

## Monash University Procedure

<b>Procedure Title</b>	Executive and Continuing Education Procedures
<b>Parent Policy</b>	<a href="#">Executive and Continuing Education Policy</a>
<b>Date Effective</b>	02-November-2015
<b>Review Date</b>	05-May-2016
<b>Procedure Owner</b>	Vice-Provost (Graduate Education)
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.0
<b>Content Enquiries</b>	<a href="#">Education Policy Unit</a>
<b>Scope</b>	All programs provided under the banner of Executive and Continuing Education, which are offered by faculties, Monash Centres or Institutes, that are not University awards, or courses or units which lead to a University award.  Both Australian and overseas Monash programs.
<b>Purpose</b>	To provide a framework for the development, funding, marketing and recording of Executive and Continuing Education programs.
<b>PROCEDURE STATEMENT</b>	

### 1. Approval of Executive and Continuing Education Programs

- 1.1. All Executive and Continuing Education programs must be approved by Faculty Education Committee (or equivalent) and reviewed at least every 5-7 years. \_\_
- 1.2. New and deleted programs must be reported annually for the preceding calendar year through the Graduate Education Portfolio to ensure visibility of program offerings and to ensure that programs are included in appropriate central marketing materials.
- 1.3. A proposal for a new Executive and Continuing Education program must be supported by a full costing for the program, approved by the faculty, Centre or Institute executive body.
- 1.4. The principles of quality assurance must be observed in the approval, monitoring and review of Executive and Continuing Education programs.

#### **Responsibility**

Faculty Deans  
Vice-Provost (Graduate Education)  
Centre / Institute Directors

### 2. Student Resources and Obligations

- 2.1. An Executive and Continuing Education student is not enrolled in a Monash award, course or unit and does not have an entitlement to a Monash IT account, Moodle or library borrowing rights.
- 2.2. An Executive and Continuing Education student is not subject to the suite of Monash student-related policies and procedures such as those relating to academic progress and grievance arrangements.

## Monash University Procedure

- 2.3. Monash may approve threshold quantities of completed Executive and Continuing Education that qualify students for Monash Alumni status.
- 2.4. It is expected that Executive and Continuing Education students will observe the central tenets of honesty, fairness and respect.

### **Responsibility**

Faculty Deans  
Vice-Provost (Graduate Education)  
Centre / Institute Directors

## 3. Teaching Staff

- 3.1. Staff delivering Monash Executive and Continuing Education would normally possess a discipline relevant qualification that is one AQF level above the average qualification level of the students being taught, or possess equivalent relevant industry experience.
- 3.2. Work undertaken by staff to support Executive and Continuing Education will be built into workload models at Faculty, Centre and Institute level.

### **Responsibility**

Faculty Deans  
Vice-Provost (Graduate Education)  
Centre / Institute Directors

## 4. Teaching periods

- 4.1. Executive and Continuing Education programs may be offered at times that are appropriate to the program and not limited to university teaching periods outlined in the [Academic Calendar and Semesters Policy](#).

### **Responsibility**

Faculty Deans  
Vice-Provost (Graduate Education)  
Director, Marketing and Communications  
Centre / Institute Directors

## 5. Assessment

- 5.1. The inclusion of assessment is not a necessary component of any Executive and Continuing Education program.
- 5.2. Where assessment does form a part of the Executive and Continuing Education program offered, assessments must be approved by the relevant Faculty Education Committees (or equivalent) to ensure appropriate standard and quality. The principles and practices outlined in the [Assessment in Coursework Units Policy](#) and [Unit Assessment Procedures](#) should be referred to as a guide.
- 5.3. Marks and grades are not awarded through the Boards of Examiners process. However faculties must ensure that appropriate quality assurance and verification processes are in place.

### **Responsibility**

Faculty Deans  
Vice-Provost (Graduate Education)  
Centre / Institute Directors

## 6. Credit

- 6.1. A student who has completed an Executive and Continuing Education program may apply for credit towards a Monash qualification or any other AQF qualification offered by other providers.

