

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

<b>Procedure Title</b>	<b>Graduate Research Course Review Procedures</b>
<b>Parent Policy</b>	<a href="#">Graduate Research Course Accreditation and Review Policy</a>
<b>Date Effective</b>	01-Jan-2018
<b>Review Date</b>	01-Jan-2021
<b>Procedure Owner</b>	Chair, Graduate Research Committee
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.1
<b>Content Enquiries</b>	gr-governance@monash.edu
<b>Scope</b>	<p>All graduate research courses, including joint and dual award degrees.</p> <p>All graduate research coursework units and professional development training activities that comprise a compulsory component of a graduate research course.</p> <p>All campuses and locations.</p>
<b>Purpose</b>	<p>To ensure regular review of graduate research courses through a systematic framework for assessing the objectives, structure, program delivery and support, management and outcomes of graduate research courses leading to Monash awards.</p> <p>To provide a framework for evaluating graduate research courses against the University's quality cycle to ensure monitoring and continuous improvement of these programs and formal reporting of these processes.</p>
<b>PROCEDURE STATEMENT</b>	

### Contents

- Preamble
- Definitions
- 1. The role of graduate research course reviews
- 2. Identifying courses for review
- 3. Faculty Self-Review Team composition and role
- 4. Monash Graduate Research Office (MGRO) Self-Review Team composition and role
- 5. Independent Review Panel composition and role
- 6. Graduate Research Course Review Portfolio
- 7. Review Event

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

8. Independent Review Panel Report
9. Faculty Response Report
10. Reporting of review outcomes and applying for re-accreditation
11. Alternative arrangements
12. Alternative arrangements (joint/dual PhD or joint research master's courses only)
13. Review of courses offered at overseas teaching locations
14. Annual monitoring

### Preamble

All courses leading to an award of the University must be reviewed every 5 years.

Faculties must report to the Graduate Research Committee's Course and Programs Sub-Committee (hereafter, GRC Course and Programs Sub-Committee) on the outcomes of course reviews and any withdrawal or loss of professional accreditation, failure to gain re-accreditation, unsuccessful applications for professional accreditation and professional accreditation with new bodies.

Following preliminary review by the GRC Course and Programs Sub-Committee, all such reports will be submitted to GRC for endorsement and Academic Board for decision.

The outcome of a course review informs Academic Board's decision whether or not to grant re-accreditation for a course. Re-accreditation is a process through which an existing course is assessed against the criteria set out in the [Graduate Research Course Accreditation and Review Policy](#).

In order for Academic Board to make this assessment, it will consider the application for re-accreditation together with the report of the Independent Review Panel and the Faculty's Response Report.

### The role of graduate research course reviews

- 1.1. The [Graduate Research Course Accreditation and Review Policy](#) describes course review as an element in the accreditation life-cycle of a course. Course review is a process for evaluating a course with respect to the academic and business aspects of the course. The outcome of a course review informs Academic Board's decision whether to re-accredit the course.

#### **Responsibility**

Deans (or delegates)  
GRC Course and Programs Sub-Committee  
Graduate Research Committee (GRC)

## 2. Identifying courses for review

- 2.1. All graduate research courses must be reviewed within the two years before the expiry of the current accreditation. The Monash Graduate Research Office maintains a record of all graduate research courses' university accreditation expiry dates on the GRC intranet page.
- 2.2. A shorter review/re-accreditation cycle may be employed for strategic or operational reasons, at the request of the Dean. The GRC (or delegate) may also direct the Dean to undertake a course review if concerned that academic quality and research training standards are not being met or maintained systematically, or for any other reason. While the cycle may be shortened the scope and content of the review remains the same.

