# Monash University Policy

<table>
<thead>
<tr>
<th><strong>Policy Title</strong></th>
<th>Unit Guide Policy</th>
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<tbody>
<tr>
<td><strong>Date Effective</strong></td>
<td>23-February-2011</td>
</tr>
<tr>
<td><strong>Review Date</strong></td>
<td>23-February-2014</td>
</tr>
<tr>
<td><strong>Policy Owner</strong></td>
<td>Learning and Teaching Committee</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td>Academic Quality and Standards</td>
</tr>
<tr>
<td><strong>Version Number</strong></td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Content Enquiries</strong></td>
<td><a href="mailto:policy-education@monash.edu">policy-education@monash.edu</a></td>
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## Scope
This policy applies to all undergraduate and graduate/postgraduate coursework units of study undertaken at Monash University.

## Purpose
To ensure that for each unit of study a student undertakes in a given teaching period, information is provided that
- outlines in a standard format the offerings, teaching and assessment requirements of the unit
- is accessible to all students
- is delivered in a timely manner.

### POLICY STATEMENT

- 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.

### Supporting Procedures

<table>
<thead>
<tr>
<th><strong>Supporting Procedures</strong></th>
<th>Unit Guide Procedures</th>
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<tbody>
<tr>
<td><strong>Responsibility for implementation</strong></td>
<td>Associate Deans (Education) Chief Examiner</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Revised</td>
</tr>
<tr>
<td><strong>Approval Body</strong></td>
<td>Name: Academic Board Meeting: 1/2011</td>
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<tr>
<td>Date: 23-February-2011</td>
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<td>------------------------</td>
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<tr>
<td>Agenda item: 14.2</td>
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**Endorsement Body**

- **Name:** Education Committee
- **Meeting:** 1/2011
- **Date:** 02-February-2011
- **Agenda item:** 14.2

**Definitions**

**Legislation Mandating Compliance**

- Monash University Statute
- Monash University Act 2009
- Monash University (Academic Board) Regulations Part 3
- Monash University (Council) Regulations Part 7

**Related Policies**

- Academic Programs offered from Multiple Campuses Policy
- Assessment in Coursework Programs Policy
- Unit Assessment Procedures
- Course and Unit Handbook Policy
- Coursework Course and Unit Handbook Procedures
- Coursework Course and Unit Accreditation Policy
- Grading Scale Policy
- Grading Scale Procedures
- Student Academic Integrity Policy
- Student Academic Integrity: Managing Plagiarism and Collusion Procedures
- Assessment in Coursework Units Policy
- Assessment in Coursework Units: Adjustments to Assessment Procedures
- Student Voice in Learning and Teaching Policy
- Student Evaluation of Teaching and Units Procedure

**Related Documents**

- Unit Guide Manager (Monash staff only)
- Inclusive Teaching Toolkit for Students with a Disability
- Special Consideration Application Form