MONASH UNIVERSITY PROCEDURE

[This procedure comes into effect from 1 January 2018]

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<th>Procedure Title</th>
<th>Graduate Research Course Accreditation Procedures</th>
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<tr>
<td>Parent Policy</td>
<td>Graduate Research Course Accreditation and Review Policy</td>
</tr>
<tr>
<td>Date Effective</td>
<td>1 January 2018</td>
</tr>
<tr>
<td>Review Date</td>
<td>1 January 2021</td>
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<tr>
<td>Procedure Owner</td>
<td>Chair, Graduate Research Committee</td>
</tr>
<tr>
<td>Category</td>
<td>Academic Quality and Standards</td>
</tr>
<tr>
<td>Version Number</td>
<td>1.0</td>
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<tr>
<td>Content Enquiries</td>
<td><a href="mailto:graduate-education@monash.edu">graduate-education@monash.edu</a></td>
</tr>
<tr>
<td>Scope</td>
<td>All graduate research courses leading to an award of the University</td>
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<td>All graduate research units of study</td>
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<td>All campuses and locations</td>
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<td>Purpose</td>
<td>To enable the University to fulfil its responsibility for accreditation of units and</td>
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<td>courses of study required for a degree, as set out in Monash University (Council)</td>
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PROCEDURE STATEMENT

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PART A - RESPONSIBILITY FOR APPROVAL OF COURSE PROPOSALS

Course accreditation is a quality assurance process under which courses are evaluated to determine that Monash University research training standards are met. Accreditation by the Academic Board is a necessary condition in order for the University to offer a course and admit students to it.

Accreditation is not the same as a decision to offer a course.

Proposals to accredit new, or make amendments to, graduate research courses, units of study and professional development training must be reviewed, endorsed, and approved by the relevant faculty, the Graduate Research Committee (GRC) Course and Programs Sub-Committee, the GRC and Academic Board.

This includes:

a) the establishment of any new courses, including the Monash Doctoral Program in its various modes (PhD, joint PhD/Cotutelle, professional doctorate, and Graduate Research Industry Partnerships [GRIPs]), research master’s courses, units of study offered as a compulsory part of a graduate research course or program, and compulsory professional development training activities.

b) any major amendments to a course, unit of study, or training component, or part thereof;

c) the disestablishment of any course or part thereof.

Changes to graduate research courses are approved and implemented in accordance with the following key steps:

- Completion of the relevant template in CourseLoop.
- Faculty review and endorsement.
- Preliminary review by the Graduate Research Committee (GRC) Course and Programs Sub-Committee (hereafter, GRC Course and Programs Sub-Committee).
- External assessment where required and any necessary amendments.
- GRC endorsement/approval.
- Academic Board approval.
- Implementation and promulgation.

1. Determining the responsibility for approval of course proposals

1.1. Academic Board has responsibility for the accreditation of courses and units of study.

1.2. The principles for determining who is responsible for approving amendments to accredited courses are set out in the Graduate Research Course Accreditation and Review Policy.

2. Approval of new offerings and amendments

Establishment of new graduate research courses, programs, or units of study
Monash University Procedure

[This procedure comes into effect from 1 January 2018]

2.1. Proposals for the following are to be submitted via the relevant template in CourseLoop to the GRC Course and Programs Sub-Committee for preliminary review and assessment:

- courses offered within the Monash Doctoral Program in its various modes (PhD, joint PhD/Cotutelle, professional doctorate, and Graduate Research Industry Partnerships [GRIPs]);
- all research master’s courses;
- all units of study offered as a compulsory part of a graduate research course or program; and
- all new programs within an existing graduate research course.

2.2. Where the proposal relates to a new GRIP, faculties must ensure that they follow the process as outlined on the GRIP website, which requires an expression of interest to be submitted in the first instance. See the GRIP Planning Guidelines.

2.3. Once reviewed and assessed by the GRC Course and Programs Sub-Committee, proposals are to be sent to the GRC for endorsement and Academic Board for approval.

Establishment of new professional development activities

2.4. Proposals for the following are to be submitted via the online form to the GRC Course and Programs Sub-Committee for consideration and approval, in accordance with the Monash Doctoral Program Activity Guidelines.

2.5. Once approved by the GRC Course and Programs Sub-Committee, proposals are to be sent to the GRC for noting by the Secretariat of the GRC Course and Programs Sub-Committee, along with applicable minutes and supporting documents.