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

- 2.3. A shorter review/re-accreditation cycle may also be appropriate to accommodate the requirements of any offshore campus or overseas teaching locations. Faculties should liaise with any relevant offshore teaching locations when planning their review cycle to ensure that the needs of offshore campus or overseas teaching locations are addressed.
- 2.4. A shorter review/re-accreditation cycle may also be appropriate to accommodate the requirements of any external accreditation/registration requirements. See **section 11, Alternative arrangements**.
- 2.5. Alternative arrangements also apply to joint/dual PhD and joint research master's courses. See **section 12: Alternative arrangements (joint/dual PhD or joint research master's courses only)**.
- 2.6. By 1 August each year, the GRC advises faculties which courses are to be reviewed in the following year and when. The GRC will collate the following years' course review schedule information provided by all faculties and submit the schedule to Academic Board for information.
- 2.7. The Chair of GRC (or delegate) will meet with the Dean (or delegate) of each managing faculty planning one or more course reviews for the following year. This meeting is to discuss the objectives for each review and any issues that may impact on how the reviews are carried out, including the composition of the Independent Review Panel. It is at this meeting that a proposal for an alternative arrangement should be considered.
- 2.8. If a faculty is planning to disestablish a course so that the final intake takes place prior to the re-accreditation expiry, the course does not need to be reviewed. In such cases, a request to disestablish the course should be submitted to the GRC Course and Programs Sub-Committee for preliminary review before it is submitted to GRC for endorsement and Academic Board for approval.
- 2.9. Faculties should consider reviewing cognate groups of courses together wherever practical. Where a single course of study comprises discrete PhD programs (for example, the PhD in Arts comprises different programs, such as the Historical Studies PhD program or the Linguistics and Applied Linguistics PhD Program), the review should include all programs offered within the PhD.
- 2.10. Managing faculties are responsible for managing the course review process where it relates to the faculty-delivered component of the course, including quality of supervision, relevant units of study, and any training delivered by the faculty and/or relevant academic unit/program.
- 2.11. The Monash Graduate Research Office contributes to the faculty's course review process by supporting the review of professional development training delivered as a compulsory component of a graduate research course. See **Section 4: Monash Graduate Research Office (MGRO) Self-Review Team composition and role**.
- 2.12. A course review should include all teaching locations, both onshore and offshore.

### **Responsibility**

Deans (or Associate Dean, Graduate Research)  
Chair of GRC (or delegate)  
GRC Course and Programs Sub-Committee  
GRC  
Monash Graduate Research Office

## 3. Faculty Self-Review Team composition and role

- 3.1. The Dean, in consultation with the Associate Dean (Graduate Research) and the relevant Heads of Academic Units/Program Directors or Heads of Schools (where relevant), will appoint a Self-Review Team to lead the self-reflection process. The Faculty Self-Review Team must include the relevant Heads of Academic Units (or delegates), such as the Program Directors, and at least one senior academic staff member who supervises students enrolled in the course of study that is the subject of the review.
- 3.2. The Faculty Self-Review Team is responsible for engaging with staff associated with the delivery and management of the course, including graduate research student supervisors, across all teaching

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

locations, both onshore and offshore, in a process of critical reflection. The Faculty Self-Review Team prepares two elements of the course review portfolio: the **self-review report** and the **current course information**. The self-review report draws upon evidence-based outcomes of the peer review discussions, interpretation of the data-analysis report, benchmarking activities and evaluation of key stakeholder perceptions.

- 3.3. Administrative support for the Faculty Self-Review Team will be provided by the Administrative Officer. The Administrative Officer is nominated by the School or Faculty Manager or delegate. The Administrative Officer is not a member of the Faculty Self-Review Team and cannot be appointed subsequently to the role of Executive Officer to the Independent Review Panel.

### Responsibility

Deans (or delegates)  
Associate Deans (Graduate Research)  
Relevant Heads of Academic Units or delegates  
Faculty Self-Review Team

## 4. Monash Graduate Research Office (MGRO) Self-Review Team composition and role

- 4.1. In consultation with staff in the Monash Graduate Research Office, the Chair of GRC (or delegate) will appoint a MGRO Self-Review Team.
- 4.2. At a minimum, the MGRO Self-Review Team must be:
- chaired by a senior academic staff member from a faculty other than a faculty whose course(s) of study are under review;
  - include at least one senior academic staff member who supervises students enrolled in the course(s) of study that are the subject of the review.
- 4.3. The focus of the MGRO Self-Review Team is limited to a review of the professional development training provided by, or under the auspices of, the Monash Graduate Research Office, as a compulsory part of a graduate research course. (For example, training provided within the professional development mode of the Monash Doctoral Program).
- 4.4. The MGRO Self-Review Team is responsible for engaging with staff associated with the delivery and management of the training in a process of critical reflection. It prepares two elements of the course review portfolio: the **self-review report** and **information and details of training currently available**. The self-review report draws upon student evaluations of training, key stakeholder perceptions, including those of students, supervisors and Graduate Research Coordinators/Program Directors, and other relevant data and documents as required.
- 4.5. Administrative support for the MGRO Self-Review Team will be provided by the Administrative Officer. The Administrative Officer is nominated from within the Monash Graduate Research Office. The Administrative Officer is not a member of the Self-Review Team and cannot be subsequently appointed to the role of Executive Officer to a Review Panel.

