

# Handbook production guide

## Notes and instructions for faculty editors

Throughout this guide, the term 'Handbook' is used in the singular, but refers to both the undergraduate and postgraduate volumes. The contents of this *Handbook production guide* refers to all sections of the Handbook excepting unit information. For notes and instructions regarding unit entries in the handbook refer to the [CUPID](#) website.

## Background - Handbook FAQs

### What is the Handbook?

The university's official statement of the requirements and associated information for each course and unit offered in a given academic year.

### Why is it produced?

Publication of the Handbook:

- allows the university to meet its Commonwealth Government obligations, principally DEEWR publication requirements and relevant sections of the ESOS Act
- meets Best Practice aims by providing the university and its students with a single authoritative documented statement of requirements for each course of study and its dependent units.

### Who is it intended for?

The audience for the Handbook is primarily students currently enrolled at the university, although it is also available as a source of detailed course and unit information for future students.

### In what formats is it published?

The handbook is available online only from the 2009 publication, although an embedded print functionality (Prince XML) allows students, staff and the public to print relevant portions of the Handbook as PDF documents with a more 'print-friendly' format.

### When is it produced?

The annual production schedule is determined by the 1 October DEEWR publication deadline (see [schedule](#) for timelines relative to the 2010 edition).

### What is the difference between the *Handbook* and the *Course Guides*?

The *Undergraduate Handbook* and *Postgraduate Handbook* - collectively 'the Handbook' - is an online only publication, targeted at current students to assist them to plan each stage of their enrolment in their chosen course, so that they can undertake the required program of study. The Handbook is the authoritative source for this course and unit information in the University.

The *Undergraduate Course Guide* and *Postgraduate Course Guide* and their associated *International Application Guides* are marketing publications targeted at prospective students to assist them to decide on a course of study. The Course Guides are administered by [Advancement](#), and are essentially the hard-copy versions of [Course Finder](#).

Who does what in the handbook production process?

- Broad direction on the Handbook is given by the university's [Publications Committee](#).
- Handbook production is coordinated by staff in [Student Administration and Systems](#).
- Content in the handbooks is provided by faculties.

### What are the different parts of the handbook production process?

#### 1. Faculty information section

There is one of these sections in the Handbook for each faculty. Degree of detail and content varies between faculties, but at a minimum it contains faculty information as outlined under [Handbook structure](#).

Currently this section is produced by faculty editors copying and pasting the information from the current relevant web pages into Word documents and editing these as required using track-change mode. Updates are then made to the web pages by the [Handbook coordinator](#).

## 2. Outline of courses and *Areas of study* sections

Collection of course, *Areas of study* and unit information is a separate process from compilation of the Faculty information section of the Handbook. The *Areas of study* section is being expanded and developed, but is currently not relevant to all faculties.

Faculties enter course, *Areas of study* and unit details into the Course and Unit Publication and Information Database (CUPID) managed by Student Administration and Systems. These entries are published in the Handbooks via extracts taken from CUPID:

- course entries are overseen by the publications coordinator as outlined in this *Handbook production guide*
- unit entries are managed by the [CUPID team](#).

### Some useful tips for new faculty editors

Some tips to make the editing process a bit smoother and things you will need to check up on:

- Check your own faculty's internal processes and deadlines for approval of courses etc in relation to the Handbook production [schedule](#) and the [Governing legislation, policies and procedures](#).
- Start editing early. Contact the [Handbook coordinator](#) or [CUPID](#) staff as necessary
- ... and remember, no question is too trivial!

# Governing legislation, policies and procedures

## Commonwealth Government legislation

- Higher Education Support Act 2003 - DEWWR's [Administrative Information for Providers \(AIP\): Student Support](#)
- Relevant standards in the [National Code of Practice](#) under the ESOS Act 2000

## Monash policy and procedures

### Handbook policy

- Course and Unit Handbook [policy](#) and [procedures](#)

### Related policies

NOTE: New courses, or course amendments cannot be published in the Handbook until appropriately endorsed - this includes both faculties in the case of double-degrees. Faculties are responsible for ensuring compliance with course approval requirements prior to publication of a course in the Handbook.

Endorsement is granted:

- either by the relevant faculty board/s
- or via the university course approval process.

Separate arrangements apply for research masters and doctoral proposals.

*\* In exceptional circumstances, the Deputy Vice-Chancellor (Education) may approve the publication of a course entry in the Handbook prior to its formal approval.*

### Faculty-level approvals

All new and amended units, and course amendments that do not fall into any of the six defined categories of university-level strategic significance (see 'University-level approvals' below), are approved by faculties using the relevant faculty-level procedures approved by the dean.

### University-level approvals

For details on the Monash course approvals process visit <http://www.opq.monash.edu.au/epp/course/index.html>.

For the policy covering approval of courses which fall under the six defined categories of university-level strategic significance visit <http://policy.monash.edu.au/policy-bank/academic/education/development/establish-disestablish-amend-coursework-courses-units-policy.html>.

Visit <http://www.policy.monash.edu/policy-bank/academic/education/index.html> for education policies and procedures relevant to the handbook, including those covering:

- academic programs from multiple campuses
- cancellation of units
- collaborative coursework arrangements

- course structure
- course titling and abbreviation
- establishing cross disciplinary units
- establishing, disestablishing and amending coursework courses and units
- honours year programs
- unit and course quotas.

## Responsibilities and critical dependencies

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### Handbook coordinator responsibilities

- Maintain an accurate record of Handbook policy decisions and communicate these appropriately.
- Advise faculties of production processes and guidelines, including timelines.
- Suggest editorial and structural changes to improve content and consistency between courses within a faculty and between faculty chapters, and overall useability of the publication.
- Rule on relevant University policies related to publication of course information where necessary.
- Amend submitted content as necessary according to the *Handbook production guidelines* and University's editorial style guide.
- Coordinate with ITS for any necessary data transformation/uploads for the Handbook according to the agreed schedule.
- Provide feedback to faculties on the annual production process.
- Review and update procedures where necessary to improve efficiencies and/or take advantage of appropriate technologies.