Major amendments

2.6. Proposals for major amendments to courses and units of study are to be submitted via the relevant template in CourseLoop to the GRC Course and Programs Sub-Committee for preliminary review and assessment.

2.7. Major amendments include amendments to existing graduate research courses, as defined in the Checklist for Major Course Amendments, and specified as follows:

- change to campus;
- change to mode of enrolment (on-campus/external or part-time/full-time);
- change to admission requirements;
- amendments arising from legislative changes or which may or do have legislative consequences;
- changes that impact on course progressions (for example, impacting on milestones) or teaching/research supervision loads of other faculties;
- any change to the research component of a graduate research course.

2.8. Major amendments to units of study include the following:

- change in credit points/hours;
- change of offering of an existing unit of study via a new mode or at a new location.

2.9. Once reviewed by the GRC Course and Programs Sub-Committee, proposals are to be sent to the GRC for endorsement by the Secretariat of the GRC Course and Programs Sub-Committee.

2.10. Once endorsed by the GRC, proposals are forwarded to Academic Board for approval by the Secretariat of the GRC, as part of GRC’s report to Academic Board.
Monash University Procedure

[This procedure comes into effect from 1 January 2018]

Minor amendments

2.11. Proposals for minor amendments to the following are to be submitted via the relevant template in CourseLoop to the GRC Course and Programs Sub-Committee for approval:

- changes to sequences of coursework units and/or training components without an alteration to course requirements or regulations;
- changes to unit of study title;
- unit of study prerequisites; or
- change of content, objectives or assessment in conformity with existing University policies and procedures.

2.12. Once approved by the GRC Course and Programs Sub-Committee, minor amendments are to be sent to the GRC for noting by the Secretariat of the GRC Course and Programs Sub-Committee.

3. Approval of courses offered at Monash University Malaysia

3.1. Proposals concerning courses offered at Monash University Malaysia must follow the University course accreditation process and the approval/endorsement process of the relevant faculty, and must comply with the Course Accreditation Business Rule for the campus.

3.2. The faculty must consult with the relevant Head of School, with a copy to the Director of Quality Assurance and Compliance (Monash University Malaysia), prior to the Dean (or delegate) endorsing/approving a proposal.

3.3. Proposals that require Academic Board approval, and relate to courses offered at Monash University Malaysia, must be endorsed by the President and Pro-Vice Chancellor, Monash University Malaysia, or delegate, prior to submission to the GRC Course and Programs Sub-Committee and subsequently, GRC.

3.4. Following approval, the faculty must report the approval of the proposal to the relevant Head of School, with a copy to the Director of Quality Assurance and Compliance.

PART B - PROPOSAL DEVELOPMENT

3.5. All course proposals require documentation of an academic case for a new course, or change to the academic case for an existing course, as specified under paragraph 3.9 below.

3.6. All proposals as described in section 2 of these procedures must be reviewed and endorsed by the appropriate faculty committee(s).

3.7. Where faculties wish to seek broader feedback before their own faculty endorsement, proposals may be directed to the Chair of the GRC Course and Programs Sub-Committee (or delegate) for initial feedback.

3.8. Deans (or delegates) have responsibility for ensuring that all proposals:

- align with University and faculty research training priorities and the faculty resource strategy;
- academic standards as set out in the University's policies, regulations and the statute, including the University's progress management framework.
- professional accreditation requirements (where relevant);
- include appropriate governance and management arrangements for successful implementation, delivery and oversight of the proposal;

3.9. Proposals must include an academic case, comprising the following parts:
Monash University Procedure

[This procedure comes into effect from 1 January 2018]

- **Executive Summary:** Brief summary of the proposal (one page) to enable reviewers to rapidly become acquainted with its key features and supporting case prior to reading the full proposal. For applications for reaccreditation, it also includes a copy of the application for re-accreditation form, along with the Faculty Response Report and the Independent Review Panel Report.

- **Design Compliance:** The demonstration that the course is compliant with the University’s policy framework, in particular, Monash’s [Course Design Policy](#) and associated Procedures, [Assessment in Coursework Units Policy](#) and Procedures, and [Credit Policy](#) and Procedures, and that the course can be completed in the standard duration with a reasonable and balanced student load. The course is compliant with the University's progress management framework.

- **Course Governance:** A brief explanation of how the course, including collaborative or third party arrangements, will be governed and overseen, and quality and sustainability assured.