### Responsibility

Chair of the GRC (or delegate)  
Monash Graduate Research Office  
MGRO Self-Review Team

## 5. Independent Review Panel composition and role

- 5.1. The managing faculty is responsible for nominating members of the Independent Review Panel, in consultation with relevant staff.

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

- 5.2. At a minimum, the Independent Review Panel membership must consist of:
- One Chair who is a senior academic with relevant experience and expertise in research training matters, including in university management, and who has previously served as a member on at least one quality assurance review panel within the higher education sector; and
  - Two other members who are senior academics with relevant experience.
- 5.3. The selection and appointment of Independent Review Panel members must take into consideration the following attributes:
- Impartiality/objectivity;
  - Expertise in relevant field(s); and
  - Experience in graduate research and/or quality assurance leadership.
- 5.4. Normally the Chair of the Independent Review Panel would be external to Monash University but if that is not possible or appropriate then the Chair must be external to the faculty under review and at least one of the other panel members must be external to Monash University.
- 5.5. None of the panel members can have been involved in the management or teaching of the graduate research course(s) under review, within the current accreditation period.
- 5.6. Faculties can nominate additional panel members if it is deemed that specific knowledge critical to achieving the terms of reference of the review would otherwise be lacking. Any additional nominations must meet the conditions listed above and follow the approval process detailed in these Procedures. In some cases an international perspective on the Independent Review Panel may be desirable.
- 5.7. The Independent Review Panel must be supported by an Executive Officer. The Executive Officer is a person nominated by the School or Faculty Manager or delegate. The Officer is not a member of the Independent Review Panel, and must not have been involved in the preparation of the Faculty Self-Review report.
- 5.8. The Independent Review Panel membership must be approved by the Chair of GRC (or delegate), who will make a determination based on the attributes and requirements outlined above and the discussions held with the faculty.
- 5.9. The Independent Review Panel is empowered to consult widely but not to co-opt others to its membership or to modify its terms of reference.
- 5.10. The Independent Review Panel is responsible for reviewing the course(s)' past and present effectiveness, and future directions, in the context of the initial accreditation/last review, current university and faculty strategic plans, and in particular the research training principles and priorities of the university and faculty.
- 5.11. The Independent Review Panel's review report advises the GRC (or delegate) and Academic Board in relation to the standards and quality of the course(s) under review, the availability of resources to support it, including quality of supervision, and its current and future sustainability and opportunities.
- 5.12. At a minimum, the Terms of Reference of the Independent Review Panel are to:
- 5.12.1. Consider and report on:
- a) The academic governance and management arrangements for the course(s), including compliance of the course in relation to Monash regulations and policies, including the [Code of practice for supervision of doctoral and research masters students](#), the [Australian Code for the Responsible Conduct of Research](#) and other external government protocols (Australian, but also Malaysian and South African Government protocols where relevant).

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

- b) The strategic alignment of the course(s) within the overall academic, research training and research profile and priorities of both the faculty and the University.
- c) The academic quality of the course(s), particularly evidence of quality supervision and course structures, including quality of any coursework and faculty and program delivered training where applicable.
- d) The business case for the course where it has, at the time of the course review, less than 15 currently enrolled students, with specific reference to be made to the ongoing strategic need of the course, resourcing, program management, and quality assurance. Are there any external factors which may challenge how the course is offered or its future viability of which the University should be aware?
- e) The academic resources required to support graduate research students undertaking the course(s), particularly when delivered across multiple teaching locations and including: information technology; library programs, resources and services; study and learning spaces; laboratory spaces (where relevant); and staffing, including professional staff or technical staff resourcing. Is there sufficient evidence that resources are adequate to continue to offer the course(s) at Monash's high quality standards? What are the challenges and opportunities where students enrolled in a single course are dispersed across multiple locations?
- f) To advise the University if each course being reviewed is of appropriate quality, standard and viability and if there are any matters that should be addressed or considered by the course, faculty and/or University.

