

## Monash University Procedure

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

The Handbook can be produced in one or several volumes, in electronic form and/or printed documents as determined by the business owner/s in conjunction with the publications committee/s. Descriptions of courses\* and units in the Handbook will follow a standard format as outlined below, excepting that additional and/or optional fields for course and unit entries may be included by general agreement between faculties, the business owner/s and the publications committee/s.

These procedures explain the standard format required for undergraduate and graduate/postgraduate Handbook publications only. The items in these procedures do not apply to the [Handbook for Doctoral and MPhil Degrees](#)

\* References to course structures and requirements is taken to also include 'areas of study' such as majors/minors, specialisations, streams, branches etc., which may or may not be published within or in addition to a given course entry.

### Step 1. Structure of handbook

Each year the Handbook will include:

- an introduction to the publication
- an information section for each faculty
- an entry for every active course offered for new student intake in the current year, with one entry per course code and no more than one course code per entry\*
- details of units offered in the current year\*\*

*\*\* This may include units not offered where it is deemed necessary students be aware of future-year offerings for purposes of course progression planning.*

#### **Responsibility**

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Faculty editors  
Handbook business owner/s

### Step 2. Course entry content

#### 2.1. Each course entry must include the following:

- course name and code (as appears in Callista), CRICOS code, and approved abbreviation
- total credit points required to achieve the award
- course length (in years) – full-time and/or part-time as applicable
- managing faculty
- study mode/s and course location/s
- a broad description of the course
- overall course objectives/learning outcomes
- details of the course structure and legal requirements
- other additional and/or optional information as is relevant to the specific course.

#### 2.2. Course entries will not include:

- marketing or promotional information
- fee information (excepting that if it is essential for some purpose to mention a fee, reference can be made to another publication or a website)
- entry requirements for awards other than honours courses.

#### Responsibility

Faculty editors  
Handbook business owner/s

### Step 3. Unit entry content

Each unit\*\*\* entry must include the following:

- unit code, title and managing faculty
- credit points, highest SCA band and EFTSL (can be excluded where appropriate from research awards)
- offering details (campus, semester, study mode)\*\*\*\*
- synopsis (can be excluded from any hard copy Handbook produced)
- objectives
- assessment details (the percentage proportion of in-class assessment and examination as a minimum)
- contact hours and attendance requirements
- prerequisites, co-requisites and prohibitions
- chief examiner
- Passport and/or administrative category where relevant.

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\*\*\* Administrative units may be exempted from publishing certain of these fields.

\*\*\*\* Units published but not offered for purposes of course progression planning will not display this.

Additional fields may include fieldwork, and off-campus attendance requirements.

### **Responsibility**

Faculty editors  
Handbook business owner/s

## Step 4. Curriculum data collection, storage and use

The University-wide curriculum data management system is the definitive and authoritative source of data for curriculum publications. All required information is to be entered into, and extracted from this database for publications, as instructed by or provided by the business owner of the curriculum data management system.

### **Responsibility**

Faculty editors  
Curriculum Data Management System business owner

## Step 5. Responsibilities

### 5.1. Annual production processes

1. Ensure Handbook publication occurs in accordance with the Commonwealth Government deadline for submission and publication of the schedule of student contribution amounts and tuition fees.
2. Advise faculties of production processes and guidelines, including schedules and timelines.

### **Responsibility**

Business owner/s

3. Designate one or more editors to act as the faculty liaison with the Handbook coordinator.
4. Ensure faculty editor/s availability for consultation during the review of faculty submissions in the periods designated each year in the Handbook production schedule.
5. Facilitate participation of relevant staff in any required training.

### **Responsibility**

Faculties

6. Provide instructions, files and/or templates as necessary for faculty editors to prepare or maintain content, and provide training in the use of relevant databases or other electronic facilities used in the production of the Handbook.

### **Responsibility**

Business owners

7. Prepare and submit approved content according to guidelines provided .
8. Adhere to the production schedule.

### **Responsibility**

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### Faculties

9. Amend submitted content as necessary according to relevant Handbook production guidelines and the University's editorial style guide.
10. Coordinate with other areas of the University/service providers to ensure timely publication of the online Handbook and of any hard copy Handbook according to the agreed schedule.
11. Provide feedback to/seek feedback from faculties on the annual production process.

### Responsibility

#### Business owner/s

12. Review and comment as requested at the completion of the production process.
13. In accordance with HESA legislation, if changes to courses and units, their cost structure or EFTSL values are necessary after the designated publication dates, the information can only be varied in accordance with the requirements in the [Higher Education Provider Guidelines](#) (for student contributions or tuition fees) or the [Administration Information for Providers](#) (for EFTSL and census dates) or with Ministerial approval.

### Responsibility

#### Faculties

#### 5.2. Development, governance and communication

1. Review and update procedures where necessary to improve efficiencies and/or take advantage of appropriate technologies.
2. Implement editorial and structural changes to improve content and consistency between courses and unit entries within a faculty and between faculty chapters, and overall usability of the publication.
3. Interpret university policies related to publication of course and unit information where necessary.
4. Communicate Handbook policy decisions to faculties.

### Responsibility

#### Business owner/s

#### 5.3. Dependencies

The production of the Handbooks according to the annual schedule is dependent upon:

- provision of agreed and accurate content by faculties

### Responsibility

#### Faculties

- support for the database housing course and unit content

### Responsibility

#### Information Technology Services

- editorial input of the Handbook coordinator and/or responsible work unit

### Responsibility

#### Handbook business owner/s

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- no untimely changes to Government requirements for publication of course and unit data

### Responsibility

NA

- provision of services/systems support from the relevant publication and printing unit and information technology/web design provider/s.

### Responsibility

Advancement/eSolutions

<b>Responsibility for implementation</b>	Monash Research Graduate School Committee Handbook business owner/s Faculty Managers
<b>Status</b>	Revised
<b>Approval Body</b>	<b>Name:</b> Academic Board <b>Meeting:</b> 5/2011 <b>Date:</b> 31-August-2011 <b>Agenda item:</b> 17.3
<b>Definitions</b>	
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	
<b>Related Documents</b>	