Study Policy Collaborative Coursework Arrangements Policy Course Design Policy
Related Documents	Monash Strategic Plans Australian Qualifications Framework National Qualifications Framework (South Africa) Malaysian Qualifications Framework