Monash University Policy

Policy Title	Coursework Course and Unit Accreditation Policy
Date Effective	27 February 2017
Review Date	27 February 2020
Policy Owner	Deputy Vice-Chancellor (Education)
Category	Academic Quality and Standards
Version Number	2.1
Content Enquiries	policy-education@monash.edu
Scope	All coursework courses leading to an award of the University All Monash University non-award enabling programs approved as preparation for entry to a coursework award course. All units of study All campuses and locations
Purpose	To enable the University to fulfil its responsibility for accreditation of units and courses of study required for a degree or other award, as set out in Monash University (Council) Regulations, Part 5, Section 10, Clause 1(e).

POLICY STATEMENT

Principles

Accreditation is a quality assurance process under which courses and units are evaluated to determine that certain standards are met. As such, accreditation is not the same as a decision to offer a course or unit but a necessary condition for such a decision.

Course and unit accreditation is granted based upon established criteria that support high standards in the educational offerings of the University.

The course and unit accreditation processes encourage and support sound curriculum design and planning, and the development and approval of sustainable course structures.

Academic Board has overarching responsibility for the accreditation of coursework courses, majors, minors, specialisations and units. Academic Board may delegate the responsibility for approval of certain types of amendments to accredited courses to the Coursework Admissions and Programs Committee or Deans, in keeping with the principles and criteria set out in this policy.

Academic Board may approve new non-award enabling programs, to be offered by Monash University, as preparing students for entry to a coursework award course.

Academic Board may delegate to Deans the accreditation of units in keeping with the criteria set out in this policy.

Accreditation of courses

Course accreditation is a cyclical process that contains the following four elements:

1.   Accredit: Initial accreditation and approval of a course as able to be offered.

2. Monitor: Evaluation to ensure that expected quality and viability outcomes are achieved, undertaken at least once a year.

3. Review: evaluation of a course with respect to strategic, academic and business aspects. Course review must be undertaken within two years prior to re-accreditation.

4. Re-accredit: assessment of a course's continued alignment with accreditation criteria and performance as evidenced by course review outcomes.

Criteria for initial accreditation of new courses

Before the initial accreditation of a course, Academic Board must be assured that:

-   The course aligns with the academic profile and priorities of the University and the portfolio of courses offered.

-   The course meets the academic standards of the University as set out in policies, regulations and the statute.

-   The University has the academic resources (eg, information technology, library, staffing, student support) to successfully offer and sustain the course.

-   Appropriate governance and management arrangements are in place for successful implementation, delivery and oversight of the course.

Criteria for re-accreditation of courses

Before re-accrediting a course, Academic Board must be assured that:

-   The course aligns with the academic profile and priorities of the University and the portfolio of courses offered.

-   The course meets the academic standards of the University as set out in policies, regulations and the statute.

-   There is evidence of successful offerings, high quality learning and teaching outcomes, student success and graduate outcomes.

-   The academic resources (eg, information technology, library, staffing, student support) are adequate to continue to successfully offer and sustain the course.

-   The implementation of governance and management arrangements is appropriate for ensuring successful delivery and oversight of the course.

-   There is evidence of an appropriately conducted course review that addresses the above points, and that action has been taken as a result of outcomes and recommendations of the review.

Period of accreditation

The maximum period of accreditation for courses is seven years.

Before the end of a course's accreditation period, the faculty must either apply for re-accreditation or disestablish the course.

Conditions for ongoing accreditation of courses

Academic Board accreditation of courses is granted with the condition that faculties:

-   Seek the appropriate approval for amendments to accredited courses.

-   Monitor and review courses in accordance with university policy.

-   Report to CAPC on 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.

Academic Board may withdraw its accreditation prior to the end of the accreditation period if the above conditions are not met, or if it is concerned that academic quality standards are being breached or not maintained systematically.

If the faculty does not seek re-accreditation of a course, Academic Board may recommend to the Deputy Vice-Chancellor (Education) that the course be disestablished.

If a course is disestablished by the Deputy Vice-Chancellor (Education), Academic Board will withdraw its accreditation of a course at the end of the teach-out period.

<u>Accreditation and re-accreditation of double degrees</u>

The managing faculty of a double degree is responsible for applications for accreditation and re-accreditation.

<u>Accreditation of courses offered outside Australia</u>

In addition to the University's requirements, courses offered at the Monash Malaysia campus and any other locations outside Australia must meet the legislative requirements of the relevant country.

<u>Course Review</u>

All award courses must be reviewed every 5-7 years. A shorter review cycle may be employed for strategic or operational reasons. Any applications to Academic Board for re-accreditation must be made within two years of the course review.

The managing faculty of a double degree course is responsible for ensuring that the course is reviewed in accordance with university policy.

Course reviews must include one or more person/s external to the University.

Academic Board or the Deputy Vice-Chancellor (Education) may direct the Dean of a faculty to undertake a review of a course if either is concerned that academic quality standards are being breached or not maintained systematically, or for any other reason.

<u>Approval of course amendments</u>

Academic Board approval is required for amendments that propose courses, majors, 'stand alone' minors, specialisations, locations or partnerships that are new. Furthermore, Academic Board approval is required for any amendments that carry an element of risk to the University.

Academic Board delegates to CAPC the responsibility for approval of amendments that are substantive changes to award titles, the addition of majors, 'stand alone' minors or specialisations that involve already existing academic offerings at the proposed site of offer, amendments to course outcomes, course structures, or amendments that will affect other parts of the university.

CAPC will refer to Academic Board any course amendment that it considers may have strategic implications, carries an element of risk to the University or where an exemption from policy is required.