### Faculty responsibilities

- Designation and availability during nominated periods of an editor/s to act as the faculty liaison with the Handbook coordinator.
- Participation of relevant staff in any required training.
- Preparation and submission of approved and accurate content according to guidelines provided.
- Adherence to the production schedule.
- Review and comment as requested at the completion of the production process.

### Liaison during the Handbook coordinator's review of faculty submissions

In the period 31 July – 1 October, or until a faculty signs off on its Handbook content, whichever is soonest, it is critical that faculty editors are available to respond to queries from the Handbook coordinator regarding their Handbook entries.

### Critical dependencies

The production of the Handbook according to the [schedule](#) is dependent upon the:

- timely submission of approved and accurate faculty content
- editorial input and coordination by the Handbook coordinator
- provision of relevant services/systems support from ITS.

## Handbook structure

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Both the *Undergraduate Handbook* and *Postgraduate Handbook* will be structured in the following manner:

1. Handbook introduction
2. For each faculty there will be:
  - a *Faculty information* section containing:
    - introduction to the faculty and other relevant information
    - list of *Courses offered* (including double degrees), and *Courses with no intake* ordered alphabetically in articulation order, with single degrees followed by double degrees, headed accordingly
  - discipline/*Areas of study* section (where relevant)
3. An *Outline of courses* section\*.

\* *This section will not contain any introductory text regarding particular courses or groups of courses; any such are to be incorporated into the relevant faculty's introduction section with a reference to that section made in the course entry if necessary.*

# Production procedures

There are three main steps to the production of the Handbook. Faculty editors will receive reminder emails from the Handbook coordinator prior to all of the critical dates outlined in the [schedule](#).

## 1. Completion of course, unit\* and Areas of study sections

- Faculties enter data into CUPID.

CUPID is used to collect and edit the information regarding courses (and units\*), and for the first time in 2009 also for the *Areas of study* section for the 2010 publication.

NOTE: In order to be published in the handbook, courses must have been fully approved, as appropriate by the faculty or the university. Refer to [Governing legislation, policies and procedures](#) for reference to course approval processes.

All course and *Areas of study* entries in CUPID must - at 31 July - be the FINAL VERSION APPROVED FOR PUBLICATION.

\* For notes and instructions regarding unit entries in the handbook refer to the [CUPID](#) website.

## 2. Faculty information section

- Faculties submit *Faculty information* sections, including the list of courses offered/not offered, via a track-changed [Word document and update request email](#).

All editing changes must be marked up in track change mode. Files must - at 31 July - be the FINAL VERSION APPROVED FOR PUBLICATION. DO NOT submit Word files as .docx (this is frequently the default format for Word in Office 2007/Vista) - all files must be .doc files.

## 3. Review and sign-off of handbook in web staging

- Faculties view the handbook in web staging and if necessary make one round of further (minor) edits into CUPID (for courses/*Areas of study*) or submit Word change requests (for Faculty information sections).

View the [schedule](#) for details of CUPID access/availability of Handbook in staging.

NOTE: Unit/URL etc links will not be visible in web staging.

Faculties sign off on Handbook contents by 5pm, 22 September.

# Content guidelines and faculty editor resources

## (1.) 2010 Handbook faculty editors contact details

### Handbook coordinator

- Donna Aitken, Student Administration and Systems
- xt 51059
- [Donna.Aitken@adm.monash.edu.au](mailto:Donna.Aitken@adm.monash.edu.au)

### Art and Design

- Jean-Francois Ravat
- xt 31837
- [Jean-Francois.Ravat@artdes.monash.edu.au](mailto:Jean-Francois.Ravat@artdes.monash.edu.au)

### Arts

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- [Cathy.O'Brien@arts.monash.edu.au](mailto:Cathy.O'Brien@arts.monash.edu.au)

### Business and Economics

- Carol Boyle
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### Education

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### Engineering

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- [Marie.DeKretser@eng.monash.edu.au](mailto:Marie.DeKretser@eng.monash.edu.au)

### Information Technology

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- [Caitlin.Slattery@infotech.monash.edu.au](mailto:Caitlin.Slattery@infotech.monash.edu.au)

### Law

#### Undergraduate

- Kathleen Howard
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- [Kathleen.Howard@law.monash.edu.au](mailto:Kathleen.Howard@law.monash.edu.au)

#### Postgraduate

- Wendy Panaccio
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**Medicine, Nursing and health Sciences***Undergraduate*

- Michelle Kozel
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- Michelle.Kozel@med.monash.edu.au

*Postgraduate*

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- xt 53926
- Siobhan.Castle@med.monash.edu.au

**Pharmacy and Pharmaceutical Sciences**

- Emma Maslen
- xt 39144
- Emma.Maslen@pharm.monash.edu.au

**Science**

- Jenny Hourigan
- xt 54605
- Jenny.Hourigan@sci.monash.edu.au

**(2.) Courses offered / courses with no intake lists**

As the final element in Faculty information sections, courses offered in the current academic year and courses with no [further] intake will be listed by both code and title. The new headings to accommodate this are:

## Course offerings

- *Courses offered*
- *Courses with no intake*

For details of the content and layout of these sections see below.

**Courses offered**

Courses offered in the current academic year are to be listed by code and title (code first), sorted alphabetically by title in articulation order under each faculty, listing all single-degree courses first and then double-degree courses (double degrees will thus be listed twice in the Handbook - in both managing and non-managing faculty 'chapters'). This listing may reflect campus or other groupings of course offerings, eg program area etc via the use of sub-headings if appropriate. An example is outlined below (the 'codes/titles' used in this example are for illustration only and don't relate to actual courses).

