

## Monash University Procedure

<b>Procedure Title</b>	Coursework Units Review Procedures
<b>Parent Policy</b>	<a href="#">Coursework Courses and Units Accreditation Policy</a>
<b>Date Effective</b>	19-September-2012
<b>Review Date</b>	19-September-2015
<b>Procedure Owner</b>	Deputy Vice-Chancellor (Education)
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.1
<b>Content Enquiries</b>	<a href="#">Education Policy Unit</a>
<b>Scope</b>	All coursework courses leading to an award of the University All Monash University non-award enabling programs approved as preparation for entry to a coursework award course. All units of study All campuses and locations
<b>Purpose</b>	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).
<b>PROCEDURE STATEMENT</b>	

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.

### 1. Procedures for directed reviews of units

1.1. 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.

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

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### Responsibility

Academic Board  
Deputy Vice-Chancellor (Education) (or delegate)

- 1.3. 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 Learning and Teaching Committee consideration. Proposals are submitted on the University's proforma in line with scheduled dates.

### Responsibility

Deputy Vice-Chancellor (Education) (or delegate)  
Associate Deans (Education)

- 1.4. 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.
- 1.5. 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  
Deputy Vice-Chancellor (Education) (or delegate)

- 1.6. 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.
- 1.7. The Deputy Vice-Chancellor (Education) (or delegate) will monitor responses to directed coursework unit reviews and provide a report on responses to Learning and Teaching Committee and to Academic Board on at least an annual basis, together with recommendations for action.
- 1.8. 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)  
Deputy Vice-Chancellor (Education)  
Education Committee  
Academic Board

- 1.9. 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

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<b>Responsibility for implementation</b>	Deans (or delegates) Academic Board CAPC Deputy Vice-Chancellor (Education) Pro-Vice Chancellor Monash Malaysia
<b>Status</b>	Revised
<b>Approval Body</b>	<b>Name:</b> Academic Board <b>Meeting:</b> 1/17 <b>Date:</b> 27 Feb 2017 <b>Agenda item:</b> 12.4
<b>Definitions</b>	
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	
<b>Related Documents</b>	