5.13. The Faculty may propose additional Terms of Reference where they wish to address specific issues relating to their course.

5.14. Any additional Terms of Reference should be discussed and approved at the meeting specified under paragraph 2.7 above.

### **Responsibility**

Deans (or delegate)

Chair of the GRC (or delegate)

GRC (or delegate)

Executive Officer to the Independent Review Panel

Independent Review Panel

## 6. Graduate Research Course Review Portfolio

6.1. The Graduate Research Course Review Portfolio is the complete set of documentation provided to the Independent Review Panel prior to the Review Event.

6.2. At a minimum, the Graduate Research Course Review Portfolio consists of the following components: a data analysis report; the Faculty Self-Review Report and, where required, the MGE Self-Review Report; the current academic course information; and any responses to the call for submissions.

6.3. All documentation prepared for the Graduate Research Course Review Portfolio should be shared with the Faculty Self-Review team, in particular, the data analysis report and the received submissions to the Independent Review Panel. However, the Faculty Self-Review Team must not edit any elements of the Graduate Research Course Review Portfolio other than those they are responsible for preparing.

6.4. If the course under review is offered and recognised in a country other than Australia, the managing faculty must consult with the appropriate unit or person at the teaching location to determine what information needs to be included in the course review portfolio in order to meet the legislative

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

requirements of the country. At Monash Malaysia, the relevant unit to contact for advice is the Quality Assurance and Compliance Unit.

### **Benchmarking**

- 6.5. Benchmarking relative to one or more universities, or to one or more cognate courses offered by Monash, is required for all course reviews.
- 6.6. An example of benchmarking one or more cognate courses offered by Monash is comparing the doctoral program offered in one faculty with a doctoral program offered in a cognate faculty.
- 6.7. Benchmarking should include one or more of the following methods:
  - organisational benchmarking, where comparisons are made at the organisational level (for example, university level, academic unit, or course level);
  - bench-making against a specific course (with a focus on student learning outcomes, graduate outcomes and the research undertaken by the other higher education provider(s));
  - outcomes benchmarking, where comparisons are made in relation to student outcomes; or
  - best practice benchmarking, where the faculty identifies another institution (or faculty or school) at the forefront of delivering a similar course to that under review.
- 6.8. In determining how it will approach its benchmarking, faculties should consider the following:
  - Which institution(s) or courses are the most suitable to benchmark against?
  - What will be measured and how?
  - How will the results of the benchmarking assist in understanding areas for improvement and good practice within the course(s) under review?

### **Data analysis report**

- 6.9. The data analysis report is produced by the Monash Graduate Research Office. It objectively analyses and interprets the course's business intelligence data and includes a comparison with the faculty and university as a whole where appropriate.
- 6.10. It includes timely completion rates and relevant cohort analysis data, including student progress rates, as well as data arising from student surveys commissioned by the Monash Graduate Research Office where appropriate.
- 6.11. Faculties can add to, and edit, the data analysis report as appropriate. For example, they may wish to include additional data that supports understanding of the course(s) under review.

### **MGRO Self-Review Report**

- 6.12. The MGRO Self-Review Team produces a single MGRO Self-Review Report. A copy of this report will be provided to those faculties reviewing course(s) that deliver training as part of the professional development mode. (For example, courses that offer this mode as part of the Monash Doctoral Program).
- 6.13. The MGRO Self-Review Report is to be included in the Graduate Research Course Review Portfolio.
- 6.14. The MGRO Self-Review Report focuses on opportunities and challenges identified since the last review. It should evaluate the training in the context of Monash's graduate attributes and learning outcomes, critically reflecting on the implications of any comparative data and external factors in relation to training development and needs.

### **Faculty Self-Review Report**

- 6.15. The Faculty Self-Review Team produces a separate Faculty Self-Review Report for the Graduate Research Course Review Portfolio. The report should focus on the performance of the course(s) since the last accreditation and on the outcome of the opportunities and challenges identified during

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

the last review or initial accreditation. The report should consider this in relation to Monash graduate attributes and learning outcomes.

- 6.16. The Faculty Self-Review Report is focused on the narrative, and should not reproduce the data analysis report; rather reference it as appropriate and to clarify outcomes. The reports should reflect the critical peer review discussions facilitated by the Faculty Self-Review Team and make reference to any benchmarking activities as appropriate.
- 6.17. The Faculty Self-Review Team should also ensure it provides evidence of critical reflection on the implications of any comparative data for informing course and/or training development.