## EXAMPLE:

## Courses offered

## Clayton

## Single degrees

- 1234 Bachelor of X1
- 0123 Bachelor of X2

## Double degrees

- 5678 Bachelor of X1/Bachelor of X3
- 8910 Bachelor of X1/Bachelor of X4

## Honours degrees

- 1112 Bachelor of X1 (Honours)

## Berwick

## Single degrees

- 2021 Bachelor of X1

## Honours degrees

- 9999 Bachelor of X1 (Honours)

**Courses with no intake**

Courses that are not offered for new enrolments in the current year do not have an entry in the Handbook. Reference to them for continuing students should be made in a list of *Courses with no intake* using one of the following options:

(a.) via a general statement - "Current students enrolled in the following degrees should refer to the handbook entry for the year in which they commenced their course:" - as per the example below

## EXAMPLE:

## Courses with no intake

Current students enrolled in the following degrees should refer to the handbook entry for the year in which they commenced their course:

- 3714 Bachelor of Information Systems
- 3716 Bachelor of Information Systems (Information Management)/Bachelor of Education

(b.) by citing the URL to the course entry in a given archived edition of the Handbook as per the example below:

EXAMPLE:

Courses with no intake

For details of the following courses refer to previous archived Handbook entries as indicated:

- 3714 Bachelor of Information Systems (Information Management)/Bachelor of Education – primary available at [www.monash.edu.au/pubs/2005handbooks/undergrad/ug0277.htm](http://www.monash.edu.au/pubs/2005handbooks/undergrad/ug0277.htm).
- 3716 Bachelor of Information Systems (Information Management)/Bachelor of Education – secondary available at [www.monash.edu.au/pubs/2005handbooks/undergrad/ug0288.htm](http://www.monash.edu.au/pubs/2005handbooks/undergrad/ug0288.htm).

(c.) where a course is not offered in the current academic year but changes have been made to the course requirements since the last year of intake a course entry may be included in the Handbook in the following manner:

- all information to appear via a truncated entry with only those course requirements etc outlined only for the years/stages remaining to be taught.

### (3.) Double-degree and cross-faculty / cross-institutional entries

NOTE: double-degree and cross faculty course entries must be approved by both faculties prior to publication.

#### Double degrees

Double degree course entries:

- appear only once in the Handbook
- are listed in both faculties' lists of *Courses offered*.

The double degree course entry should include all course details for both degree 'components' that have been approved by both faculties. The course description field should normally refer to the objectives of the two component degrees. The objectives of the two component courses should be outlined, and a short sentence on how the two degrees provide additional combined benefits might be included.

#### Cross-faculty courses

Genuine cross-faculty courses can be included in the handbook in the same way as double-degree courses. These must be courses with joint management, and which are formally approved through more than one faculty board and the DVC(E), rather than other faculties simply providing some teaching or units for the course.

#### Cross-institutional courses

Where a double award of any kind is by agreement with an institution other than Monash, the course description should state explicitly the teaching arrangements for the course, and that the non-Monash award is granted by the partner institution.

### (4.) Example standard statements for use under selected headings

This list of examples for standard statements is not exhaustive. They are suggestions only but are presented in order to encourage unambiguous, brief and consistent entries across the Handbook. Degree 'levels', names and values etc in the examples provided can be altered as required.

#### Minimum pass grade for course completion

"In order to successfully complete this course, students must achieve a minimum pass grade as follows:

- [eg: Credit in all core units and a credit average overall.]"

#### Minimum pass grade for articulation

"In order to articulate to the [related] [honours program/masters program/PhD program etc ], students must achieve a minimum pass grade as follows:

- [eg: Distinction in all units undertaken in third year and a credit average overall.]"

#### Progression to further studies

"Successful completion of this course permits students to [articulate into/enter/apply for/be considered for] the [name of award] with credit to a maximum of [insert number] points."

NOTE: This field is used for progression to a specific course rather than more general statements of articulation.

#### Alternative exit/s

"Students wishing to exit the [name of award] early may apply to graduate with one of the following, provided they have satisfied the requirements for that award:

- [name of award] after successful completion of [insert number ] points of study
- (repeat as necessary if there are multiple exit points)."

### Professional accreditation

"Students who successfully complete this course [incorporating any relevant units as indicated], [may be eligible for admission to/are recognised for professional accreditation with ] the following organisations:

- [list of organisations ]."

### Notification of variations to study/course offering location

Consider using the following sorts of comments as a footnote to Study mode and location (using the 'Mode and location note' field in CUPID) where applicable:

- "Students may be required to travel to other campuses to study specific units as indicated."
- "Students may elect to study some non-core units on other campuses."
- "The [major/minor in X] is only available at [campus X ]."
- for double degrees where relevant - "All Faculty of [X] units are studied at [campus X]; all Faculty of [Y] units are studied at [campus Y]."
- where the administrative location or mode of offering frequently/consistently varies from the actual teaching location - eg "This course requires some off-campus clinical placements and site visits for on-campus students."; eg "Off-campus students will be required to attend some on-campus workshops."
- where a course is offered from a given campus, but a component is taught at another campus either by, eg year/specialisation/faculty etc, this should be clearly noted under the heading for the relevant year/specialisation/faculty etc, as per the example below.

#### EXAMPLE:

First year

(All first-year units undertaken at Clayton campus)

- [List units ]

Second year

(All second-year education units undertaken at Peninsula campus; all science units undertaken at Clayton campus)

Education component

- [List units ]

Science component

- [List units ]

### Part-time studies 'blanket' statement

Where degrees can be taken part-time (especially when the Course structure talks about year one, year two etc), instead of having both a full-time and part-time list of requirements, insert a generic statement in the Course structure field something along the lines of:

- "Part-time students normally study the units outlined for each full-time year over two years, however as some units may have prerequisites/corequisites or specific semester offerings, part-time students should consult with the course coordinator about their pattern of study before selecting units."

### Multiple awards statement

Where a degree is a 'tagged' or 'with honours' program and thus the achievable award list has multiple entries, include the following statement in the Award/s notes - HBKfield:

- "The actual award/s conferred for this course may depend on units/majors/streams/specialisations studied, the level of academic merit achieved or other factors relevant to the individual student's program of study."

NOTE: This statement does not apply to single/double degree programs where there is only one achievable award for the single degree or for both components of the double degree course.

## (5.) Requesting updates after publication\*

Information in the Handbook will not be updated after publication other than in exceptional circumstances, excepting that typographical errors, contact details and any other text which does not affect the 'requirements' of a course - ie Course structure, Course requirements or assessment information - can be corrected or updated at any time, on approval of the relevant faculty editor and the Handbook coordinator.

