

Monash University Procedure

Procedure Title	HDR Course Accreditation Procedures
Parent Policy	HDR Course Accreditation Policy
Date Effective	04-June-2014
Review Date	04-June-2017
Procedure Owner	Provost and Senior Vice-President
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	Policy Mrgs
Scope	All campuses (including offshore) All HDR courses, programs, units, and training components that are a required part of any HDR program All Monash staff
Purpose	This policy describes the framework that governs the establishment, amendment, and disestablishment of higher degree by research (HDR) courses, programs and units and ensures the maintenance of academic standards and a robust quality assurance process.
PROCEDURE STATEMENT	

All changes to higher degree by research (HDR) courses must be noted, endorsed, approved or accredited as appropriate by the relevant faculty, the Graduate Research Committee (GRC) and Academic Board. This includes:

- a) the establishment of any units, required training components, programs or courses at HDR level;
- b) any major amendments to a course or part thereof;
- c) the disestablishment of any course or part thereof.

Changes to HDR courses are approved and implemented with the following key steps:

1. Completion of HDR Course & Program Proposal/Amendment or Disestablishment Form
2. Faculty review and endorsement
3. Review by the Vice-Provost (Graduate Education) or academic nominee
4. External assessment where required and any necessary amendments
5. GRC endorsement/approval
6. Academic Board approval
7. Course implementation and promulgation

1. Stage One – Proposals

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- 1.1. **Establishment of and major amendments to units, training components, programs or courses**
Proposers for new units, training components, programs or courses, or for major amendments to any of these, must complete an HDR Course Program Proposal/Amendment Form available from the [Courses](#) area of the MIGR website. Proposals for a GRIP must complete a GRIP application form, also available from the Courses area of the MIGR website.
- 1.2. **Minor amendments to units, training components, programs or courses**
Minor amendments to units, training components, programs and courses must be reported to the GRC annually.
- 1.3. **Disestablishment of units, training components, programs or courses**
Proposers for the disestablishment of units, training components, programs or courses must complete an HDR Course/Unit Disestablishment Form available from the [Courses](#) area of the MIGR website.

Responsibility

AD (RT)/Program Manager
Faculty Research Training Managers

2. Stage Two – Faculty Review

All proposals for HDR courses as described in 1.1 to 1.3 above must be reviewed and endorsed by the appropriate faculty committee(s) responsible for higher degrees.

Where faculties wish to seek broader feedback before their own faculty endorsement, proposals may come straight to GRC via the Vice-Provost (Graduate Education) or academic nominee for preliminary review. In this instance the relevant HDR Course Form must be authorised by the Dean.

Responsibility

Faculty higher degrees committee
AD (RT)
Dean

3. Stage Three – Preliminary Review

The authorised HDR Course Form for any new, changed or to be disestablished unit, training component, program or course must be submitted electronically by the AD (RT) to the Manager, Academic Administration (MAA) in the Monash University Institute of Graduate Research for preliminary review and subsequent consideration by the Vice-Provost (Graduate Education) or academic nominee. Faculties proposing new or changed HDR courses, programs, GRIPs, training components or units need to consider the timing of relevant committees such as the GRC and Academic Board, and deadlines for the University Handbook, in their planning.

- 3.1. **All proposals for new courses, programs, GRIPs, coursework units** or training, or major amendments to any of these, must be reviewed by the Vice-Provost (Graduate Education) or academic nominee.

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All new course proposals must be reviewed by two external assessors before submission to GRC. The Vice-Provost (Graduate Education) or academic nominee may request external assessment for new programs, training or coursework units where it is deemed necessary.

3.2. **Minor Amendments**

Minor amendments to courses, programs, training components and units must be reported to the GRC annually.

3.3. **Disestablishment**

The Vice-Provost (Graduate Education) or academic nominee must review any proposal for disestablishment of courses, programs, training components or units and its impact and endorse the proposal before submission to GRC.

Any requests for changes to proposals prior to external assessment will be communicated via the AD (RT) back to the faculty. Revised and faculty-endorsed proposals must be re-submitted to the Vice-Provost (Graduate Education) or academic nominee for endorsement before submission to GRC.

Responsibility

AD (RT)

MAA, MIGR

Vice-Provost (Graduate Education) or academic nominee

Program Manager

4. Stage Four – External Assessment

4.1. **Nomination of external assessors for new courses**

Where a new course is proposed nominations of external assessors are required on the HDR Course & Program Proposal Form. The faculty/course proposer must nominate one assessor and provide a choice of at least three others from which a second is chosen by the Vice-Provost (Graduate Education) or academic nominee.