### Independent Review Panel - Call for submissions

- 6.18. The Dean (or delegate) will invite submissions to the Independent Review Panel from members of the university community and any other stakeholders identified by the Dean. The call for submissions is made prior to preparation of the Faculty Self-Review report.
- 6.19. A person making a submission to the Independent Review Panel may request that his/her name be removed from the submission when it is shared with the Faculty Self-Review Team.
- 6.20. A separate call for submissions to the Independent Review Panel is to be sent to current students and recent graduates who should also be invited to apply to be selected to meet with the Independent Review Panel during the Review Event. It must be made clear that the Independent Review Panel will determine the interviewees.
- 6.21. While any party within the university community may make written submissions to the course review, the Independent Review Panel will determine with whom they will speak.

### Independent Review Panel - Distribution

- 6.22. The Executive Officer is responsible for compiling the Graduate Research Course Review Portfolio and sending it to the Independent Review Panel, any key stakeholders identified during the meeting with the Chair of GRC (or delegate), as outlined under **paragraph 2.7** of these procedures and to any other individuals meeting with the Independent Review Panel.
- 6.23. The Independent Review Panel must be given the opportunity to request further relevant information from the University before the Review Event.

#### Responsibility

Deans (or delegates)  
Executive Officer to the Independent Review Panel  
Faculty Self-Review Team

## 7. Schedule of Activities

- 7.1. Faculties should refer to the **Graduate Research Course Review - Generic Schedule Template** when scheduling and finalising the various components of the course review.

## 8. Review Event

- 8.1. The Review Event brings the full Independent Review Panel together for an intensive program of interviews with relevant parties, discussions and deliberations in order to fulfil its Terms of Reference.
- 8.2. The Executive Officer is responsible for drafting an agenda for the Review Event and sending it to the Chair who will finalise the agenda.
- 8.3. Where reviews involve research training activities or coursework delivered on more than one teaching location, whether in Australia or offshore, or with one or more partner organisations, the

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

Chair of the Independent Review Panel will determine, in consultation with the Dean (or delegate), the need to travel to locations other than the administrative centre of the academic area.

- 8.4. The Review Event would normally be conducted face-to-face at one or more of the teaching locations, but technology may be utilised to facilitate the presence of one or more panel members or interviewees if required.
- 8.5. Specific requirements of any offshore teaching locations need to be considered when planning how the Review Event will be conducted, particularly in relation to any relevant local regulatory requirements.
- 8.6. For example, reviews of courses offered at Monash University Malaysia must include a site visit in order to meet Malaysian Government requirements. If it is not possible to include a visit to Malaysia for the full membership of the Independent Review Panel, the relevant school in Malaysia may establish a Malaysian Review Panel and hold a local Review Event. The Malaysian Review Panel may make recommendations to the Independent Review Panel to inform their deliberations of the course overall, but must not make recommendations directly to the School, Faculty or Campus.
- 8.7. At a minimum the Independent Review Panel must meet with the following groups:
  - the managing faculty's senior officers, the Chair of the Graduate Research Committee (or delegate).
  - student and alumni representatives;
  - industry representatives;
  - relevant academic unit and/or program representatives, including academic staff involved in the supervision of graduate research students; and
  - representatives of relevant service areas.
- 8.8. The Independent Review Panel should also have the opportunity to tour relevant facilities if they wish.
- 8.9. At the end of the Review Event, the Independent Review Panel must give an oral presentation of their preliminary findings and recommendations to representatives of the faculty and university. At a minimum the Dean (or delegate), the Associate Dean (Graduate Research) and the relevant Heads of academic units or delegates are expected to be present.

### **Responsibility**

Deans (or delegates)  
Executive Officer to the Independent Review Panel  
Independent Review Panel  
Associate Dean (Graduate Research)  
Relevant Heads of academic units (or delegates)

## 9. Independent Review Panel report

- 9.1. The Independent Review Panel report must address each of the Terms of Reference in relation to the evidence presented in the Graduate Research Course Review Portfolio and at the Review Event.
- 9.2. The Executive Officer is responsible for writing a preliminary Independent Review Panel Report, for the Chair to review. The preliminary report must be sent to the Chair **within two weeks of the Review Event.**
- 9.3. The Chair is responsible for reviewing and refining the report and ensuring that all Panel members agree with the contents of the report or have the opportunity to register a minority view, prior to the report being finalised.
- 9.4. A copy of the draft report must be sent to the Dean (or delegate) when the Chair feels it is a full and accurate reflection of the conclusions of the review. The Dean (or delegate) is responsible for

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

reviewing the report for factual inaccuracies. If any are found, they must be reported to the Executive Officer and the Chair **within two weeks of receipt**.