Such changes will be tracked in a public change register in the Handbook and maintained by the Handbook coordinator. Change requests are submitted via [Word document and update request email](#).

\* For courses only. For units visit the [CUPID](#) website.

## (6.) Tables and course maps

Course maps and tables will not be included in the handbook. Information can be expressed as bullet point lists. Where faculties wish to provide course maps and tables, these can be referred to by a hyperlink and published on faculty websites.

## (7.) URL format

URLs are to be entered in full including the prefix "http://". This is necessary to facilitate automatic hotlinking of URLs.

## (8.) Publishing dual-coded high cost / low cost research courses

Instructions:

- only tick ONE of these courses to publish to the Handbook, ie the default one (as determined by the 'Student and Community Services
- Division, HDR High and Low Cost Course Establishment Working Party Meeting
- 2/2007')
- make sure that BOTH codes are indicated next to the course title in your
- list of 'Courses offered' (eg 0077/3737 Master of Education) and insert the footnote as per the example below.

EXAMPLE:

Research

- 0077 / 3737\* Master of Education - by thesis only
- 3204 / 3740\* Master of Education - by coursework and thesis
- 3732 Master of Psychology (Counselling)/Doctor of Philosophy - by coursework and thesis
- 3736 Master of Psychology (Educational and Developmental)/Doctor of Philosophy - by coursework and thesis
- 0079 / 3738\* Doctor of Philosophy

*\* Students enrolled in the second course code listed for these degrees should refer to the course details as outlined under the entry for the first course code listed.*

## (9.) Using standard layouts for course structure/requirements

Course structures/requirements are presented in the Handbook in a number of ways, including, but not confined to the following:

- 'blanket' statement/s such as "Students must complete any two level five units offered by the faculty..."
- simple list of the required units (this may also include a statement such as "or any other unit offered in/by the faculty")
- list of required units delineated by various combinations of year, semester, core units and electives
- series of statements of rules and restrictions, with or without specified units
- statement of a sequence of units to be studied.

Furthermore, any of the above are often duplicated under campus/discipline/stream etc subheadings within the Course structure/Course requirements entries.

It is important to be unambiguous and consistent:

- Course structure and requirements statements must be unambiguous as these are the core of the university's requirements for a course and inform students' expectations.
- Whichever layouts for course structures/requirements are used by a faculty, they must be applied consistently to all courses with similar structure in that faculty.

### The differences between *Course structure* and *Course requirements*

Both of these fields should be filled out in the Handbook for all courses as outlined below.

#### *Course structure*

This is an overall statement and should indicate the nature of the key components of the course, eg that there may be, eg a specified number of units and whether this includes core units/electives, a fieldwork component, a research thesis etc. A Business and Economics example is given below:

EXAMPLE:

The course structure has three main components:

- a set of core units which provide an introduction to the key areas of commerce
- a major in either economics or econometrics and business statistics
- eight open electives which may be taken from any Faculty of Business and Economics programs and campuses, or from disciplines offered by another faculty.

#### *Course requirements*

These are the detailed statement of exactly what must be studied (or submitted in the case of 100% thesis research degrees) and includes actual unit references where applicable - either by unit code and name, or another designate such as units from a given department etc. An Engineering example (abridged for brevity) is given below:

**EXAMPLE:**

## Level one

A total of eight units must be completed.

## Core units

- ENG1060 Computing for engineers
- ENG1091 Mathematics for engineering

Select at least four units from:

- ENG1010 Process systems analysis
- ENG1020 Engineering structures

## Foundation units

Students who have not completed VCE units 3 and 4 of Chemistry or Physics and/or Specialist mathematics are required to select one or two appropriate foundation units(s) from:

- ENG1070 Foundation chemistry
- ENG1080 Foundation physics

## Elective units

Select none, one or two units from:

- ENG1061 Engineering profession
- ENG1071 Chemistry for engineering

Total: 48 points

**Standards for listing requirements**

List specific units by code in alpha-numeric order before 'option' statements (eg 6 points of arts units) and in order of increase, eg "6 points of arts units; 12 points of science electives". Include the unit title. An example is outlined below:

**EXAMPLE:**

## Year 1

- ABC1234 Title of unit
- ABC2345 Title of unit
- BCD1234 Title of unit
- BCD2345 Title of unit
- 6 points of arts units
- 6 points of law units
- 12 points of science electives

NOTE: Regarding unit titles, follow the [Style Guide checklist](#) (DO NOT use 'title case').

**Courses with multiple areas of study - discipline/stream etc variations**

A new approach will be trialed with participating faculties for the 2010 publication using the new *Areas of study* module in CUPID to outline the requirements for courses with multiple divisions by discipline/stream etc (collectively 'areas of study').

The eventual aim is to have one Handbook entry - in the relevant faculty's *Areas of study* section - for a given discipline, and to link the 'Requirements' field from all relevant course entries to the discipline, thus allowing annual updates/edits to be made once to the discipline entry rather than in multiple course entries, thus reducing the potential for error. This model has been the norm for the Bachelor of Arts and Bachelor of Science for some years.

Faculties will be approached in 2009 to request participation where relevant. The model will only apply to relevant courses - some courses may need to retain 'full requirements' entries.

## 2010 Handbook schedule

2009 dates for production of 2010 Handbook - Non-unit sections only

Faculties will be able to edit courses in CUPID from 6 October 2008 and UG 'Areas of study' in CUPID from [TBA]

