

## Monash University Procedure

<b>Procedure Title</b>	Cancellation of Unit Offerings Procedures
<b>Parent Policy</b>	<a href="#">Cancellation of unit offering policy</a>
<b>Date Effective</b>	20-April-2016
<b>Review Date</b>	20-April-2019
<b>Procedure Owner</b>	Office of the Vice-Provost Academic Performance
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	2.0
<b>Content Enquiries</b>	Education Policy Unit - <a href="mailto:policy-education@monash.edu">policy-education@monash.edu</a>
<b>Scope</b>	All coursework units
<b>Purpose</b>	To ensure a consistent approach to the cancellation of unit offering across the University and the fair treatment of students affected by unit cancellation.
<b>PROCEDURE STATEMENT</b>	

### Cancellation of scheduled unit offerings

1. The decision to cancel a unit must be made with the approval of the Dean (or delegate). The deadline for cancelling a unit offering and notifying students of the cancellation should be at least one week prior to the commencement of teaching of that unit.
2. Once the decision has been made to cancel a unit offering, students enrolled in that unit must be notified via their University e-mail account of the reason for the cancellation. The email must also advise students of alternative arrangements, such as undertaking the unit in an alternate mode or at a different campus, or enrolling in an alternative unit.
3. Where the cancellation of a unit offering is necessary due to:
  - i. unforeseeable circumstances, such as the death or serious illness of a staff member needed to teach, the faculty must make every effort to recruit alternative teaching staff with the relevant expertise.
  - ii. insufficient enrolments, the Chief Examiner must determine whether it is possible to deliver the unit offering in an alternative delivery mode (eg, online, distance education). If changes to the learning activities or assessment regime are required to achieve this, the Chief Examiner must seek approval from the Dean (or delegate) as a unit amendment.
4. The unit owning faculty will make the required changes regarding the cancelled unit offering on the student management system.

#### **Responsibility**

Dean (or delegate)  
Faculty Manager

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<b>Responsibility for implementation</b>	<p>Vice-Provost (Education Programs)</p> <p>Deans</p> <p>Deputy Deans (Education)/Associate Deans (Education)</p> <p>Faculty Managers</p>
<b>Status</b>	Revised
<b>Approval Body</b>	<p><b>Name:</b> Academic Board</p> <p><b>Meeting:</b> 2/2016</p> <p><b>Date:</b> 20-April-2016</p> <p><b>Agenda item:</b> 12.2</p>
<b>Definitions</b>	<p><b>Chief Examiner:</b> is responsible for the implementation of the unit assessment regime and must recommend the final result for each student. A Dean must appoint a chief examiner for each unit taught by the faculty.</p> <p><b>Unit of study:</b> A component of a course of study which is taught and examined as a discrete entity and is represented by a single unit code. This does not include a thesis for a higher degree by research which is governed by regulations of the Graduate Research Committee.</p> <p><b>Unit offering:</b> The delivery of a unit in a particular teaching period, in single or multiple modes, streams or locations.</p>
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	<p><a href="#">Course Design Policy</a></p> <p>Coursework Courses and Units Accreditation <a href="#">Policy</a> and <a href="#">Procedures</a></p>
<b>Related Documents</b>	<p><a href="#">Monash University Handbooks</a></p> <p><a href="#">Higher Education Support Act Administrative Information for Providers</a>, Section 30.13: 'Cancellation of units of study after the census date'.</p>