- 9.5. The Chair must finalise the report with the Executive Officer and send the final report to the Dean (or delegate) **no later than eight weeks from the Review Event**.

### **Responsibility**

Deans (or delegates)  
Executive Officer to the Independent Review Panel  
Chair and members of the Independent Review Panel

## 10. Faculty Response Report

- 10.1. The Dean, in consultation with the Associate Dean (Graduate Research) and the relevant heads of academic units (or delegates), will review the findings and initiate the preparation of a Faculty Response Report which addresses each of the Panel's recommendations as appropriate.
- 10.2. Where recommendations are specific to a teaching location, the Dean (or delegate) must consult with the location in the development of the response.
- 10.3. The Dean (or delegate) must submit the Independent Review Panel report and the Faculty Response report to the GRC Course and Programs Sub-Committee for preliminary review in sufficient time for it to inform Academic Board's consideration of the business case for re-accreditation.
- 10.4. Once reviewed by the GRC Course and Programs Sub-Committee, the Independent Review Panel report and the Faculty Response Report will be referred to GRC for endorsement and Academic Board for decision.
- 10.5. A copy of the Faculty Response Report should be sent to the Independent Review Panel to demonstrate how their recommendations are informing Monash's continual development.
- 10.6. Responsibility for implementing the outcomes of course reviews rests with the Dean (or delegate).

### **Responsibility**

Deans (or delegates)  
Associate Dean (Graduate Research)  
Relevant heads of academic unit (or delegates)  
GRC Course and Programs Sub-Committee  
GRC  
Academic Board

## 11. Reporting of review outcomes and applying for re-accreditation

- 11.1. Applications for re-accreditation must be submitted in a timely manner so that the re-accreditation process, as outlined in the Graduate Research Course Accreditation Procedures, can be completed before the current accreditation period expires.
- 11.2. The re-accreditation application should normally be submitted within six months of the Review Event.
- 11.3. In the case that the faculty is not ready to submit the re-accreditation application within this time frame, and there is still time remaining in the current accreditation period, the faculty must submit the Review Panel Report and the Faculty Response Report to the GRC Course and Programs Sub-Committee for preliminary review **by the end of October of the review year**.
- 11.4. The re-accreditation application, accompanied by the Review Panel Report and the Faculty Response Report, must follow at a time that allows GRC and subsequently, Academic Board, to consider it before the current accreditation period expires.

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

- 11.5. If the managing faculty determines that it will not be applying for re-accreditation of a course, the faculty must apply before the end of its current accreditation period to have the course disestablished.
- 11.6. To ensure transparency, the Review Panel Report and Faculty Response Report, along with any relevant supporting documentation, will be made available on the Graduate Research Committee intranet website.

### **Responsibility**

Deans (or delegates)  
GRC Course and Programs Sub-Committee  
GRC  
Academic Board

## 12. Alternative arrangements

- 12.1. The primary purpose of enabling alternative approaches is to minimise duplication of effort and time, while ensuring that there is a robust process for assuring Academic Board and the GRC of the quality standards and viability of the course.
- 12.2. If a course is professionally accredited/registered and has recently had (or will have had) a re-accreditation event that addressed many or all of the Terms of Reference, as specified in these Procedures, then much of the standard review process may not require repetition.
- 12.3. Any alternative approach to course review must still meet the minimum requirements set out in these Procedures, including its Terms of Reference, composition of the Independent Review Panel and input from stakeholder groups identified in **paragraph 8.7** above.
- 12.4. The exception is where a course under review has 15 or less currently enrolled students at the time of the review, in which case the course review may be conducted by the Monash Graduate Research Office in consultation with the relevant faculty, with specific reference to be made to the Terms of Reference as specified under **paragraph 5.12.1** of these procedures.
- 12.5. A faculty wishing to take an alternative approach to a course review must discuss first with the Chair of GRC (or delegate) in the meeting detailed in **paragraph 2.7** above, and then submit a written request to the Chair of GRC (or delegate) following this discussion. The request must specify what changes to the standard course review process are being proposed, and include a strong pedagogical, strategic and/or operational rationale.
- 12.6. The Chair of GRC (or delegate) will make the decision on any applications for an alternative approach.