Course updates commence in CUPID	Updating of course/AOS entries occurs in CUPID from October of the previous year until the end of the following July  <i>NOTE: Entries are NOT to be future dated</i>			
Faculties sent first scheduled CUPID extract	'Stray character report' to be checked for symbols etc which can corrupt data and affect the upload to the online Handbook (more information is available in Appendix 1 of the CUPID training manual^)  <i>NOTE: This report contains both unit and course information - faulty Handbook editors only need to review course entries</i>	Jun	1	Mon
Faculties sent final scheduled CUPID extract	Extract sent to faculty editors for them to check the status of their course updates and as a reminder that all course entries are to be completed and ticked to publish in 2 weeks - look particularly for, eg inclusion of compulsory information, blank fields which may be missing data, use of standard statements etc  <i>NOTE: Hereafter no scheduled CUPID extracts will be sent, but faculties can request extracts and/or mail merge Word documents as needed from <a href="mailto:cupid@adm.monash.edu.au">cupid@adm.monash.edu.au</a></i>	Jul	17	Fri
Faculties submit 'Faculty info' section to Handbook coordinator	Word pages, stripped from current web pages and track changed (this can be completed earlier if ready)	Jul	31	Fri
Faculties submit 'Courses / AOS' sections to Handbook coordinator	All faculty entries to be complete, APPROVED, and final in CUPID at this date	Jul	31	Fri
<b>CUPID CLOSED - 31 July</b>				
HBK coordinator editing*  Corresponding with faculty editors, making agreed changes to CUPID / HTML (will do progressive extracts/uploads as each faculty is finished so can get early sign-offs where possible)	(1.) 'Faculty info' section; making changes into copy of current HTML based on docs submitted, corresponding with faculty editors as necessary  (2.) Course / AOS entries; reviewing CUPID change reports - do faculty-based mail merges as necessary and review consequent Word docs (internal use)	Aug	1-31	Sat-Mon
CUPID extract #1	ITS upload (no units/URLs etc linked)	Sep	1-4	Tue-Fri
<b>CUPID OPEN - 4 Sept</b>				
Faculties reviewing Handbook in web staging	Staging available from COB on the Friday or earlier if ready - faculties making: <ul style="list-style-type: none"><li>course / AOS edits in CUPID</li><li>sending Word update requests for 'Faculty info' sections</li></ul>	Sep	4-11	Fri-Fri
<b>CUPID CLOSED* - 11 Sept</b>				
HBK coordinator editing  Corresponding with faculty editors, making agreed changes to CUPID / HTML	HBK coordinator reviewing change reports of faculties' edits, and amend CUPID/correspond with faculty editors as necessary	Sep	11-17	Fri-Thu
CUPID extract #2	ITS upload (no units/URLs etc linked)	Sep	18	Tue-Fri
Faculties reviewing Handbook in web staging (FINAL)	Any final minor changes by correspondence with HBK coordinator.	Sep	18-22	Fri-Tue
FACULTIES SIGN-OFF ON HBK**	By 5pm, 22 September	Sep	22	Tue
CUPID extract #3 - FINAL	ITS upload, units/URLs etc linked	Sep	23-27	Wed-Sun
2010 Handbook published online	All edits to 2010 HBK from this point via Word doc update request email (and faculties to keep CUPID up-to-date)	Sep	28	Mon
<b>CUPID OPEN</b>	Faculties can commence entry of 2011 course and 'Areas of study' publication data	Oct	TBA	.

\* From this date the Handbook coordinator will be reviewing and editing courses to ensure compliance with university editorial style guidelines and Handbook production guidelines. Removal of faculty access to CUPID at this point is vital to avoid accidental overwriting of changes on hold or pending approval.

\*\* NOTE: This sign-off is for Faculty information/Areas of study, list of course offerings and course entries only - at this time faculties will not see hyperlinks for URLs, emails or units.

^ Available at <http://www.adm.monash.edu.au/studentadmin/secure/cupid/help/cupid-training-manual-2008.doc>

## CUPID field content standards

Below are instructions for each heading / CUPID field in course entries. Those fields where content is a direct feed to CUPID from Callista are indicated in the table - these cannot be edited in CUPID; any required changes must be made in Callista.

### NOTE:

Information provided under the starred (\*) headings is compulsory.

Subheadings within fields commence with a === Level 3 heading ===, except for the 'Special statements - HBK' field, which commences with a ==Level 2 heading ==.

CUPID field	Instructions on content
Code*	From CALLISTA
Title*	From CALLISTA
Abbreviated title – HBK*	From CALLISTA
CRICOS code*	From CALLISTA
Credit points – HBK*	From CALLISTA
Course duration*	<p>From CALLISTA</p> <p>This field expresses the number of years a student will expect to study. The information is drawn via a calculation from the 'Std FT Completion / Std PT Completion' Callista fields on the Maintain Basic Course Details form (CRSF1210).</p> <p>The information in these Callista fields MUST be entered as a multiple of 5, eg 05 = 0.5 years, 10 = 1 year; 45 = 4.5 years.</p> <p>NOTE: The value should not be related to the EFTSL, as a student cannot for example study 4.3 years, as one semester equals 0.5 years.</p>
Course duration - additional data	<p>Outline any information impacting on the duration, eg requirement/opportunity to overload.</p> <p>May include maximum course duration as the final sentence.</p> <p>NOTE: A statement is compulsory in this field if overloading/intensive study is a requirement of the course, as this has implications for a student's understanding of the time commitment and fees payable in a given year.</p>
Intake restrictions - HBK	<p>Outline any restrictions on intake, eg enrolment only available to specific cohorts.</p> <p>If not available to international (student visa) enrolments should include the statement "This course is available only to Australian domestic students."</p> <p>If available to international (non-student visa) enrolments, state the details.</p> <p>see <a href="#">Example standard statements for use under selected headings</a></p>
Managing faculty*	From CALLISTA
Mode and location – HBK*	From CALLISTA
Mode and location note	Outline any information impacting on the mode or location, eg specific majors/other degree components only available on certain campuses etc.
Handbook course descriptions – HBK*	<p>Should be factual rather than promotional in tone.</p> <p>Should not simply reproduce the course structure in words, nor should it include information appearing in any other fields (eg title of course, length of course or mode of offering). Also it should not simply describe the discipline area(s).</p> <p>Where appropriate, could include reference to preparation for specific career paths.</p> <p>A disclaimer may be included (where applicable) for clarification or to avoid potentially being misleading (eg for a non-accredited course).</p>

