School committee
Monash University Policy

<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Course and Unit Handbook Policy</th>
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<tbody>
<tr>
<td>Date Effective</td>
<td>31-August-2011</td>
</tr>
<tr>
<td>Review Date</td>
<td>31-August-2014</td>
</tr>
<tr>
<td>Policy Owner</td>
<td>Director, Student Administration</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>Curriculum and Publications</td>
</tr>
<tr>
<td>Scope</td>
<td>All approved university courses and units offered in a given academic year across all faculties and campuses.</td>
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<td>Purpose</td>
<td>To define and regulate the publication of course and unit information for all enrolled Monash students.</td>
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**POLICY STATEMENT**

- The university will publish an annual Handbook which is the authoritative reference for enrolled students on requirements for courses and units offered in the given academic year.
- The term ‘handbook’ will only be used in the title or description of the university-wide annual publication described above. No other campus, faculty, school or department curriculum publication may use the term ‘handbook’ in its title or description.
- The Handbook outlines all undergraduate, graduate/postgraduate and higher degree by research courses and units, providing details of course requirements to current students. The Handbook encompasses any additional course-related information on Doctor of Philosophy and Master of Philosophy programs published by the Monash Research Graduate School.
- Course and unit information in the Handbook is the authoritative version of that information and must not be rewritten or published by any entity of the university (faculty/school/department etc) in any other publication unless it is sourced from the curriculum data management system via published extracts supplied by the business owner. Any reference to course or unit information published online (other than course maps or unit guides) must link only to the authoritative source in the university’s online Handbook. Course maps and unit guides will include a reference to the Handbook as the authoritative version of course and unit information.
- No change may be made to the structure or requirements of a published course for the given academic year, after the publication date required by the relevant government body, other than in exceptional circumstances, except for the correction of minor errors which will be publicly recorded in a change register.
- Descriptions of courses and units in the Handbook will follow a standard format.

**Supporting Procedures**
Course and unit handbook procedures

**Responsibility for**
Graduate Research Committee (GRC)
| **implementation** | Handbook business owner/s  
Faculty Managers |
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<tr>
<td><strong>Status</strong></td>
<td>Revised</td>
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| **Approval Body** | **Name:** Academic Board  
**Meeting:** 5/2011  
**Date:** 31-August-2011  
**Agenda item:** 17.3 |
| **Endorsement Body** | **Name:** Education Committee  
**Meeting:** 4/2011  
**Date:** 03-August-2011  
**Agenda item:** 16.1 |
| **Definitions** | **Handbook:** The annual compendium of Monash University undergraduate and graduate/postgraduate, and higher degree research courses and units provided as the official statement of approved study offerings for that year. |
| **Legislation Mandating Compliance** | Monash University Statute  
Higher Education Support Act 2003: 19-95; 169-25  
Higher Education Support Act 2003 – Administration Guidelines  
Monash University (Academic Board) Regulations Part 2  
Monash University (Vice-Chancellor) Regulations Part 3  
National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) |
| **Related Policies** | Coursework Courses and Unit Accreditation Policy and Procedures  
Course and Award Nomenclature Procedures  
Academic Programs from Multiple Campuses Policy  
Unit Guide Policy and Procedures  
Unit titling and abbreviation protocol |
| **Related Documents** | Handbook Production Guide  
Handbook for Doctoral Degrees  
Handbook for Research Master’s Degrees  
Administrative Information for Providers - Student Support |