

TEACHING PERIODS PROCEDURE

SCOPE

This procedure applies to:

- all coursework courses; and
- all teaching locations, with the exception of the former Monash South Africa campus.

For students at Monash University Indonesia, this policy has been translated into the Indonesian language (Bahasa) and can be accessed on the [University's Policy Bank](#).

PROCEDURE STATEMENT

1. Use of teaching periods

- 1.1 A teaching period is a defined period in which units may be offered for study.
- 1.2 Teaching period dates are published on the [University's website](#) in accordance with Australian government requirements.
- 1.3 Semesters 1 and 2 comprise the following elements:
 - Orientation Week: the week before the first teaching week. No class tests or assessment deadlines are scheduled during Orientation Week;
 - twelve-week teaching period;
 - SWOT-Vac: the week before the scheduled final assessment periods; and
 - scheduled final assessment period of approximately three weeks.
- 1.4 Some courses and locations utilise different teaching periods (i.e. terms or trimesters), which incorporate most of the elements of a standard semester, details of which will be published online.

2. Determining the teaching period dates

- 2.1 The Vice-Chancellor (or delegate) approves the start and end dates and other administrative dates associated with teaching periods, in accordance with Monash University Statute section 8(4).
- 2.2 The Chief Operating Officer prepares annually in advance a five-year rolling schedule of start and end dates and other administrative dates for semesters 1 and 2, for the approval of the Vice-Chancellor. The Chief Operating Officer is responsible for operationalising the teaching periods.
- 2.3 Semester 1 and 2 dates are determined in consideration of [Universities Australia's formula](#) based on week 1 of the academic year being counted from the Monday nearest 1 March, and the common vacation weeks being:
 - the week beginning with Easter Monday;
 - week 19; and
 - week 31.
- 2.4 The dates of all teaching periods are determined in consideration of the purpose for which each period was established and the activities that normally occur within the period.

3. Approving new teaching periods

- 3.1 New teaching periods are established on approval by the Vice-Chancellor (or delegate).

- 3.2 Faculties may apply to the Chief Operating Officer, by writing to the Senior Director, Student and Education Business Services (SEBS) (or nominee) for a new teaching period to be established where it is considered essential for the delivery of approved courses and units.
- 3.3 The Chief Operating Officer will consider the advice of the Senior Director, SEBS and make a case to the Vice-Chancellor for the introduction of a new teaching period. The case for a new teaching period must be submitted by 1 July for the following year and demonstrate that:
- it has a sound academic rationale and will meet academic standards comparable to delivery in semesters 1 or 2;
 - the census and academic penalty dates are set in accordance with the relevant legislation and University policies; and
 - it has a sound business rationale and resources are available to implement, operationalise and maintain the proposed teaching period.

4. Disestablishment of teaching periods

- 4.1 Teaching periods can be disestablished either by the initiation of a faculty or by SEBS.
- 4.2 The Chief Operating Officer approves the disestablishment of teaching periods.
- 4.3 To apply for disestablishment of a teaching period, the relevant faculty or SEBS must write to the Senior Director, SEBS (or nominee) outlining the reasons to disestablish a teaching period.
- 4.4 Grounds for disestablishment include:
- low/minimal teaching load;
 - initial business rationale no longer exists; and/or
 - resources available when the teaching period was proposed no longer exist.
- 4.5 Where SEBS disestablishes a teaching period, at least three months' notice, and assistance identifying and reallocating unit offerings to other teaching periods will be provided to any faculties currently using the teaching period.

DEFINITIONS

Census date	The date when the University finalises student enrolments for a teaching period.
Orientation Week	The week before the first teaching week of a standard semester
SWOT-Vac	Study With-Out Teaching Vacation in the week before the scheduled final assessment periods in which students revise unit content in preparation for their scheduled final assessments. No classes, class tests, assessment deadlines or other compulsory student activities are scheduled except in specific circumstances.
Teaching period	In relation to a unit of study, the period occupied by the teaching of the unit

GOVERNANCE

Parent policy	Enrolment and Timetable Policy
Supporting schedules	N/A
Associated procedures	Assessment in Coursework Units: Development and Implementation of an Assessment Regime Procedure Enrolment Procedure Timetable Procedure
Legislation mandating compliance	Higher Education Administrative Information for Providers 2015 (Cth) Higher Education Administration Guidelines 2012 (Cth) Higher Education Standards Framework (Threshold Standards) 2015
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