## Monash University Procedure

- 6.2. If Executive and Continuing Education is recognised for credit towards a Monash University award course, it must be approved through the same faculty process as currently applies to all other prior learning and the Monash University [Credit Policy](#) and [Procedures](#) must be followed.
- 6.3. Faculties, Institutes and Centres may apply to certify Executive and Continuing Education programs with external parties (such as professional bodies), to the extent feasible and permitted by Monash policies and procedures.

### Responsibility

Faculty Deans  
Vice-Provost (Graduate Education)  
Centre / Institute Directors

## 7. Marketing

- 7.1. The marketing of Executive and Continuing Education programs must be approved by the relevant Dean (or delegate) or Head of Centre or Institute and by Director, Marketing and Communications as part of Monash's overall suite of marketing offerings.
- 7.2. Monash will maintain a central portal on the website that lists all Monash Executive and Continuing Education programs to enhance cross promotion.
- 7.3. Programs offered must be branded as Monash Executive and Continuing Education programs, must not be misleading in terms of suggesting that a Monash Executive and Continuing Education program is a Monash award, and should clearly identify whether the completion of the program may lead to a grant of credit, or is a pathway into an award course. Such arrangements must be marketed in a clear and concise manner, and must not misrepresent the relationship between Executive and Continuing Education and an award course.

### Responsibility

Faculty Deans  
Vice-Provost (Graduate Education)  
Director, Marketing and Communications  
Head of Centre/ Institute

## 8. Registered Training Organisations (RTO)

- 8.1. No faculty, Institute or Centre or other entity or part of Monash offering an Executive and Continuing Education program may seek to register itself as a registered training organisation (RTO) without the approval of Council.

### Responsibility

Faculty Deans  
Vice-Provost (Graduate Education)  
Director, Marketing and Communications

## 9. Recording Completion

- 9.1. The Monash faculty, Centre or Institute offering an Executive and Continuing Education program may issue a certificate of completion or a certificate of attendance on the satisfactory completion of a Monash Executive and Continuing Education Program. The certificate must specify the relevant Monash faculty, Centre or Institute and may include Monash University branding compliant with the Monash [Brand Identity Policy](#).
- 9.2. The Monash coat of arms and seal must not be included in the certificate. The certificate must not refer to Monash Council. Certificates may be signed by the Dean or Centre or Institute Director. The Vice Chancellor's signature must not be used.

## Monash University Procedure

- 9.3. Certificates must be clearly differentiated from Monash testamurs in format and content. An Executive and Continuing Education student is not entitled to receive a Monash transcript, testamur or AHEGS.
- 9.4. Executive and Continuing Education programs are not included on a Monash student's academic transcript.

### **Responsibility**

Faculty Deans  
 Manager, Graduations  
 Director, Marketing and Communications

## 10. Record Keeping and Future Financial Arrangements

- 10.1. As noted under Approvals above, a proposal for an Executive and Continuing Education program must be supported by a full costing for the program, approved by the faculty, Centre or Institute executive body.
- 10.2. It is the University expectation that faculties, Centres or Institutes will only deliver Executive and Continuing Education where it is profitable to do so, and where the program supports faculty, Centre or Institute research and education aims and activity.
- 10.3. The monitoring of Executive and Continuing Education program costs is a matter for the faculty, Centre or Institute executive body. Executive and Continuing Education program costs and revenue must be recorded in the total faculty budget accounts.

### **Responsibility**

Faculty Deans  
 Vice-Provost (Graduate Education)  
 Financial Resources Management Division  
 Centre / Institute Directors

<b>Responsibility for implementation</b>	Provost
<b>Status</b>	New
<b>Approval Body</b>	<b>Name:</b> Provost and Senior Vice-President <b>Meeting:</b> n/a <b>Date:</b> 02-November-2015 <b>Agenda item:</b> n/a
<b>Definitions</b>	
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	
<b>Related Documents</b>	