Academic Board delegates the responsibility for approval of other course amendments to the Dean of the degree awarding faculty (or delegate). For any course amendments where a double degree is involved, the Dean is required to consult with any partner faculties and provide a report on the amendment to CAPC, in the manner specified in the Course Accreditation Procedures.

The Chair of CAPC will determine the necessary approval where an interpretation of this policy is required for a particular amendment.

Approval of Monash University non-award enabling programs

When submitting a non-award enabling program to Academic Board for approval, all of the above criteria and requirements for the accreditation and re-accreditation of award courses will apply.

Monash University non-award enabling programs are approved for a maximum of seven years.

Accreditation of units

Academic Board delegates to Deans of faculties (or their delegates) the responsibility for accreditation and re-accreditation of units.

Criteria for initial accreditation of units

Before accrediting a unit the Dean (or delegate) must be assured that:

- There is alignment between unit outcomes, learning activities, assessment and the overall relationship to course outcomes.

- The rationale for offering the unit is sound, e.g. by considering the unit's role within courses of study, strategic importance and overlapping content with other units.

- Adequate resources are in place to successfully offer the unit, including academic staff, support staff, physical resources and services.

- Mechanisms are in place for continuous monitoring of the quality and viability of the unit.

- Where the unit involves academic content or resources of another faculty, or offering at another campus, that faculty or campus has been adequately consulted.

Criteria for re-accreditation of units

Before re-accrediting a unit the Dean (or delegate) must be assured that:

- The unit aligns with the initial accreditation criteria.

- There is evidence of high-quality outcomes and educational effectiveness.

- The unit is viable.

Period of accreditation

The maximum period of accreditation for units is five years.

Conditions for ongoing accreditation of units

Deans (or delegates) may set conditions on the accreditation of units and may withdraw the accreditation for any reason if s/he deems it necessary.

Academic Board delegates to Learning and Teaching Committee (LTC) the responsibility to direct the Dean of a faculty to undertake a review of a unit if LTC is concerned that the standards of academic quality are being breached or not maintained systematically, or for any other reason. In this circumstance, LTC will determine the particular focus of the directed unit review.

The Deputy Vice-Chancellor (Education) may also initiate such reviews.

Maintaining oversight and reporting requirements

CAPC and the Deputy Vice-Chancellor (Education) jointly report to Academic Board each year on the portfolio of courses offered by the University, including the overall performance of the portfolio (based on the annual monitoring of courses), course review schedule and any strategic considerations. The purpose of the portfolio report is to enable Academic Board to have strategic oversight of the course portfolio.

CAPC will collate updated academic course information documentation on a yearly basis with the purpose of verifying policy compliance and accuracy of the information and to report amendments approved at the faculty level for each course.

The University will maintain a register of accredited courses, the period of accreditation and any conditions linked to the accreditation.

Deans (or their delegates) must maintain records of course and unit proposals and amendments approved at faculty level. Copies of these records must be made available at the request of Academic Board or any of its subcommittees.

The Deputy Vice-Chancellor (Education) reports annually to Academic Board on disestablished courses and courses that have completed the teach out. The Deputy Vice-Chancellor (Education) will recommend that Academic Board withdraw its accreditation of disestablished courses at the end of the teach-out period.

Roles and responsibilities

Academic Board

Academic Board has overarching responsibility for the accreditation and re-accreditation of coursework courses, majors, minors, specialisations and units.

Coursework Admissions and Programs Committee (CAPC)

CAPC reviews new course proposals and applications for re-accreditation with a view to assessing alignment with the accreditation criteria, prior to consideration by Academic Board.

Academic Board delegates to CAPC the responsibility for approval of course amendments as set out in this policy.

Deans

Academic Board delegates to Deans of faculties (or delegates) the responsibility for accreditation and re-accreditation of units, following the criteria set out in this policy.

Academic Board delegates the responsibility for approval of course amendments to Deans (or delegates) as set out in this policy.

Deputy Vice-Chancellor (Education)

The Deputy Vice-Chancellor (Education) (or delegate) is responsible for the decision to offer a course. The Deputy Vice-Chancellor (Education) (or delegate) assesses the Business Case of new course proposals and course amendments (where changes significantly impact the business case), and course review reports. The Deputy Vice-Chancellor (Education) (or delegate) will advise Academic Board that the resources required to offer a course will be available.

The Deputy Vice-Chancellor (Education) is also responsible for disestablishing courses, as set out in the Monash University (Vice-Chancellor) Regulations. The Deputy Vice-Chancellor (Education) (or delegate) and the Dean of the managing faculty will make any arrangements for a teach-out of a course of study and assure the Board that appropriate arrangements are in place to maintain academic quality and standards.

Supporting Procedures	Coursework course accreditation procedures Course review procedures Coursework units review procedures
Responsibility for implementation	Deans (or delegates) Academic Board CAPC Vice-Provost (Learning and Teaching) Vice-Provost (Graduate Education) Deputy Vice-Chancellor (Education) Pro-Vice Chancellor Monash Malaysia

Status	Revised
Approval Body	**Name**: Academic Board **Meeting**: 1/17 **Date**: 27 Feb 2017 **Agenda item**: 12.4
Endorsement Body	**Name**: CAPC **Meeting**: 8/16 **Date**: 07 December 2016 **Agenda item**: 11.2
Definitions	
Legislation Mandating Compliance	
Related Policies	Collaborative Coursework Arrangements Policy Course Design Policy
Related Documents	Monash strategic plans Australian Qualifications Framework National Qualifications Framework (South Africa) Malaysian Qualifications Framework Guidelines for determining the body or person responsible for approving course proposals