

Monash University Procedure

Procedure Title	Coursework Enrolment Procedures
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Scope	All students enrolled in coursework 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.
PROCEDURE STATEMENT	

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Section 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.

1.1. **Basic requirements**

- 1.1.1. Students must complete their enrolment tasks and/or pay any relevant prescribed fees as stated in the course agreement, offer letter and other University correspondence by the dates prescribed by Monash University.

Responsibility

Student

1.2. **Communication with students**

- 1.2.1. The University provides all enrolled students with a Monash email account and address, and access to the my.monash portal.
- 1.2.2. All staff are required to send University communications to students through their Monash protected email account, even if it is a response to a student enquiry lodged from an external email account. The only exception is where the student no longer has access to the Monash protected email account.
- 1.2.3. Students are required to access their Monash email account on a regular basis (eg. twice weekly) to ensure that information is received in a timely manner. All students agree to this requirement via the student acknowledgement, agreement and consent statement located in the enrolment/re-enrolment documentation, which they confirm by submission of information to the University in either electronic or hard copy format.
- 1.2.4. When corresponding with the University via email, students must use their Monash email account. Using this account helps to ensure the identity and validity of the communication, as personal/secure Monash Account details are required.

Responsibility

Student

eSolutions

Student and Education Business Services

Faculty

Monash Graduate Education

Monash Abroad

Monash Connect

1.3. **Student study load**

- 1.3.1. Most courses at Monash University can be undertaken by either full-time or part-time study, or a combination of both. Where this does not apply, it will be indicated in the course entry in the University Handbook.
- 1.3.2. An enrolment by a student in units totalling 48 credit points represents 1.0 Equivalent Full-Time Student Load (EFTSL) (100 percent load) with respect to student statistics, Commonwealth Supported Places (CSP), fee structures, and calculation of course duration as specified in the Confirmation of Enrolment (CoE) and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration.
- 1.3.3. A student who is enrolled in less than 18 credit points in a standard semester is deemed by the University to be a part-time student.

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- 1.3.4. Individual students may seek faculty permission to undertake accelerated (increased) study load but this is normally limited to students who have completed at least 48 credit points of study at Monash one calendar year and who have achieved a credit average or higher in the most recent twelve months of study. Students may not take more than 72 credit points per twelve month period, 30 credit points in either semester 1 or 2, or 24 credit points in any other teaching period. Exceptions may be made in relation to students enrolled in courses approved for accelerated delivery by Academic Board.
- 1.3.5. Some courses may not allow acceleration due to professional accreditation and/or clinical requirements.
- 1.3.6. The study load requirements for international students are subject to the regulations and rules of the country where they are enrolled.
- At Australian locations, international students who are subject to Education Services for Overseas Students (ESOS) regulations, normally must enrol in a standard full-time study load of 48 credit points (1.0 EFTSL) per calendar year in order to complete their course within the expected duration as specified on their CoE, ie. 24 credit points per standard semester (semesters 1 and 2).
 - At Monash University Malaysia, international students must normally enrol in a standard full-time load of 48 credit points per calendar year, ie. 24 credit points per standard semester (semesters 1 and 2).
 - Part-time study is not available to international students at Monash South Africa.

Responsibility

Student
Managing faculty

1.4. Re-enrolment

- 1.4.1. All award course students intending to continue studies in their current course in the following academic year must re-enrol or apply for intermission (see section 6.1) by the prescribed date for the full intended load for the following academic year with the appropriate number of units and credit points, unless otherwise advised by their course managing faculty.
- 1.4.2. Students with an encumbrance are expected to resolve all matters that have resulted in the encumbrance (eg. payment of outstanding debts), in order to re-enrol or apply for intermission within the specified timeframes, and late resolution of the encumbrance will not be considered as reason for waiving any late re-enrolment penalties.

Responsibility

Student

1.5. Late re-enrolment

- 1.5.1. There is a 'late re-enrolment' period during which students can continue to re-enrol into or apply to intermit from their course, but will incur a late re-enrolment fee.
- 1.5.2. Students who have not re-enrolled by the last date of the 'late re-enrolment' period (and have not applied for intermission) will be classified as 'failed to re-enrol'. Students in this situation will be deemed to have forfeited their place in the course, and will no longer be considered to be students of the University.
- 1.5.3. Students who fail to re-enrol but wish to continue their course must apply to their course managing faculty with supporting documentation outlining reasons for failing to re-enrol. The course managing faculty will determine whether students can be readmitted and the basis of that readmission.

