

Multi-Campus Consultation for Unit Management

The Faculty of Engineering, in line with University policy on multi-campus consultation, requires all unit coordinators whose units are taught on more than one campus to liaise with teaching staff delivering the unit on other campuses to ensure that all teaching material, assessment tasks and standards are equivalent. It is expected that the unit coordinator will liaise with their cross campus counterpart/s when establishing the unit structure and content to enable all teaching staff associated with the delivery of the unit the opportunity to contribute to all aspects of its development.

As specified in university policy, the Chief Examiner will ensure the establishment of multi-campus unit management groups of key teaching staff involved in offering the unit from campuses involved. The unit management groups are required to ensure that:

- (a) there is appropriate communication between the teaching staff at each campus;
- (b) the assessment tasks and standards are equivalent and are reviewed across campuses;
- (c) the teaching resources are comparable between the campuses, and are shared between the campuses where relevant;
- (d) the unit evaluation is conducted in a consistent manner and that evaluation results are reviewed at each campus and across all campuses;
- (e) the timetabling of unit offerings maximises opportunities for students to complete units on a campus other than their home campus; and
- (f) access to resources provided centrally and by faculties is equitable irrespective of the campus of study.

The Chief Examiner will work collaboratively with the multi-campus unit management group to:

- (a) ensure that there is a clear articulation of both learning objectives for the unit, and assessment procedures for each item of assessment, which are understood by all parties to the assessment process;
- (b) contribute to the development of all items of assessment including the preparation of examination questions and sighting of the final examination.

SUPPORTING INFORMATION

Purpose and Rationale

With a growing number of units being offered on more than one campus, it is important that the equivalent academic standards be maintained across all sites. Unit coordinators and teaching staff on both campuses should be providing the same teaching material to all students, regardless of the campus location. This policy provides guidance to teaching staff in the provision of multi-campus coursework programs.

It is important to effectively manage such programs to ensure equivalence of academic standards, alignment with university, faculty and campus strategic objectives and effective program marketing.

Scope:

This policy applies to all courses and units offered on more than one campus or where students undertake studies on more than one campus including campuses in Australia and Malaysia. This policy also applies to courses and units that are offered concurrently in both on campus and off campus mode. In relation to this policy off campus mode is treated as a campus.

Definitions and Acronyms

Chief Examiner: In the Faculty, a Chief Examiner is the Head of a department or a person or persons nominated by the Faculty Board.

Related Documents

Procedure: <\\lts-fshd-a04\usr\eng\shared\faculty\OoD\PolicyProceduresForms\Procedures\Teaching\TeachingRelated\Multi-campusConsultationProcedureV0.2.doc>

Cross-Campus Consultation Checklist <\\lts-fshd-a04\usr\eng\shared\faculty\OoD\PolicyProceduresForms\Forms\Teaching\TeachingRelated\ChecklistForCrossCampusConsultationv2.doc>:

Governing Documents

<http://www.policy.monash.edu/policy-bank/academic/education/awards/academic-programs-offered-from-multiple-campus-policy.html>

Responsibilities for Implementation

Chief Examiners

Date Effective:

Immediate

Who Needs To Know This Policy

Associate Dean Teaching, Heads of Departments and Schools, Course and Unit Coordinators, all academic staff with units offered on more than one campus.

Approval:

Engineering Education Committee

Review Date:

June 2010

Performance Indicators:

All units offered one more than one campus comply with University Multi-Campus Policy guidelines.

Monitoring and Evaluation:

Associate Dean Teaching and Quality Consultant.

Revision

Version Reference No.	Approved/ Rescinded	Date	Committee/Board	Resolution Number
1.1				