- **Implementation Plan:** Assurance that staffing and other infrastructure and service resources will be available for quality delivery of the offering in the proposed location and at the proposed time and that due consideration has been given to timely roll out of the course, its marketing and publications and other risk factors for implementation.

### PART C - IMPLEMENTATION OF NEW COURSES AND COURSE AMENDMENTS

3.10. The responsibility for managing the implementation of a course resides with the managing faculty. That a course has been accredited, or an amendment approved by Academic Board, does not necessarily mean that the amended version of the course will become available immediately. It is the responsibility of the managing faculty, however, to ensure that those responsible for publications and systems, and other key stakeholders, are fully informed with sufficient forward notice so that they can undertake their responsibilities in a timely way.

3.11. Note that in Monash Malaysia, a new course and some course amendments approved by Academic Board must also be approved for implementation by the Malaysian government.

3.12. Prior to proposing changes that may affect a Monash University Malaysia course, the faculty should contact the Quality Assurance and Compliance Unit at MUM to check whether such approval will be required and the implications for the timing of implementation.

### 4. Implementation

4.1. All courses are assigned a managing faculty, which has principal rights and responsibilities for the management of the course.

4.2. Once a course has been accredited or a revised version of an accredited course approved, the course must be published in the University Handbook.

4.3. New course entries, or amendments to course entries, should be sent to Monash Graduate Education for forwarding to the University Handbook editor.

4.4. All unit of study entries, or amendments to unit of study entries, should be referred to the Faculty Handbook editor.

4.5. Faculties must ensure that other publications and systems are updated in a timely way and administrative areas and other stakeholders advised.

4.6. The date of implementation of a new offering or an amendment to an offering is determined by the managing faculty and the implementation date then determines when the various publications and systems should be updated, the course version reported to government and the course version published for admission.

4.7. The managing faculty should consult with campuses, locations of offering and Monash Graduate Education in scheduling implementation.
Monash University Procedure

[This procedure comes into effect from 1 January 2018]

4.8. Where a course amendment affects currently enrolled or deferred students, the managing faculty must notify students of the amendment, the options available to students and any transitional arrangements that will be put in place.

4.9. Accreditation of courses by professional bodies is the responsibility of the managing faculty.

PART D - RE-ACCREDITATION OF COURSES

Re-accreditation of courses requires the same level of scrutiny as the earlier accreditation. It is expected that courses will be regularly renewed to reflect feedback from students and colleagues as well as current discipline knowledge and professional practice where relevant.

Course features that may have been appropriate in an earlier period may no longer be; this is why accreditation is for a fixed period. A course presented for re-accreditation will be judged by current standards and expectations; if presented unchanged since its earlier accreditation, it may or may not be re-accredited.

5. Applications for re-accreditation

5.1. When Academic Board accredits a course, it will also determine the period of accreditation, up to 5 years. Prior to the expiration of the accreditation period, the managing faculty must apply for re-accreditation in order to continue offering the course. Applications for re-accreditation must be submitted in a timely manner so that the full process can be completed and Academic Board re-accredit before the current accreditation period expires.

5.2. For information, faculties should refer to the Graduate Research Course Review Procedures.

6. Failure to conduct course review or apply for re-accreditation

6.1. If a course is not reviewed or an application for re-accreditation is not received by the GRC Course and Programs Sub-Committee before the end of the accreditation period, and the course is not in teach-out mode, the managing faculty must provide a rationale to the GRC Course and Programs Sub-Committee as to why the course's current accreditation term should be extended, explaining why the review and/or application has not been completed within the timeframe.

6.2. The GRC Course and Programs Sub-Committee will then propose a suitable course of action and make a recommendation to GRC before the matter is referred to Academic Board for decision. The GRC Course and Programs Sub-Committee may recommend to GRC that Academic Board:

- Grant re-accreditation;
- Grant re-accreditation with condition/s and/or a shorter accreditation period; or
- Extend the current accreditation for a period sufficient to undertake the necessary review and/or application for re-accreditation; or
- Withdraw accreditation and recommend that any new intake/commencing enrolments be ceased.

6.3. If Academic Board does not accept the rationale for the failure to conduct a course review or apply for re-accreditation, Academic Board will determine that the accreditation is withdrawn and recommend that any new intake/commencing enrolments into the course until the course has been re-accredited.

