

MONASH UNIVERSITY

ACADEMIC PROGRAMS OFFERED FROM MULTIPLE CAMPUSES POLICY

FACULTY IMPLEMENTATION GUIDELINES AND CHECKLIST

December 2011

1. Context

The generic roles, responsibilities and structures described below have been developed to assist faculties in the implementation of the “Academic Programs Offered from Multiple Campuses Policy”. The Checklists have been developed to assist faculties in leaving a documentation audit trail concerning the implementation of this policy.

Informed by these guidelines, faculties may use a variety of approaches to ensure effective implementation of the policy. Where Faculty arrangements differ from those outlined below, minutes from existing faculty boards / committees and other related documentation may form part of the audit trail.

Faculties may need to work in conjunction with campus PVC's to implement this policy.

2. Terminology

Assessment regime – the set of essays assignments, tests, examinations or other assessment tasks that comprise the assessment for a unit and the percentage contribution of these to the final results for the unit.

Multi-campus course – a course which is offered from more than one campus

Cross-campus course – a course which requires students to undertake study at more than one campus

Multi-campus course director / management group – the individual / group that directs and/or coordinates a multi-campus course. A course management group may consist of the course director and all campus-based course coordinators.

Campus-based course coordinator – the individual that directs and/or coordinates a multi-campus course on a particular campus

Multi-campus unit - a unit which is offered from more than one campus

Chief examiner – responsible for the implementation of the unit assessment regime and must recommend the final result for each student. A faculty board must appoint a chief examiner for each unit taught by the faculty.

Campus-based unit coordinator – the individual that directs and/or coordinates a unit on a particular campus.

Unit management group - the group of individuals responsible for managing the operation of a multi-campus unit. This group may consist of the chief examiner and all campus based unit coordinators.

One individual may play a number of these generic roles concurrently. For example, it may be possible for one individual to concurrently play the role of multi-campus unit coordinator, chief examiner and campus based unit coordinator for one or more campuses.

3. ANNUAL CHECKLIST FOR MULTI-CAMPUS COURSE MANAGEMENT

Course Name:	
Course Code:	
Campuses:	Berwick, Caulfield, Clayton, Gippsland, Parkville, Peninsula, South Africa, Sunway (Circle all applicable)

Policy Element	Confirmed	Comments		
The course has the same title and leads to the same award at all campuses.	Yes/No			
An appropriately resourced course management group is established under a course director appointed by the dean of the managing faculty, with representation from all campuses.	Yes/No			
Equivalent course admission prerequisites apply at all campuses including credit transfer arrangements.	Yes/No			
The course eligibility score for Year 12 entry is identical for all campuses. Equivalence criteria apply to entry qualifications which are not included in the ATAR.	Yes/No			
The ATAR, or equivalent, required for admission to the undergraduate course offering at any campus is not more than five points below the highest ATAR, or equivalent, required for admission to any offering of the same undergraduate course at any campus of the university, subject to any exception to this requirement for a particular campus as determined from time to time by the Academic Board.	Yes/No	Campus Name	Entry Score	Comments
The course has an identical course code, course requirements and length across all campuses.	Yes/No			
For the units comprising the course, consideration has been given to the appointment of chief examiners across the	Yes/No			

participating campuses.		
Campus based course variations of a minor nature are agreed upon by the course management group and/or relevant academic units Variations of a major nature should be approved through the course approval process.	Yes/No	
All campus based variations are clearly articulated in all course marketing materials applying to the same markets.	Yes/No	
Where the sequencing of units varies across campuses, sequences are consistent with pre-requisite requirements and do not restrict student progression.	Yes/No	
When a course <u>requires</u> students to study from more than one campus, this requirement has been communicated clearly to students at the time of their admission and in all course marketing materials.	Yes/No	
The teaching resources are comparable between the campuses, and are shared between the campuses where relevant.	Yes/No	
The distribution of results and grades across all campuses is monitored by the course management group and/or the Board of Examiners of the Teaching Faculty.*	Yes/No	

*As reflected in the [Unit Assessment Procedures](#)

Report prepared by:

Name: _____

Role: _____

Signature: _____

Date: _____

END OF SEMESTER CHECKLIST FOR MULTI-CAMPUS UNIT MANAGEMENT

Unit Name:	
Unit Code:	
Campuses:	Berwick, Caulfield, Clayton, Gippsland, Parkville, Peninsula, South Africa, Sunway (Circle all applicable)
Year:	
Semester:	

Policy Element	Confirmed	Comments
The unit code is identical at all campuses.	Yes/No	
There is only one unit guide for all campus unit offerings, except as permitted by the Unit Guide policy and procedures .	Yes/No	
Campus specific variations of examples, case studies, texts, references and other learning resources (if any), have been recommended by the unit management group and agreed by the Chief Examiner.	Yes/No	
Unit assessment regime, including the proportion of examination and non-examination assessments, hurdles, and result calculation policies, is identical at all campuses.*	Yes/No	
The unit management group are involved in the development of assessment tasks.*	Yes/No	
The assessment tasks and standards are equivalent and are reviewed across campuses.*	Yes/No	
The unit evaluation is conducted in a consistent manner at all campuses and results are reviewed at each campus and across all campuses through the aggregation of 'unit offering' results at unit level.*	Yes/No	

*As reflected in the [Unit Assessment Procedures](#) and [Assessment in Coursework Programs Policy](#)

Policy Element	Confirmed	Comments
Access to resources provided centrally and by faculties is equitable irrespective of the campus of study.	Yes/No	
The assessment marking criteria are identical on all campuses.*	Yes/No	
The Chief Examiner, in collaboration with the unit management group, oversees the development of all items of assessment including the preparation of examination questions and sighting of the final examination.*	Yes/No	
Assessment tasks do not disadvantage any student campus cohort.*	Yes/No	
Comparability of assessment between markers is ensured.*	Yes/No	
The results and grades obtained by each campus cohort are reviewed for each assessable task to ensure equivalence and comparability.*	Yes/No	

Report prepared by :

Name: _____

Role: _____

Signature: _____

Date: _____

*As reflected in the [Unit Assessment Procedures](#) and [Assessment in Coursework Programs Policy](#)