

Monash University Policy

Policy Title	Course and Unit Handbook Policy
Date Effective	31-August-2011
Review Date	31-August-2014
Policy Owner	Director, Student Administration
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	Curriculum and Publications
Scope	All approved university courses and units offered in a given academic year across all faculties and campuses.
Purpose	To define and regulate the publication of course and unit information for all enrolled Monash students.
POLICY STATEMENT	

- The university will publish an annual Handbook which is the authoritative reference for enrolled students on requirements for courses and units offered in the given academic year.
- The term 'handbook' will only be used in the title or description of the university-wide annual publication described above. No other campus, faculty, school or department curriculum publication may use the term 'handbook' in its title or description.
- The Handbook outlines all undergraduate, graduate/postgraduate and higher degree by research courses and units, providing details of course requirements to current students. The Handbook encompasses any additional course-related information on Doctor of Philosophy and Master of Philosophy programs published by the Monash Research Graduate School.
- Course and unit information in the Handbook is the authoritative version of that information and must not be rewritten or published by any entity of the university (faculty/school/department etc) in any other publication unless it is sourced from the curriculum data management system via published extracts supplied by the business owner. Any reference to course or unit information published online (other than course maps or unit guides) must link only to the authoritative source in the university's online Handbook. Course maps and unit guides will include a reference to the Handbook as the authoritative version of course and unit information.
- No change may be made to the structure or requirements of a published course for the given academic year, after the publication date required by the relevant government body, other than in exceptional circumstances, except for the correction of minor errors which will be publicly recorded in a change register.
- Descriptions of courses and units in the Handbook will follow a standard format.

Supporting Procedures	Course and unit handbook procedures
Responsibility for implementation	Monash Research Graduate School Committee Handbook business owner/s

	Faculty Managers
Status	Revised
Approval Body	Name: Academic Board Meeting: 5/2011 Date: 31-August-2011 Agenda item: 17.3
Endorsement Body	Name: Education Committee Meeting: 4/2011 Date: 03-August-2011 Agenda item: 16.1
Definitions	Handbook: The annual compendium of Monash University undergraduate and graduate/postgraduate, and higher degree research courses and units provided as the official statement of approved study offerings for that year.
Legislation Mandating Compliance	Monash University Statute Higher Education Support Act 2003: 19-95; 169-25 Higher Education Support Act 2003 – Administration Guidelines Monash University (Academic Board) Regulations Part 2 Monash University (Vice-Chancellor) Regulations Part 3
Related Policies	Coursework Courses and Unit Accreditation Policy and Procedures Course Titling and Abbreviation Policy Academic Programs from Multiple Campuses Policy Unit Guide Policy and Procedures Unit titling and abbreviation protocol
Related Documents	Handbook Production Guide Handbook for Doctoral and MPhil Degrees Administrative Information for Providers - Student Support: section 49 Doctoral and MPhil degrees handbook procedures (currently being developed)