

## Monash University Policy

<b>Policy Title</b>	Unit Guide Policy
<b>Date Effective</b>	23-February-2011
<b>Review Date</b>	23-February-2014
<b>Policy Owner</b>	Learning and Teaching Committee
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.0
<b>Content Enquiries</b>	<a href="mailto:policy-education@monash.edu">policy-education@monash.edu</a>
<b>Scope</b>	This policy applies to all undergraduate and graduate/postgraduate coursework units of study undertaken at Monash University.
<b>Purpose</b>	<p>To ensure that for each unit of study a student undertakes in a given teaching period, information is provided that</p> <ul style="list-style-type: none"> <li>• outlines in a standard format the offerings, teaching and assessment requirements of the unit</li> <li>• is accessible to all students</li> <li>• is delivered in a timely manner.</li> </ul>
<b>POLICY STATEMENT</b>	

- For each undergraduate and graduate/postgraduate coursework unit of study undertaken at the university the student will be provided with accurate and timely information in the form of a Monash University Unit Guide (Unit Guide) constructed using the Monash University Unit Guide Template.
- There will be only one Unit Guide per unit offering, developed under the direction of the unit Chief Examiner.
- The Unit Guide is to contain information which is common to all campuses, streams and modes of offerings.
- Information which is specific to each campus, stream or mode of offering will be made available to students in that offering and included as an appendix to the Unit Guide.
- The title "Unit Guide" may be used only for publications developed from the Unit Guide Template.
- Every student enrolled in a unit must have access to the Unit Guide, in electronic or printed form, by the end of the orientation week of a standard semester or, for all other teaching periods, not later than by the end of the first week.

<b>Supporting Procedures</b>	<a href="#">Unit Guide Procedures</a>
<b>Responsibility for implementation</b>	Associate Deans (Education) Chief Examiner
<b>Status</b>	Revised
<b>Approval Body</b>	<b>Name:</b> Academic Board <b>Meeting:</b> 1/2011

	<p><b>Date:</b> 23-February-2011</p> <p><b>Agenda item:</b> 14.2</p>
<b>Endorsement Body</b>	<p><b>Name:</b> Education Committee</p> <p><b>Meeting:</b> 1/2011</p> <p><b>Date:</b> 02-February-2011</p> <p><b>Agenda item:</b> 14.2</p>
<b>Definitions</b>	
<b>Legislation Mandating Compliance</b>	<p><a href="#">Monash University Statute</a></p> <p><a href="#">Monash University Act 2009</a></p> <p><a href="#">Monash University (Academic Board) Regulations Part 3</a></p> <p><a href="#">Monash University (Council) Regulations Part 7</a></p>
<b>Related Policies</b>	<p><a href="#">Academic Programs offered from Multiple Campuses Policy</a></p> <p><a href="#">Assessment in Coursework Programs Policy</a></p> <p><a href="#">Unit Assessment Procedures</a></p> <p><a href="#">Course and Unit Handbook Policy</a></p> <p><a href="#">Course and Unit Handbook Procedures</a></p> <p><a href="#">Coursework Course and Unit Accreditation Policy</a></p> <p><a href="#">Grading Scale Policy</a></p> <p><a href="#">Grading Scale Procedures</a></p> <p><a href="#">Student Academic Integrity Policy</a></p> <p><a href="#">Student Academic Integrity: Managing Plagiarism and Collusion Procedures</a></p> <p><a href="#">Assessment in Coursework Units Policy</a></p> <p><a href="#">Assessment in Coursework Units: Adjustments to Assessment Procedures</a></p> <p><a href="#">Student Voice in Learning and Teaching Policy</a></p> <p><a href="#">Student Evaluation of Teaching and Units Procedure</a></p>
<b>Related Documents</b>	<p><a href="#">Unit Guide Manager</a> (Monash staff only)</p> <p><a href="#">Inclusive Teaching Toolkit for Students with a Disability</a></p> <p><a href="#">Special Consideration Application Form</a></p>