Educational objectives and outcomes – HBK*	<p>Should include a brief statement of the broad course objectives.</p> <p>May include expected acquisition of skills, knowledge, attitudes, or other achievements - generic as well as discipline specific.</p> <p>If only a summarised statement of the objectives is published, a URL to the full objectives on a faculty website may be included.</p> <p>May be formatted as an un-numbered list if desired.</p>
Honours entry requirements - HBK	Outline details of entry requirements for (honours courses ONLY)
Credit for prior studies - HBK	Outline details of credit granted for prior studies.
Maximum amount of credit allowable (credit points) - HBK	Enter maximum number of credit points only, eg 24.
Recognition of prior learning - HBK	Outline details of credit granted for RPL.
Special statements - HBK	<p>This field will not have the title 'Special statements' published.</p> <p>It is used to gather together information not relevant in other fields and should include all statements on compulsory non-academic components of the course, eg police checks, Working with Children Checks, vaccination and health requirements, equipment/uniform needs, on-campus attendance for off-campus students etc</p> <p>it may also include hurdles/course progression requirements etc.</p> <p>Where a course has multiple entries in this field, define each heading as H2, ie == Heading ==</p>
Fieldwork - HBK	Outline details of any compulsory fieldwork/placement/internship/'work' roster etc requirements for the course.
Minimum pass grade for course completion - HBK	<p>Enter details, eg overall average and/or results in specific units/components.</p> <p>Express results as value and grade, eg 60 (Credit)</p> <p>see <a href="#">Example standard statements for use under selected headings</a></p>
Minimum pass grade for articulation -HBK	<p>Enter details, eg overall average and/or results in specific units/components.</p> <p>Express results as value and grade, eg 60 (Credit)</p> <p>see <a href="#">Example standard statements for use under selected headings</a></p>
Course structure – HBK*	<p>Broadly describe the structure of the course.</p> <p>The following sub-headings may be used if desired: 'Core studies' to describes the number of core/compulsory units and, where appropriate, the types of studies involved in those; and 'Areas of study' to indicate the broad course structure in relation to the range of majors/areas of study, sequences, streams, branches, etc (see 'AOS List - HBK field below)</p> <p>Do not include information provided in other fields.</p> <p>Do not list detailed unit requirements</p> <p>see <a href="#">Example standard statements for use under selected headings</a></p>
<p>**NEW**</p> <p>AOS List - HBK</p> <p>[Field pending]</p>	<p>The new 'Areas of study' (AOS) module currently under development in CUPID will allow participating faculties to house the requirements for their disciplines/streams/specialisms etc within that module. The AOS List - HBK ' field in the course entry is used to list the titles (only) of the areas of study so that they may be hotlinked to the relevant AOS page.</p> <p>The format for entry is a dot point list using the exact title of the AOS/s to be linked, eg:</p> <ul style="list-style-type: none"> <li>+ Anthropology</li> <li>+ Linguistics</li> <li>+ Psychology (BUS)</li> </ul>
Course requirements – HBK*	<p>Should state clearly the complete and precise course requirements, outlined as bullet points or (a) (i) lists.</p> <p>Where relevant, list the requirements under additional subheadings by year or (48 point) 'stage' (eg 'First year' or 'Stage one'). Unless necessary, the requirements should not be listed separately for each</p>

	<p>semester.</p> <p>Unit lists should be in alpha-numeric order by unit code and include the unit title (remember, use sentence case, not title case).</p>
Postgraduate coursework research component - HBK	Indicate percentage of coursework/research, eg 66 per cent coursework/33 per cent research project
Award - HBK	From CALLISTA
<p><b>**NEW**</b></p> <p>Award - additional notes - HBK</p>	Where a degree is a 'tagged' or 'with honours' program and thus the achievable award list had multiple entries, include the multiple awards statement in this field - see <a href="#">Example standard statements for use under selected headings</a> .
Progression to further studies - HBK	<p>Outline articulation pathway/s</p> <p>see <a href="#">Example standard statements for use under selected headings</a></p>
Professional recognition - HBK	<p>Outline professional recognition / accreditation arrangements</p> <p>see <a href="#">Example standard statements for use under selected headings</a></p>
Alternative exits - HBK	<p>Indicate early exit points from the course and any requirements for the nominated awards.</p> <p>see <a href="#">Example standard statements for use under selected headings</a></p>
Key publications (online and print)	Appropriate handbook MUST BE TICKED in order to publish the course to the Handbook.
Contact details (current students) - HBK	Provide telephone, fax, email, and/or web details for the point(s) of first contact. For double degrees, separate contact details can be provided for each component (with the approval of both faculties).
Course coordinator - HBK	<p>Provide title/s and name/s - this will be hot-linked to the relevant email address/s.</p> <p>Include affiliation/campus where applicable.</p>

## Style guide checklist

These tables are a guide to be used to check the items have been considered during the editing process; for more detail and definitive styling instructions check current entries in the university [style guide](#).

Selected items from the university style guide particularly relevant to handbook entries

### 1. Special word usage

.	ampersand (& Use 'and' not '&'
.	campuses names These can be treated in various ways, eg: Monash University Sunway, Malaysia campus or Monash University's Gippsland campus. On second reference, 'the Gippsland campus' is acceptable, but not Monash Gippsland.
.	comprise/composed 'Comprise' does not take a preposition. It means 'include' or 'encompass', eg: The seminars may comprise undergraduate and graduate students. The seminar is composed of students.
.	external (mode of study) In coursework programs, use 'off-campus' to describe courses or units offered in the off-campus learning mode. Use 'external' to describe the offering mode for research degrees such as PhDs and professional doctorates. See also 'off-campus'.
.	faculties Monash has 10 faculties: Art and Design; Arts; Business and Economics; Education; Engineering; Information Technology; Law; Medicine, Nursing and Health Sciences; Pharmacy and Pharmaceutical Sciences; and Science.
.	internal (mode of study) Use 'on-campus' to describe the offering mode in both research degrees and coursework programs. See also 'external' and 'off-campus'.
.	Monash University Must be used in full on first reference. Use 'Monash' or 'the University' on second reference.
.	off-campus (mode of study) Use 'off-campus' (lower-case) to describe the external mode of offering in coursework programs. See also 'on-campus' and 'external'.
.	semester Use 'first semester' and 'second semester' rather than '1st semester' or '2nd semester', or Semester 1 or Semester 2.