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Responsibility

Student
Managing faculty

Section 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.

2.1. Course advice

2.1.1 Faculties or campuses will nominate contact points that are available to offer advice to students on course planning, course progression and to provide information on course requirements.

Responsibility

Managing faculty
Campuses

2.2. Single unit and cross-institutional enrolment

2.2.1. Persons who are not enrolled in a course of study at Monash may apply to enrol into single units as non-award study or through cross-institutional enrolment. Students enrolled in a course of study at Monash may also apply to enrol into single units as non-award study outside of their award course.

2.2.2. Places in single units (including cross-institutional enrolment) are made available at the discretion of the unit teaching faculty/school. Permission to attempt single unit study is granted for specific units, and for one semester only (unless the unit is conducted across a full year). No guarantee of subsequent enrolment can be made.

2.2.3. Students may enrol in no more than 12 credit points of study in any one teaching period, unless as part of a University approved non-award program, study abroad, exchange or cross-intuitional enrolment. Exceptions may be permitted by the Dean(s) (or delegates) of the unit teaching faculty(s).

2.2.4. Cross-institutional enrolment students may be approved to enrol into a maximum of 24 credit points per semester.

2.2.5. As students in single units (including cross-institutional enrolment) are not enrolled in Monash University award courses, no award is received at the completion of the study. Students can receive a statement of their results.

2.2.6. Credit for completion of single units may be granted towards subsequent enrolment in a Monash award course.

Responsibility

Student
Teaching faculty/school

2.3. Enrolment in studies external to Monash

2.3.1. Monash award course students should seek prior approval to enrol in studies external to Monash which will contribute to completion of their Monash course. This can be achieved through exchange, study abroad and complementary study.

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- 2.3.2. Monash award course students approved to complete external studies as part of their Monash course must be enrolled into the faculty exchange or study abroad and/or complementary unit codes as detailed in the Unit Coding procedures.
- 2.3.3. Exchange and Study Abroad students should refer to their course managing faculty, the Monash Abroad office (Australia), Monash Abroad Coordinator (Monash University Malaysia) or Advancement (Monash South Africa), for eligibility requirements, application processes and fee arrangements.
- 2.3.4. Monash students approved to study overseas on exchange or study abroad:
- must have their study plan approved by their course managing faculty (in consultation with their degree faculty, for double degree students) prior to commencing the program;
 - remain enrolled at Monash;
 - will only receive credit for their overseas study towards their Monash degree based on the approved study plan;
 - are responsible for seeking approval from their course managing faculty for any changes to their enrolment; and
 - must fulfil any specific requirements of their course managing faculty and Monash University.
- 2.3.5. Complementary study is normally only approved where the unit(s) selected is (are) not offered by Monash University.
- 2.3.6. It is the responsibility of students to submit a certified statement of results from the host institution to their course managing faculty in order for the unit grades to be finalised and appear on their Monash academic transcript. Failure to provide this statement within the timeframe specified by the faculty will result in a Fail grade being recorded against the external study unit(s) in their academic record.
- 2.3.7. International students on Australian campuses holding a student visa must be enrolled so as to complete their course within the duration specified on their CoE before they will be considered eligible to enrol in external study.

Responsibility

Student
Monash Abroad
Managing faculty
Degree faculty

2.4. Intercampus exchange program

- 2.4.1. Students may apply to their course managing faculty if they wish to enrol in units towards completion of their course at an overseas Monash campus.
- 2.4.2. Students should refer to their course managing faculty for eligibility requirements and application processes, and to Monash Abroad (or campus equivalent) for information on fee arrangements for the intercampus exchange program.
- 2.4.3. Some faculties may not permit students to undertake intercampus exchange in the final semester of their course - students should check with their course managing faculty before applying.
- 2.4.4. International students enrolled at Australian campuses must enrol in 24 credit points per semester at the overseas host campus in order to complete their course in the time specified by their Australian electronic CoE.
- 2.4.5. Students approved for intercampus exchange:

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- must have their study plan approved by their course managing faculty (in consultation with their degree faculty for double degree course students) prior to commencing the program;
- remain enrolled at their home Monash campus;
- will only receive credit for their overseas study towards their Monash degree based on the approved study plan; and
- are responsible for seeking approval from their course managing faculty at their home campus for any changes to their enrolment while overseas.