### **Responsibility**

Deans (or delegates)  
Chair of GRC (or delegate)

## 13. Alternative arrangements (joint/dual PhD or joint research master's courses only)

- 13.1. The primary purpose of enabling an alternative approach to the review of joint/dual PhD and joint research master's courses is to ensure a consistent approach, ensuring that any review considers the strategic significance of the course(s) in the context of the University's international agenda, while also ensuring that there is a robust process for assuring Academic Board and GRC of the quality standards and viability of the course(s).
- 13.2. Where a course under review has 5 or less currently enrolled students at the time of the review, the course review will be conducted by the Monash Graduate Research Office in consultation with the relevant faculty or faculties.

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

- 13.3. Where a course under review has 6 or more currently enrolled students at the time of the review, the course review will be administered by the Monash Graduate Research Office but must still meet the minimum requirements set out in these Procedures, including composition of the Independent Review Panel and input from stakeholder groups identified in **paragraph 8.7** above.
- 13.4. Terms of Reference as specified under **paragraph 5.12.1** of these procedures apply, irrespective of how the course review is to be conducted, with the course review process to report on the following additional Terms of Reference:
- Opportunities and challenges in relation to the delivery of the course, with specific reference to any external legislative requirements or governance requirements relating to the overseas country and/or partner university which impact on the delivery of the course.
  - Evidence of collaboration, and plans by the faculty to build or develop the collaboration.
  - Status of any agreements with the partner institution, and recommendations in relation to their review or amendment.
- 13.5. A report addressing the Terms of Reference will be submitted to the GRC Course and Programs Sub-Committee for preliminary review, GRC for endorsement and where re-accreditation is to be recommended, to Academic Board for decision.

### **Responsibility**

Monash Graduate Research Office  
GRC Course and Programs Sub-Committee  
GRC  
Academic Board

## 14. Review of courses offered at offshore campuses or overseas teaching locations

- 14.1. Where a course is offered in a country other than Australia and is subject to local requirements, the managing faculty must take into account any legislative requirements of that country relating to course reviews, which may include length of review cycle, review panel composition and Terms of Reference, or how the review event is conducted.

### **Responsibility**

Deans (or delegates)  
Associate Dean (Graduate Research)  
Relevant heads of academic unit (or delegates)

## 15. Annual monitoring

- 15.1. Each year, the Chair of the GRC (or delegate) will convene a meeting to reflect on the process and outcomes of course reviews held in the previous year and what lessons could be learnt by the University and the courses to be reviewed in the coming year.
- 15.2. Following the de-brief event, the Chair of the GRC (or delegate) will prepare a report for the Graduate Research Committee and Academic Board summarising the key outcomes from the past year's reviews and highlighting any common themes for consideration and discussion.

### **Responsibility**

Chair of GRC (or delegate)  
Graduate Research Committee  
Academic Board

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

<b>Responsibility for implementation</b>	<p>Chair, Graduate Research Committee</p> <p>Deputy Chair, Graduate Research Committee</p> <p>Pro-Vice Chancellor - Monash Malaysia</p> <p>Deans (or delegates)</p> <p>Director of MUARC</p> <p>Director of MIRI</p> <p>Associate Deans (Graduate Research)</p> <p>Faculty / School Managers</p> <p>Faculty / School Graduate Research Managers (or equivalent)</p> <p>Heads of School – Monash Malaysia</p> <p>Deputy Heads of School (Research) – Monash Malaysia</p> <p>Heads of academic units/Schools</p> <p>Graduate Research Coordinators</p> <p>Program Directors</p> <p>Director, Quality Assurance and Compliance – Monash Malaysia</p> <p>Quality Assurance and Compliance Unit – Monash Malaysia</p> <p>Director, Campus Research Management – Monash Malaysia</p> <p>Relevant staff, Monash Graduate Research Office</p>
<b>Status</b>	Revised
<b>Approval Body</b>	<p><b>Name:</b> Graduate Research Committee</p> <p><b>Meeting:</b> 8/2017</p> <p><b>Date:</b> 23-November-2017</p> <p><b>Agenda item:</b> 9.3</p>
<b>Definitions</b>	<p><b>Academic Course Information:</b> Document that sets out the academic information about a course.</p> <p><b>Academic unit:</b> Includes a sub-faculty, school, department, centre, institute or other unit into which a faculty is divided; or a school, department, centre or institute established as a separate entity from a faculty. Typically, is the organisational unit in which a graduate research student is enrolled.</p> <p><b>Accreditation:</b> The University's process for course approval using criteria established by Academic Board to ensure courses meet academic standards. External Accreditation or Professional Accreditation is the evaluation of a course or qualification undertaken by a body external to the University and aimed at gaining recognition in an industry or profession or by a government agency.</p> <p><b>Administrative Officer:</b> For the purposes of these Procedures, Administrative Officer means the person who supports a Self-Review</p>