### 2. Numbers

.	commas in numbers Use a comma in any number with more than four figures. Thus '1000' rather than '1,000' and '10,000' not '10000'.
.	numbers as words (two) or values (2) Always spell out numbers at the start of a sentence. When abbreviating, use no. (singular), and nos (plural - no full stop). In text, spell out numbers from one to nine, eg: The woman had five nine-year-old children to look after each day. One of the children had two siblings, aged 14 and 15. In tables use values not words.
.	ordinals (first, second etc) Use words for ordinal numbers up to and including nine, and figures thereafter, eg the first floor of the Menzies building, but the 20th floor of the Rialto.
.	percentages

	In general copy, use a mixture of words and figures, with a space following the figure, eg: '9 per cent'. In tables, use figures and the percentage symbol, with no space between figure and symbol, eg: '9%'.
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### 3. Spelling

For general spell-checking, set your spell checker to UK English, not US English. Below are some spellings specific to Monash.

.	adviser - Not 'advisor'.
.	cooperate, coordinate.
.	enquire/inquire enquire, enquiry - to ask, eg a telephone enquiry, or an enquiry from an international student inquire, inquiry - a formal investigation, eg to set up an inquiry.
.	focused, focusing - One 's' only.
.	-ise/-ize spelling Use 'ise' in words such as 'organise' and 'recognise' in Monash publications, including in course and unit names.
.	program, not programme

### 4. Punctuation

.	colon Used to introduce a series or list. If a colon introduces a complete sentence, more than one sentence, a formal statement, quotation, or speech in a dialogue, capitalise the first word of the sentence. If the colon introduces one or more sentence fragments, don't capitalise the first letter.
.	commas In numbers (see section 2. Numbers)
.	email /web addresses Use a full stop at the end of an email address when it appears at the end of a sentence.
.	full stop Used with abbreviations ('tel.' for 'telephone' or 'no.' for 'number') but not with contractions ('hons' for 'honours'). Don't use with Mr, Dr, Mrs, or with terms such as Pty Ltd.
.	initials Use spaces between initials and no full stops, eg: C L Butchers.
.	Latin abbreviations Do not use full stops after the following: eg ie etc v (against)
.	quotation marks Use single quotes for emphasis not double
.	semi-colon Do not use at the end of bullet point items in lists in the Handbook.
.	spacing Only one space after full stops, bullet points, and before and after parentheses and brackets

### 5. Capitalisation

.	building/room names Lowercase 'building' and 'room' except when proper nouns.
.	campus Lowercase when used in a generic sense or when describing a Monash location, eg on a university campus, or at the University's Gippsland campus.

.	<p>cultural movements and styles</p> <p>Capitalise names of if they are derived from proper nouns; otherwise they should be lowercase, eg: Doric, Gothic, Pre-Raphaelite, but baroque, classical, cubism, dadaism, postmodernism.</p>
.	<p>degree</p> <p>When referring generically to bachelors/masters degree don't use an apostrophe, and use lower-case 'b/m', eg a bachelors degree in the Faculty of Arts.</p>
.	<p>department</p> <p>Capitalise when used in full, but not when shortened eg 'Geography department'.</p>
.	<p>faculty</p> <p>capitalise when the faculty's name is used in full, but not when contracted or used on second reference, eg: the Faculty of Science; the Science faculty; the faculty.</p>
.	<p>headings and subheadings</p> <p>Use sentence case in the headings and sub-headings in a publication, except for the title of the publication, which should be maximally capitalised.</p>
.	<p>Indigenous</p> <p>Use an initial capital letter.</p>
.	<p>majors, minors and sequences of study</p> <p>These are not capitalised, eg: A major sequence in history comprises ....; In the faculty honours courses are available in women's studies and Japanese linguistics.</p>
.	<p>office names</p> <p>Capitalise when part of an official name but lowercase when used generically, eg: the Monash University Solicitor's Office, but the arts administration office</p>
.	<p>official titles and positions</p> <p>Use maximal capitalisation only for a person's official title when given in full (whether or not accompanied by his or her name), eg: the Director of the Centre for Computer Interaction, Professor Maria Jones, but the head of the School of Asian Languages and Studies. However, with titles of the University's executive, use maximal capitalisation at all times, eg: Vice-Chancellor, Pro Vice-Chancellor.</p> <p>head, not Head</p> <p>reader, not Reader</p>
.	<p>scholarships and awards</p> <p>Names of scholarships and awards ar maximally capitalised.</p>
.	<p>titles (of publications etc)</p> <p>Articles in journals, chapters in books, musical compositions - in single quotes, minimal capitalisation, eg: 'The anti-nuclear movement in Japan'.</p> <p>Book titles, exhibitions, newspapers, journals and periodicals, plays and films - no quotes, in italics and maximal capitalisation, eg: <i>The Secret History</i>.</p> <p>Paintings, drawings, sculpture, song titles, television programs - in single quotes, maximal capitalisation, eg: 'Blue Poles'.</p>
.	<p>unit names and codes</p> <p>Unit names are written in sentence case, ie capitalise the first word and only proper nouns in the unit name.</p> <p>When listing units use the following format including the unit code, eg: KOS3010 Korean civilisation.</p> <p>When run with text, put the unit name in parenthesis, eg Students take KOS3010 (Korean civilisation) in their third year.</p> <p>When the code is not given, put the unit name in single quotes, eg: Lisa Roberts gained excellent results in 'Korean civilisation' in the final year of her bachelors degree.</p> <p>In course/areas of study/faculty information sections of the handbook, references to units should always include the unit code as these are hotlinked to the unit entry</p>

