

Monash University Policy

Policy Title	Enrolment Policy
Date Effective	28-November-2012
Review Date	14-June-2013
Policy Owner	Director, Student and Education Business Services Director, Graduate Research Services, Monash Graduate Education
Category	Academic Quality and Standards
Version Number	1.3
Content Enquiries	sbs-policy@monash.edu
Scope	All students enrolled in courses, units or enabling programs of the University
Purpose	To outline the framework that governs all course and unit enrolments at Monash University to ensure compliance with relevant Government requirements and Monash course award regulations.
POLICY STATEMENT	

1. To be enrolled at Monash University, students agree to be bound by the statutes, regulations, policies and procedures of the University as amended from time to time and agree to pay all fees, levies and charges directly arising from their enrolment.
2. Students must be enrolled in order to participate in classes, and other educational and support activities of Monash University, to undertake research at the University, to receive recognition (a final grade) for the work done and, on completion of the requirements of a course of study, to be eligible to receive an award(s) from the University.
3. Each enrolled student will be issued with a unique student identifier, which implies shared responsibility for the University to collect and record information as it relates to the student's enrolment, in accordance with University privacy policies, procedures and relevant privacy legislation, and for the student to provide all information necessary for the student to be enrolled.
4. Enrolled students may amend their enrolment in certain circumstances and in accordance with University course and award regulations and legal compliance requirements.
5. The University may amend a student's enrolment in a unit or course of study in certain circumstances, to meet University and/or legal compliance requirements.
6. Enrolled students may apply for leave from study in accordance with criteria established by the University.
7. The enrolment of a student may be discontinued or suspended under certain conditions established by the University, at the instigation of either the University or the student.
8. Subject to statement 7 above, a student remains enrolled until such time as the student has:
 - a. qualified for the award (student enrolled in a course of study)
 - b. completed all requirements of the unit/s (student enrolled in single unit/s)
 - c. not re-enrolled by the due date (student enrolled in but yet to complete a course of study)
 - d. has submitted their thesis as part of the requirements for their higher degree by research
 - e. had their HDR candidature lapse.

Supporting Procedures	Coursework Enrolment Procedures
Responsibility for implementation	<p>Faculties</p> <p>Student and Education Business Services</p> <p>Graduate Research Committee</p> <p>Monash Graduate Education</p> <p>Monash Abroad</p> <p>Monash Connect</p>
Status	Revised
Approval Body	<p>Name: Academic Board</p> <p>Meeting: 2/2017</p> <p>Date: 12 April 2017</p> <p>Agenda item: 12.1</p>
Endorsement Body	<p>Name: Coursework Admissions and Programs Committee</p> <p>Meeting: 2/17</p> <p>Date: 15 March 2017</p> <p>Agenda item: 10.1</p>
Definitions	
Legislation Mandating Compliance	<p>Births, Deaths and Marriages Registration Act 1996</p> <p>Education Services for Overseas Students (ESOS) Act 2000</p> <p>ESOS National Code of Practice 2007</p> <p>Higher Education Support (Transitional Provisions and Consequential Amendments) Act 2003</p> <p>Higher Education Support Act (2003)</p> <p>Migration Act 1958 and Regulations 1994</p> <p>Monash University Act 2009</p> <p>Monash University (Vice Chancellor) Regulations - Parts 3, 5 and 6</p> <p>Monash University (Council) Regulations - Parts 4 and 7</p> <p>Monash University (Academic Board) Regulations - Part 2</p>
Related Policies	<p>Admission to Coursework Courses and Units of Study Policy and Procedures</p> <p>Cancellation of Units Offering Policy and Procedures</p> <p>Collaborative Coursework Arrangements Policy</p> <p>Conduct and Compliance Policy and Conduct and Compliance: Privacy Procedures</p> <p>Course Design Policy and Course Design procedures</p> <p>Credit Policy and Credit Procedures</p> <p>ESOS Student Under Age 18: accommodation, support and general welfare arrangements Policy and Procedures</p> <p>Executive and Continuing Education Policy and Procedures</p> <p>Grading Scale Policy and Procedures</p>

	<p> Graduate Research Progress Management Policy, Graduate Research Progress Management Procedures and Graduate Research Termination Procedures Handbook for Doctoral Degrees Handbook for Research Master's Degrees International Student Transfer Between Registered Providers Policy and Procedures Privacy of Student Records Policy Student Electronic Message Broadcast Policy and Procedures Student Fees Policy Unit Assessment Procedures Unit Coding Policy and Procedures </p>
Related Documents	<p> Discipline (Student) Guidelines Privacy website Teaching out Disestablished Programs guidance note The Visa Process at Monash in Australia </p>