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

	<p>Team. Typically, is a person with experience in graduate research student matters.</p> <p><b>AQF Levels:</b> Indicate the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement. AQF Level 1 has the lowest complexity and AQF Level 10 has the highest complexity. (AQF definition)</p> <p><b>Associate Dean (Graduate Research):</b> Senior academic staff member appointed at faculty or equivalent level to oversee all matters relating to graduate research degrees by research students, as defined by the Monash University (Academic Board) Regulations.</p> <p><b>Executive Officer:</b> For the purposes of these Procedures, Executive Officer means the person who supports the Review Panel. Typically, is a person with experience in graduate research student matters at faculty or equivalent level.</p> <p><b>Graduate Attributes:</b> Transferable, non-discipline specific skills a graduate may achieve through learning that have application in study, work and life contexts. See also Monash Graduate Attributes.</p> <p><b>Graduate Research Coordinator:</b> Academic staff member appointed by the academic unit/program to provide academic oversight over graduate research education activities as well as monitoring student progress and welfare, examination outcomes and complaints and grievances. Depending upon the specific configuration of the academic unit/program, the role may also include the responsibilities of a Program Director. In some cases, such as single-school faculties or institutes, the responsibilities of the Graduate Research Coordinator may be held by the Associate Dean (Graduate Research) or equivalent.</p> <p><b>Learning Outcomes:</b> The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning. (AQF definition)</p> <p><b>Offshore campus:</b> A campus of the University that is based in a country other than Australia.</p> <p><b>Teaching Faculty:</b> In relation to a graduate research student, means the faculty in which the student is enrolled.</p> <p><b>Program Director:</b> Academic staff member who provides overall academic leadership to a specific program offered within a single course of study. Examples of programs include: the Linguistics and Applied Linguistics PhD Program or the Historical Studies Program, both of which are discrete, separate programs offered within the PhD in Arts.</p> <p><b>Re-accreditation:</b> The University's process for reviewing the accreditation of existing courses.</p> <p><b>Supervisor:</b> The academic staff member appointed to support a graduate research student in undertaking their graduate research degree at the University.</p> <p><b>Teaching Location:</b> For the purposes of these Procedures, Teaching Location means a locale where a course is delivered. A course can have several teaching locations and include both Australian and offshore locations.</p>
--	--

## Monash University Procedure

*[This procedure comes into effect from 1 January 2018]*

<b>Legislation Mandating Compliance</b>	<a href="#">Monash University (Council) Regulations</a> <a href="#">Monash University (Academic Board) Regulations</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a> <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2017 (National Code)</a> <a href="#">Malaysian Qualifications Framework</a> MQA <a href="#">Code of Practice for Programme Accreditation (COPPA)</a> MQA <a href="#">Code of Practice for Institutional Audit (COPIA)</a> .
<b>Related Policies</b>	<a href="#">Academic Review Policy</a> <a href="#">Admission to Coursework Courses and Units of Study Policy</a> <a href="#">Assessment in Coursework Units Policy</a> <a href="#">Credit Policy</a> <a href="#">Course Design Policy</a> <a href="#">Coursework Units Review Procedures</a> <a href="#">Collaborative Coursework Arrangements Policy</a> <a href="#">Student Voice in Learning and Teaching Policy</a>
<b>Related Documents</b>	<a href="#">Focus Monash: Strategic Plan 2015-2020</a> <a href="#">Guidelines for Teaching-Out Disestablished Programs</a>