## 6. Hyphens and dashes

.	<p>compounding and hyphenation</p> <p>The Macquarie Dictionary is the preferred authority on whether a term in noun or verb form is run together, hyphenated or</p>
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	<p>made into two words.</p> <p>A few general rules:</p> <p>Hyphenate compound adjectives (including measurements) used before a noun, eg a three-year course, a first-year student, a mile-long list.</p> <p>Hyphenate compounds including words such as 'all', 'self' and 'half', eg a real self-starter, half-hearted efforts, all-knowing and all-seeing.</p>
.	full-time (and part-time) – hyphenate
.	<p>hyphen, dash - en rules</p> <p>Generally, hyphens join and dashes separate.</p> <p>Hyphens are used to join compound nouns and adjectives, eg anti-apartheid, two-year-old.</p> <p>At Monash, the dash in a sentence is typeset as an en rule ( – ). En rules in sentences always have spaces before and after them, whether they are used as a pair to bracket an independent clause, or at the end of a sentence to introduce a sentence fragment, eg She smiled sweetly then – to my horror – pulled out the evidence. Imagine my horror when she reached in her bag – and pulled out the evidence.</p> <p>En rules are also used between ranges of numbers or dates. Use en rules with no spaces around them when joining entities that are the same, eg: 6–9 pm, 5–8 April. But use spaced en rules when joining complex entities, eg: 6 am – 9 pm, 5 April – 8 March.</p>
.	mature-age students
.	off-campus/on-campus (see also full-time, part-time) - always hyphenate
.	<p>time of day</p> <p>Use as few figures as possible when describing time spans, don't use full points after 'am' and 'pm', and put a space before 'am/pm', eg 9–11 am, not 9 am – 11 am, 9 am – 3 pm, not 9.00 am – 3.00 pm.</p> <p>The en rule replaces the word 'to'. In text, it is preferable and more elegant to use either from/to or between/and in place of the en rule, eg: The function will be held from 9 am to 3 pm on Wednesday.</p>
.	university-wide, But statewide, nationwide.

## 7. Other

.	Abbreviations to be avoided wherever possible.
.	Academic awards can be cited in full or shortened, but don't use a mixture of the two.
.	<p>bullet points</p> <p>The introductory line preceding a list of bullet points should end in a colon</p> <p>The final bullet point in a list should have a full stop except for unit listings.</p> <p>Semi-colons are not used at the end of each bullet point in the Handbook.</p> <p>The first word in each point is not capitalised unless each point is a complete sentence.</p> <p>Where each point is capitalised, the introductory sentence must also contain a complete sentence.</p>
.	<p>Telephone numbers</p> <p>use tel. as the contraction not ph.</p> <p>site all telephone numbers in the ISD format; +61 3 9905 2085</p>

## COURSE entries checklist for faculty Handbook editors

Contact [Donna.Aitken@adm.monash.edu.au](mailto:Donna.Aitken@adm.monash.edu.au) for any queries related to the course entries or Handbook production in general

Contact [Kim.Martin@adm.monash.edu.au](mailto:Kim.Martin@adm.monash.edu.au) for queries regarding the use of CUPID and to request extracts/mail merges

### Before starting your editing

- New course/amendments approved at the appropriate level and entered into Callista
- [2010 Handbook schedule](#) has been checked against key internal faculty deadlines
- Double degrees have been approved by both faculties and both degree components are detailed in the course entry (CUPID entry maintained by the managing faculty)
- Your course template in CUPID is set so you can see all compulsory(\*) and quasi compulsory (^) and relevant Handbook fields
- You have identified which fields to fill in for your courses/course groups (see list of CUPID fields on last page of this checklist)

### During the editing process

- Handbook COURSE FIELDS **NOT** future-dated in CUPID (leave default at next day)
- [Standard statements](#) have been used
- Quasi-compulsory fields have been filled out if they apply (see the [CUPID field content standards](#) for details)
- Correct [spelling convention](#) and [capitalisation conventions](#) have been used
- URLs have [correct format](#)
- Similar courses/course groups have the same [structure](#)/layout/formatting and information (where relevant)
- Subheadings within fields commence with a === Level 3 heading ===, except for the 'Special statements - HBK' field, which commences with a == Level 2 heading ==.
- All CUPID entries requiring approval have been processed by the relevant deadlines (see [2010 Handbook schedule](#))
- Track-changes have been accepted before pasting content from Word into CUPID fields
- Key publications (online and print) ticked to publish to Handbook**
- New fields noted and used as necessary, ie AOS- List - HBK, Award - additional notes - HBK
- Course entries completed following [Handbook production guide](#) instructions, particularly the CUPID field content standards and Style guide checklist
- All entries are consistent across related courses

## After you get your extract

- Checked list of *Courses offered* list for new enrolments in 2010 matches courses ticked to publish
- Courses taught to continuing students *but not offered for new enrolments in 2010* are in the *Courses with no intake* list and are **not** ticked to publish in CUPID
- If there is more than one version of the course active in Callista - have identified which is to be published and notified [KimMartin@adm.monash.edu.au](mailto:KimMartin@adm.monash.edu.au)
- If the abbreviated course title doesn't fit into the Callista field so that it has been edited - have notified [Donna.Aitken@adm.monash.edu.au](mailto:Donna.Aitken@adm.monash.edu.au) so it can be manually updated

## After the handbook is published

- Any post-publication corrections to non-unit pages are requested by completion of a [Word document and update request email](#)
- The indicated changes have been made by you in CUPID (once it reopens in early October)

## CUPID course fields

The following fields will be extracted for publication in the Handbook. See the [CUPID field content standards](#) for details of the data to be supplied in these fields:

- Code\*
- Title\*
- Abbreviated title – HBK\*
- CRICOS code\*
- Credit points – HBK\*
- Course duration\*
- Course duration - additional data^
- Intake restrictions - HBK^
- Managing faculty\*
- Mode and location – HBK\*
- Mode and location note^
- Handbook course descriptions – HBK\*
- Educational objectives and outcomes – HBK\*
- Honours entry requirements - HBK
- Credit for prior studies - HBK
- Maximum amount of credit allowable (credit points) - HBK
- Recognition of prior learning - HBK
- Special statements - HBK^
- Fieldwork - HBK^
- Minimum pass grade for course completion - HBK^
- Minimum pass grade for articulation - HBK^
- Course structure – HBK\*
- AOS List - HBK **(new)**
- Course requirements – HBK\*
- Postgraduate coursework research component - HBK
- Award - HBK\*
- Award - additional notes - HBK **(new)**^
- Progression to further studies - HBK
- Professional recognition - HBK
- Alternative exits - HBK
- Key publications (online and print)\*
- Contact details (current students) - HBK
- Course coordinator - HBK

\* *Mandatory*

^ *Quasi-mandatory*