4.2. **External assessment process**

4.2.1. The Vice-Provost (Graduate Education) or academic nominee will determine if external assessment is required for programs, coursework units or training and request nominations from the faculty if necessary.

4.2.2. The Vice-Provost (Graduate Education) or academic nominee will select a second assessor from the three nominated by the faculty.

4.2.3. The MAA will invite assessors to confidentially assess any course proposals within a specified time frame.

4.2.4. Assessor reports will be submitted to the course proposer for consideration and amendment where appropriate.

4.2.5. Assessor reports and amended proposals are then sent to the VP(GE) for final endorsement before submission to GRC.

Responsibility

MAA, MIGR

Vice-Provost (Graduate Education) or academic nominee

AD (RT) Program Manager

5. Stage Five – GRC Endorsement

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Proposals endorsed by the Vice-Provost (Graduate Education) or academic nominee and the relevant faculty will be submitted to the next available meeting of the GRC for consideration, endorsement and/or approval as appropriate.

Where deemed necessary, GRC may request external assessment of programs, training or coursework units.

The MAA will conduct a preliminary assessment of the need for any new or amended regulations and advise the University Solicitor's Office. Where required new or amended regulations will be drafted to accompany course changes to Academic Board or as soon as possible afterwards.

Responsibility

MAA, MIGR
GRC
University Solicitor's Office

6. Stage Six – Submission to Academic Board

6.1. **New courses, major amendments and disestablishment of courses**

All new courses, major amendments to courses, and proposals to disestablish courses must be included in the Recommendations Section of the GRC report to Academic Board with links to full proposal documentation, including new regulations where necessary.

6.2. **New programs, units and/or training requirements**

A summary of new programs, units and/or training requirements is included in the Proceedings Section of the GRC report to Academic Board for noting.

Responsibility

MAA, MIGR

7. Stage Seven – Implementation

7.1. **New units, training components and programs**

Following approval by GRC the responsible faculty will take any necessary steps to implement the new course components, including the registering of any unit codes, or unit sets on Callista, and the promulgation of new options through normal faculty and university channels.

7.2. **New, amended or disestablished courses**

Following receipt of the Academic Board extract indicating accreditation of any new, amended or disestablished courses, the responsible faculty will take any necessary steps to implement/disestablish the course, including application for/cancellation of course and CRICOS codes, and promulgation on faculty and university websites. The Manager, Academic Administration will update the Research Master's and PhD Handbooks, and other MIGR websites.

Responsibility

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FRTMs
MAA, MIGR

Responsibility for implementation	<p>Chair, GRC Academic Director, GRC Director, Monash Graduate Education (MGE) President, Academic Board Associate Deans (Research Training) Faculty Research Training Managers</p>
Status	Revised
Approval Body	<p>Name: Academic Board Meeting: 3/2014 Date: 04-June-2014 Agenda item: 11.2</p>
Definitions	<p>AD (RT): Associate Dean responsible for research degrees</p> <p>HDR Course: A program of research, leading to the submission of a thesis, structured around a set of rules, which leads to the award of an HDR qualification. PhD programs, professional doctorates and some masters by research programs also include coursework and/or training. A course (e.g. the PhD) can be offered by several faculties but for administrative purposes is offered under different course codes. A faculty can offer several courses (e.g. PhD and PhD in Translation Studies) that are distinguished by admission and/or examination requirements and which are represented on enrolment systems by different course codes.</p> <p>MAA: Manager, Academic Administration, Monash University Institute of Graduate Research</p> <p>MIGR: Monash University Institute of Graduate Research</p> <p>Program: A disciplinary specialisation within an HDR course that has distinct coursework and/or training requirements.</p> <p>Program Manager: Head of a Program, with responsibility for all major academic and administrative matters.</p> <p>GRC: Graduate Research Committee</p> <p>GRIP: Graduate Research Interdisciplinary Program</p>
Legislation Mandating Compliance	<p>Monash University Act 2009 Monash University (Vice-Chancellor) Regulations Monash University (Academic Board) Regulations</p>
Related Policies	<p>Course Design Policy Course Titling and Abbreviation Policy Course and unit handbook policy Credit Policy (including Recognition of Prior Learning) Monash Graduate Attributes Policy Program Review Policy</p>

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	Program Review Procedures Qualification Categories Policy Unit Coding Policy
Related Documents	MIGR White Paper MIGR Course Requirements Australian Qualifications Framework Handbook Production Guide Monash 2025 The Transitional Academic Plan