

Purpose:	To provide a framework for MasterClass programs that can be adopted in disciplines across the University.		
Audience:	Staff and Students		
Supporting Procedures:	<i>MasterClass Procedure</i>		
Contact Officer:	Secretary to Academic Council	Phone:	See Campus Directory

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Preamble:

MasterClass is a unique postgraduate program offering top performing undergraduate students from all disciplines the opportunity to develop the interpersonal, ethical, business management (or specialist) expertise and self-efficacy to aspire to leadership roles in business, the community or their chosen profession.

Objectives:

1. To provide high achieving undergraduate students with academic and professional extension opportunities.

Policy:

1. Designation of MasterClass

- 1.1 MasterClass is a professional development program in which qualified undergraduate students build leadership skills, undertake personal development and are provided with networking opportunities, whilst also completing specially designed units leading to a postgraduate award.
- 1.2 The postgraduate award should be designed to extend and complement the knowledge and skills being acquired through the students' undergraduate studies.
- 1.3 MasterClass programs will be comprised of units designated MasterClass which are taught in a student-centred, intensive, workshop mode.
- 1.4
 - (a) Courses may already exist at the University but their units must be taught in MasterClass mode for the course to be offered through the MasterClass program.
 - (b) MasterClass courses are limited to graduate certificates, and do not include postgraduate diplomas.
 - (c) MasterClass is undertaken as a form of concurrent study after the student's first academic year.
 - (d) MasterClass uses the intensive teaching periods in winter and summer for onshore delivery.

2. Academic Planning and Quality Assurance

- 2.1 MasterClass courses must be approved by Academic Council, and amended and discontinued in accordance with the *Curriculum Policy* and *Procedure*.
 - (a) The request to offer a course through the MasterClass program can be made by any College at the University.
 - (b) A College that wishes to offer a course as part of the MasterClass program must establish MasterClass versions of the units.
 - (c) A MasterClass course will have a distinct course code and title to indicate its MasterClass approach and MasterClass units will have a distinct code.
- 2.2 Units must be evaluated independently and reported in accordance with the regular unit review cycle.
- 2.3 The University should review MasterClass offerings in accordance with the *Curriculum Policy*.
- 2.4 MasterClass Units and teaching must be regularly evaluated.

3. Governance and Resourcing

- 3.1 A MasterClass Academic Chair will be appointed for each MasterClass program. A MasterClass Director will be appointed from amongst the MasterClass Academic Chairs. Appropriate workload provision will be made for both roles.
- 3.2 MasterClass is not administered centrally. All Colleges offering courses into a MasterClass program will contribute on a pro rata basis to any costs associated with combined activities in MasterClass. This includes promotion of the program, staging events, sending invitations and maintaining the web page.

4. Admission to MasterClass

- 4.1 To be admitted to a MasterClass course the student must be enrolled in a recognised undergraduate degree course at Murdoch University or other Australian or International Tertiary Institution.
- 4.2 Students must have completed 24 Credit Points (equivalent to the first academic year) of any undergraduate degree, before applying to MasterClass.
- 4.3 Academic merit is a prerequisite for admission into the MasterClass program.
- 4.4 Admission to the MasterClass program is biannual and by invitation, nomination or application.
 - (a) Invitation: Students with a high level of academic achievement as determined by a GPA of 3.25 or above (or equivalent) across all undergraduate study will be invited to apply for the program.
 - (b) Nomination: Students with strong academic performance determined by a GPA of 3.0 or above (or equivalent) who can also demonstrate leadership aptitude can be nominated for MasterClass by an academic staff member.

Nominations with supporting evidence are assessed on a case by case basis.
 - (c) Application: Students with a GPA of less than 3.00 over the entire period of undergraduate study may be considered for admission if their GPA over the most recent 24 Credit Points (equivalent to a full-time academic year) falls within the specified eligibility range for nomination.

Such students must make an application for admission to be considered.

- 4.5 The student's admission is subject to approval following an interview with the MasterClass Academic Chair (or their delegate), and an academic staff member from the relevant MasterClass course.
- (a) The MasterClass Director (or their delegate), is to consult with the Academic Chair from the student's undergraduate major before confirming admission or must obtain a reference from a relevant academic staff member of the other university at which the student is enrolled in an undergraduate degree.
 - (b) The purpose of the interview is to determine the student's:
 - (i) aptitude for leadership;
 - (ii) suitability for intensive MasterClass study; and
 - (iii) capacity to maintain their undergraduate standard.

5. Enrolment and Deferrals

- 5.1 Following Admission to the MasterClass program, students are enrolled in the approved, specifically designed MasterClass units.
- 5.2 A MasterClass student may undertake units up to a maximum value of 6 Credit Points during any one Summer term and 3 Credit Points during any one Winter term.
- 5.3 Enrolment in postgraduate units in MasterClass incurs graduate fees.
- 5.4 On offer, the admission to MasterClass may only be deferred for one teaching period. Deferral for longer periods will require the student to re-apply. The deferral and re-admission process is outlined in the *MasterClass Procedure*.

6. Induction of MasterClass Students

- 6.1 MasterClass students must be appropriately inducted prior to the commencement of their first MasterClass unit.

7. Progression of MasterClass Students

- 7.1 In addition to maintaining satisfactory academic progression, students must not fail a unit in their undergraduate course in order to remain enrolled in the MasterClass program.
- 7.2 In the event a student fails (including DNS) a MasterClass unit, approval will be required from the Academic Chair for subsequent enrolment in MasterClass.
- 7.3 Students enrolled in an undergraduate degree course at a university other than Murdoch University must provide evidence on request that they have successfully completed all units in which they are enrolled at the other university.

8. Grievances and Appeals

- 8.1 Grievances and appeals must occur through standard Murdoch University grievance and appeals procedures.

9. Graduation

- 9.1 MasterClass students may not be awarded their graduate qualification before graduating with their undergraduate award.
- 9.2 The award of MasterClass will appear as a note on the academic transcript stating – '*Graduate of the (year of completion) MasterClass Program*'.

- 9.3 MasterClass students enrolled in an undergraduate degree at a university other than Murdoch University must provide evidence that they have graduated with their undergraduate award prior to being awarded their graduate qualification.

Supporting Procedures:

The Chair of University Education Committee is authorised to approve all supporting procedures.

Supporting Guidelines:

There are no supporting guidelines.

Supporting Standards:

There are no supporting standards.

Performance Indicators:

There are no performance indicators.

Definitions:

The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.

"Course"

"Unit"

Related Documents:

[Curriculum Policy](#)

MasterClass Application Form, <http://www.murdoch.edu.au/MasterClass/How-to-apply/MasterClass Procedure>

References:

There are no references.

Approval and Implementation:

Approval Authority:	Academic Council
Responsible Officer(s):	Secretary to Academic Council

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Administrative amendments	08/03/2019			
Administrative amendments	31/05/2018		15/11/2020	
Approved	15/11/2017	01/01/2018	15/11/2020	AC/144/2017(ix)
Rescinded AC/140/2015(i)	15/11/2017	01/01/2018		AC/144/2017(x)
Administrative changes by UniSec	01/03/2016			
Approved	04/11/2015		04/11/2018	AC/140/2015(i)
Rescinded AC/126/2012(vi)	04/11/2015			AC/140/2015(ii)
Amended	08/08/2012	01/01/2013		AC/126/2012(vi)
Approved	25/01/2012		25/01/2015	AC/7/2012
Rescinded AC/33/2009	25/01/2012			AC/7/2012 (ii)
Approved	04/03/2009		02/08/2011	AC/33/2009