

## Monash University Procedure

<b>Procedure Title</b>	Unit Coding Procedures
<b>Parent Policy</b>	<a href="#">Unit Coding Policy</a>
<b>Date Effective</b>	22-April-2009
<b>Review Date</b>	22-April-2012
<b>Procedure Owner</b>	Education Policy and Programs Committee
<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 units.
<b>Purpose</b>	<p>To ensure that unit codes are established within the context of the faculty, course, or major sequence in which the unit is primarily offered for so that it has a meaningful use that will assist:</p> <ul style="list-style-type: none"> <li>• Students in selecting appropriate units in accordance with course requirements;</li> <li>• Staff in providing advice to students and to manage curriculum in accordance with University policies.</li> </ul> <p>To assist university planning and monitoring by ensuring that it is possible to identify groupings of multi-level and cross listed units.</p>
<b>PROCEDURE STATEMENT</b>	

### Implementation Administration

Where the unit is primarily offered as a prescribed component of a 'specialist' course, or as part of an approved major/minor sequence, the Faculty that awards the degree that the unit is primarily offered for is responsible for administration of this policy and associated procedures (i.e. Degree Awarding Faculty).

Where the unit is primarily offered as an elective unit (not forming part of an approved major/minor sequence or prescribed component of a 'specialist' course) the Faculty that teaches the unit is responsible for administration of this policy and associated procedures.

### Alpha unit codes

1. The three character alpha code will be assigned in accordance with the following:

#### Coursework:

1. the unit is primarily offered as a component of a 'specialist' course where the Degree Awarding faculty uses a common alpha coding system for all units, irrespective of course (or specialisation), use the faculty alpha code (e.g. LAW, ENG, FIT).
2. the unit is primarily offered as component of a 'specialist' course where the Degree Awarding faculty uses a common alpha coding system for all core units in the course, use the course alpha code (e.g. BMS for core units in the Bachelor of Biomedical Science)

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3. the unit is primarily offered as a component of a 'generic' course where the course requires students to complete a defined major and/or minor sequence, use the alpha code assigned to units approved as forming part of the particular major/minor sequence. (e.g. MTH for units approved as part of defined major/minor sequence in Mathematical Sciences)
4. the unit is not offered as a component of an approved major/minor sequence nor a core unit within a 'specialist' course, use a code indicative of the area of study (e.g. SCI for units owned by the faculty of Science not covered by points i-iii above)
5. the unit is offered for studies approved to be completed elsewhere (not at Monash) by the Degree Awarding faculty, use the faculty alpha code assigned:

Area	Codes	Faculty Name	
Complementary	Faculty alpha + CL	ACL	Arts
		BCL	Business and Economics
		FCL	Art and Design
		DCL	Education
		ECL	Engineering
		LCL	Law
		MCL	Medicine, Nursing and Health Sciences
		SCL	Science
		PCL	Pharmacy and Pharmaceutical Science
		CCL	Information Technology
Exchange	Faculty alpha + EH	AEH	Arts
		BEH	Business and Economics
		FEH	Art and Design
		DEH	Education
		EEH	Engineering
		LEH	Law
		MEH	Medicine, Nursing and Health Sciences
		SHE	Science
		PEH	Pharmacy and Pharmaceutical Science
		CEH	Information Technology

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Study Abroad	Faculty alpha + SA	ASA	Arts
		BSA	Business and Economics
		FSA	Art and Design
		DSA	Education
		ESA	Engineering
		LSA	Law
		MSA	Medicine, Nursing and Health Sciences
		SSA	Science
		PSA	Pharmacy and Pharmaceutical Science
		CSA	Information Technology

### Cross-Listed and Multi Level Units:

A coursework unit can be cross-listed (Alpha Code) as a component of a major sequence(s) or 'specialist' course, provided it is approved by the relevant Dean of each of the Degree awarding faculties.

A cross-listed or multi-level coursework unit will have the same Australian Standard Classification of Education (ASCED) field of study and will be listed as a Unit prohibition with other versions of the unit.

Faculties are responsible for establishing and updating the Unit Reference Code facility in Callista to record Cross-listed and Multi Level Units.

### Research:

Where the unit is offered as part of a Higher degree by research program, use the assigned faculty research alpha code.

Area	Codes	Faculty Name	
Research	Faculty alpha + RU	ARU	Arts
		BRU	Business and Economics
		FRU	Art and Design
		DRU	Education
		ERU	Engineering
		LRU	Law
		MRU	Medicine, Nursing and Health Sciences

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		SRU	Science
		PRU	Pharmacy and Pharmaceutical Science
		CRU	Information Technology

### Responsibility

Degree Awarding Faculty or Teaching Faculty (refer to Implementation Administration section).

## Numeric component of unit code

- The first of the four numeric characters will indicate the year level (and/or qualification category) at which the unit is primarily offered. The first digit will be:

Unit Level	Unit level description
1	first year level in undergraduate program
2	second year level in undergraduate program
3	third year level in undergraduate program
4	fourth year level in undergraduate program, honours, postgraduate diploma or certificate, masters
5	fifth year level in masters degree program
6	doctoral degree program
9	introductory graduate level (taken in graduate diploma or certificate or masters program)

### Responsibility

Degree Awarding Faculty or Teaching Faculty (refer to Implementation Administration section).

<b>Responsibility for implementation</b>	University wide - Deputy Vice Chancellor (Education) Faculty wide - Deans, Associate Deans (Education), Faculty Managers
<b>Status</b>	New
<b>Approval Body</b>	<b>Name:</b> Academic Board <b>Meeting:</b> 2/2009 <b>Date:</b> 22-April-2009 <b>Agenda item:</b> 13.3

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<b>Definitions</b>	<p><b>Unit:</b> The basic component of a course in which a student will enrol to undertake study in a particular discipline.</p> <p><b>Coursework units:</b> Units designed to form component parts of coursework programs.</p> <p><b>Multi-level unit:</b> A unit listed as being taught at two levels.</p> <p><b>Cross-listed unit:</b> A unit cross-coded with different ALPHA prefixes as being approved to be part of more than one defined major sequence or specialist course.</p> <p><b>Administrative unit:</b> A unit in which students are enrolled while undertaking part of their study at another institution, for instance through study abroad, student exchange, cross institutional study or work experience.</p> <p><b>Research unit:</b> A unit used to enrol research students in order to calculate fees and to facilitate reporting to DEEWR. Enrolment in the unit is not displayed on the students' academic transcripts.</p> <p><b>Course Managing faculty:</b> The faculty that is assigned responsibility to coordinate administrative matters for each single or double degree program (including but not restricted to admission, enrolment, course advice, academic progress and academic referral). Only one faculty can manage a course/enrolment; for example the Bachelor of Arts/Bachelor of Laws has the managing faculty of Law.</p> <p><b>Degree Awarding faculty:</b> The faculty that is responsible for approving the course regulations that must be satisfied to be granted the award.</p> <p><b>Unit Reference Code:</b> An additional identifying code recorded on Callista to indicate that the unit has more than one code to differentiate students from different year levels (multi-level) or different disciplines (cross-listed). The unit reference code allows these different cohorts to be grouped.</p> <p><b>Specialist Course:</b> A structured course with a high proportion of units in an area of specialisation / a specific field of education.</p>
<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 Parts 2 and 3</a></p>
<b>Related Policies</b>	<p><a href="#">Course Design Policy</a></p> <p><a href="#">Coursework Courses and Units Accreditation Policy</a></p>
<b>Related Documents</b>	