

Monash University Policy

Policy Title	Access to Monash Courseware Policy
Date Effective	30-July-2013
Review Date	30-July-2018
Policy Owner	Chair, Education Policy and Programs Committee
Category	Academic Quality and Standards
Version Number	1.1
Content Enquiries	Education Policy Unit
Scope	<ul style="list-style-type: none"> • All Australian campuses • All staff and other authorised users who place University unit and course material online
Purpose	To mandate the level of access necessary for different unit information and course materials provided by the University over the internet, and the copyright warning notices and statements that accompany these materials.
POLICY STATEMENT	

Access to web-based course materials, including but not limited to podcasts and streamed material, where Monash is the Copyright Owner, is based on the following levels:

Level 1. Open public access. This may only be material which Monash owns or has an appropriate licence to use and where publication will not breach information privacy. Staff publishing such material must observe copyright and privacy restrictions. Level 1 access applies to unit online reading lists (not linked to full text material).

Level 2. Monash staff and students only. This applies to Lectures Online content.

Level 3. Students enrolled in and staff teaching specific units.

Level 4. Nominated individuals or groups requiring access to the teaching and learning resources/sites or materials for the purposes of collaboration, research, or other joint activities under a legal agreement.

All units must have at least one page at public access level to enable students to make an informed choice on unit selection.

Where staff enter into contractual partnerships and/or arrangements with other organisations,

- a) these must be governed by an agreement drafted by the University Solicitor's Office, and
- b) this agreement must specify conditions of access to learning materials in all media.

This agreement is subject to Australian law.

The University will implement access levels (as defined in 1-4 above), bearing in mind the types of course material made available within units offered by the faculty. The levels of access provided will reflect the above considerations about third party copyright and privacy.

Copyright warning notices and statements must be included with course material including recorded lectures, print materials and Monash-owned materials.

Supporting Procedures	Access to Monash Courseware Procedures
Responsibility for implementation	Faculties ITS Student Services
Status	Revised
Approval Body	Name: Academic Board Meeting: 4/2013 Date: 30-July-2013 Agenda item: 8.3
Endorsement Body	Name: Education Committee Meeting: 3/2013 Date: 11-June-2013 Agenda item: 7.1
Definitions	
Legislation Mandating Compliance	Intellectual Property Statute 11.2 Intellectual Property Regulations
Related Policies	Copyright Compliance Policy
Related Documents	Guidelines for Staff about Preparation of Web-Based Materials