PART F - DISESTABLISHING COURSES

The Dean (or delegate) of the relevant faculty, in consultation with the Chair of the GRC Course and Programs Sub-Committee (or delegate) decides whether and when a course will be disestablished or a program or location of offering withdrawn. The strategic/business decision to disestablish is based on similar considerations to those for introducing an offering. Where a course or offering currently has students enrolled, a teach-out process to implement the withdrawal will be required.
Monash University Procedure

[This procedure comes into effect from 1 January 2018]

Academic Board may also, from time to time, recommend that a course of study be disestablished where it is of the opinion that academic quality standards are being breached or are not maintained systematically or if the accreditation of a course has lapsed and not been renewed.

7. Initiating the disestablishment of a course

7.1. Courses may be disestablished:

• at the direction of the Graduate Research Committee following recommendation by the GRC Course and Programs Sub-Committee and discussion with the Dean of the relevant faculty (or delegate); or
• at the initiation of the Dean of the managing faculty with support of the GRC Course and Programs Sub-Committee; or
• following a recommendation from the Academic Board that a course of study should be disestablished where:
  o it is of the opinion that academic quality standards are being breached or are not maintained systematically; or
  o an accreditation of a course has lapsed and not been renewed.

7.2. A proposal for disestablishment may be in response to a range of factors including:

• positioning within the Faculty's and/or University's graduate research portfolio and research training strategy;
• current and projected load including any relevant market intelligence where appropriate; and
• the availability of University resources/infrastructure/staffing to deliver the course at an appropriate standard, or to meet external accreditation requirements.

In proposing to disestablish a course or offering, the Dean of the managing faculty should briefly explain the rationale, although this is generally only necessary where the course is still being offered. Where the course is still being offered, stakeholder concern should be addressed, in particular any negative impacts of disestablishment including:

• possible effect on individual students and student cohorts currently enrolled in the course and students with an active offer of admission; and
• any other risks/benefits.

7.3. Evidence of consultation and agreement with stakeholders (for example, the Pro Vice-Chancellor Monash University Malaysia in the case of offerings at the Malaysian campus) may be required. Consultation must occur where the course is active and:

• may affect the strategic/business case of a campus or location of offering; and/or
• students from other courses draw on the units.

8. Implementation and oversight

8.1. Where the course of study in question has currently enrolled students or students completing approved pathways for entry to the course, a teach-out plan must be developed, which includes a timeframe for the proposed teach out. The purpose of the teach-out plan is to ensure that:

• enrolled students can complete the course (or offering) within a reasonable time frame;
• program quality and supporting resources are maintained to the end of the teach-out period; and
• such situations are managed sensitively with individual students and with any external partners/stakeholders involved in the course delivery.

8.2. The teach-out plan should address the following:
Monash University Procedure

[This procedure comes into effect from 1 January 2018]

- Timeframe: What is the final intake period? Has advance marketing for international students or pathway students been taken into account?
- Teach-out: What is the anticipated completion date? How will existing students’ progress be managed in relation to the withdrawal/availability of units, and student leave of absence or extensions to candidature?
- Risks: What are the transition/change management risks (e.g. student, staff and other stakeholder concerns, teach-out capacity)?

8.3. Once a course has been disestablished, faculties must ensure that publications and systems are updated in a timely way and administrative areas and other stakeholders advised. For course and program entries, Monash Graduate Education liaises with the University Handbook editor to ensure courses and programs are unpublished. For unit of study entries, the faculty must liaise with the Faculty Handbook editor.

8.4. The managing faculty must notify enrolled and deferred students of the disestablishment, the options available to students and any transitional arrangements that will be put in place.

8.5. The managing faculty will cease admitting students to that course at the time of the decision.

8.6. Once a course is in teach-out, the relevant faculty will not seek re-accreditation of the course. If the teach-out period extends beyond the end of the accreditation period, the managing faculty may apply for an extension to the existing accreditation. In such cases, Academic Board will be particularly interested in mechanisms for ensuring the quality of the academic program for the remainder of the teach-out.

