

## UNIT MANAGEMENT GROUP DECLARATION

Unit code:

Unit title:

Managing School:

Chief Examiner:

Campus location:

Email address

Phone number:

## MULTI-CAMPUS CONTACT DETAILS FOR ON-CAMPUS UNIT

Unit Code	Campus offered	Unit Co-ordinator	School	Email address	Phone number
	BE				
	CA				
	CL				
	GP				
	MSA				
	SASS				

*Legend: CA =Caulfield, CL = Clayton, GP=Gippsland, MSA = Monash South Africa and SASS = School of Arts and Social Sciences (Malaysia)*

## CONTACT DETAILS FOR OFF-CAMPUS UNIT

Unit Code	Unit Coordinator	Unit Coordinator Campus	School	Email address	Phone number

As Chief Examiner I wish to advise:

1. That key teaching staff from different teaching modes and campuses have established a Unit Management Group (UMG) to ensure that:
  - (a) there is appropriate communication between the teaching staff at each campus;
  - (b) the design and content of the unit is the same across all teaching modes and campuses;
  - (c) the assessment tasks and standards are equivalent and are reviewed across all teaching modes and campuses;
  - (d) the teaching resources are comparable between all teaching modes and campuses, and are shared where relevant;
  - (e) the unit evaluation is conducted in a consistent manner and that evaluation results are reviewed at across all teaching modes and campuses;

- (f) the timetabling of unit offerings on multiple Melbourne campuses maximises opportunities for students to complete units on a campus other than their home campus; and
  - (g) access to resources provided centrally and by faculties is equitable irrespective of teaching mode or campus of study.
2. That the UMG has agreed to work collaboratively to:
- (a) ensure there is clear articulation of both learning objectives for the unit, and assessment procedures for each item of assessment;
  - (b) contribute to the development of all items of assessment including the preparation of examination questions and sightings of the final examination; and
  - (c) implement strategies to ensure equivalence of assessment standards across all teaching modes and campuses.
3. That where the in-semester assessment is equivalent but not identical across all teaching modes and locations, I have a record of approval for the variation(s); and
4. A report on monitoring of student performance in the above-mentioned unit will be forwarded to the Board of Examiners; it shall include student results by teaching mode and by campus together with details of the method(s) used to ensure consistency.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_