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<thead>
<tr>
<th>Responsibility for implementation</th>
<th>Deans (or delegates)</th>
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<tr>
<td></td>
<td>Associate Deans (Graduate Research)</td>
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<td>Academic Board</td>
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<td>Chair, Graduate Research Committee</td>
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<td>Deputy Chair, Graduate Research Committee</td>
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<td>Graduate Research Committee</td>
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<td>GRC Course and Programs Sub-Committee</td>
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<td>Pro-Vice Chancellor Monash Malaysia</td>
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| Status | New |

<table>
<thead>
<tr>
<th>Approval Body</th>
<th>Name: Graduate Research Committee</th>
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<tbody>
<tr>
<td></td>
<td>Meeting: 8/2017</td>
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<tr>
<td></td>
<td>Date: 23-November-2017</td>
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<td>Agenda item: 9.3</td>
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<table>
<thead>
<tr>
<th>Definitions</th>
<th>Academic Course Information: Document that sets out the academic information about a course.</th>
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<tr>
<td></td>
<td>Academic unit: Includes a sub-faculty, school, department, centre, institute or other unit into which a faculty is divided; or a school, department, centre or institute established as a separate entity from a faculty. Typically, is the organisational unit in which a graduate research student is enrolled.</td>
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<tr>
<td></td>
<td>Accreditation: The University’s process for course approval using criteria</td>
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Responsibility for implementation: Deans (or delegates)
Associate Deans (Graduate Research)
Academic Board
Chair, Graduate Research Committee
Deputy Chair, Graduate Research Committee
Graduate Research Committee
GRC Course and Programs Sub-Committee
Pro-Vice Chancellor Monash Malaysia

Status: New

Approval Body: Name: Graduate Research Committee
Meeting: 8/2017
Date: 23-November-2017
Agenda item: 9.3

Definitions: Academic Course Information: Document that sets out the academic information about a course.
Academic unit: Includes a sub-faculty, school, department, centre, institute or other unit into which a faculty is divided; or a school, department, centre or institute established as a separate entity from a faculty. Typically, is the organisational unit in which a graduate research student is enrolled.
Accreditation: The University’s process for course approval using criteria
established by Academic Board to ensure courses meet academic standards. External Accreditation or Professional Accreditation is the evaluation of a course or qualification undertaken by a body external to the University and aimed at gaining recognition in an industry or profession or by a government agency.

Administrative Officer: For the purposes of these Procedures, Administrative Officer means the person who supports a Self-Review Team. Typically, is a person with experience in graduate research student matters.

AQF Levels: Indicate the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement. AQF Level 1 has the lowest complexity and AQF Level 10 has the highest complexity. (AQF definition)

Associate Dean (Graduate Research): Senior academic staff member appointed at faculty or equivalent level to oversee all matters relating to graduate research degrees by research students, as defined by the Monash University (Academic Board) Regulations.

Executive Officer: For the purposes of these Procedures, Executive Officer means the person who supports the Review Panel. Typically, is a person with experience in graduate research student matters at faculty or equivalent level.

Graduate Attributes: Transferable, non-discipline specific skills a graduate may achieve through learning that have application in study, work and life contexts. See also Monash Graduate Attributes.

Graduate Research Coordinator: Academic staff member appointed by the academic unit/program to provide academic oversight over graduate research education activities as well as monitoring student progress and welfare, examination outcomes and complaints and grievances. Depending upon the specific configuration of the academic unit/program, the role may also include the responsibilities of a Program Director. In some cases, such as single-school faculties or institutes, the responsibilities of the Graduate Research Coordinator may be held by the Associate Dean (Graduate Research) or equivalent.

Learning Outcomes: The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning. (AQF definition)

Offshore campus: A campus of the University that is based in a country other than Australia.

Teaching Faculty: In relation to a graduate research student, means the faculty in which the student is enrolled.

Program Director: Academic staff member who provides overall academic leadership to a specific program offered within a single course of study. Examples of programs include: the Linguistics and Applied Linguistics PhD Program or the Historical Studies Program, both of which are discrete, separate programs offered within the PhD in Arts.

Re-accreditation: The University’s process for reviewing the accreditation of existing courses.

Supervisor: The academic staff member appointed to support a graduate research student in undertaking their graduate research degree at the
### Monash University Procedure

**[This procedure comes into effect from 1 January 2018]**

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<th>University.</th>
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<tr>
<td><strong>Teaching Location</strong>: For the purposes of these Procedures, Teaching Location means a locale where a course is delivered. A course can have several teaching locations and include both Australian and offshore locations.</td>
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<table>
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<th>Related Documents</th>
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<tbody>
<tr>
<td>Focus Monash: Strategic Plan 2015-2020</td>
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<td>Guidelines for Teaching-Out Disestablished Programs</td>
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