2.4.6. It may be possible for students to transfer to the other Monash campus to complete their course following their intercampus exchange, in line with requirements for internal campus transfers (refer to section 4.4).

Responsibility

Student
Monash Abroad
Managing faculty
Degree faculty

2.5. Enrolment in double degree courses

2.5.1. Students enrolled in double degree courses undertake studies towards achievement of two single awards at the same time, and must meet the minimum requirements for both degrees as specified in the University Handbook.

2.5.2. Each double degree course is assigned a course managing faculty. Students enrolled in double degree courses should refer to the Double degrees website to identify the types of enquiries and applications in relation to their enrolment that they can direct to their managing faculty.

2.5.3. In some circumstances, double degree course students may be referred to a unit teaching faculty or the partner degree faculty for specific enquiries.

Responsibility

Student
Managing faculty
Teaching faculty
Degree faculty

2.6. Concurrent enrolment

2.6.1. Students are not permitted to enrol full-time in a course of study at Monash University at the same time as they are enrolled full-time in any other course of study at the University, other than for approved (eg. double degree) courses, or by permission of the course managing faculty of their initial enrolment.

Responsibility

Student
Managing faculty

2.7. Maximum period of enrolment

2.7.1. Students are required to complete the requirements of their courses within a specified period of time (see section 5 of the [Course Design procedures](#)).

2.7.2. The maximum time that students may enrol in a course is published in the University Handbook.

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- 2.7.3. Any periods of intermission (see [section 6.1](#) of these procedures) and or suspension from the University (see [section 7.2](#)) will be counted towards the maximum period of enrolment in a course.
- 2.7.4. The Dean of the degree faculty (or delegate) may extend the maximum period of enrolment for individual students in exceptional circumstances.

Responsibility

Student

Managing faculty

Section 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.

3.1. Initial enrolment information

- 3.1.1. Students have a responsibility to ensure that all information provided as part of the enrolment process is complete and correct. Students can check their enrolment details in the online enrolment system.
- 3.1.2. All students must complete the Enrolment Questionnaire.
- 3.1.3. Some students may be required to complete additional enrolment tasks:
- Commonwealth Supported Place (CSP) students only - completion of a 'Request for Commonwealth support and HECS-HELP' form (including a Tax File Number if the deferred/HECS-HELP payment option is chosen) for payment of Student Contribution Amount.
 - Compliance with other statutory requirements (eg. proof of citizenship and identity).
- 3.1.4. Students must check their enrolment details (correct course and units, etc) and notify their course managing faculty of any errors prior to the census date of the relevant teaching period. Academic and financial penalties will apply to changes to enrolment made after the census date, unless it is a demonstrated University administrative error.

Responsibility

Student

3.2. Personal details

- 3.2.1. Students are responsible for ensuring that the University has up-to-date personal and contact details during the period of their enrolment, including during any periods of intermission.
- 3.2.2. The University takes no responsibility for ensuring that student postal addresses are current and does not accept responsibility if any communication fails to reach the student because of incorrect postal details. Failure of students to maintain current postal address details to allow timely receipt of mail will not be accepted as a reason in matters relating to supplementary or deferred examinations, unsatisfactory academic progress and exclusion, discipline, or cancellation of enrolment due to the non-payment of fees.
- 3.2.3. All enrolled students must notify the University of the following within 7 days:
- change of name (as per government issued documentation - birth certificate, passport) (see 3.2.4)

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- change of address (postal or home) (via online enrolment system)
 - change of citizenship status (see 3.3)
 - change of gender (contact Monash Connect).
- 3.2.4. Students who officially change their name must provide Monash Connect with a 'Variation of Personal Details' form and the appropriate documentary evidence (eg: marriage certificate).
- 3.2.5. Past students who have changed their name may submit a 'Variation to Personal Details' form for the purposes of obtaining a replacement transcript, testamur or AHEGS.

Responsibility

Student
Monash Connect

3.3. Change of residency

- 3.3.1. Students must notify the University within 14 days of any changes to their country of residency status. Any changes that occur prior to their unit census dates may affect their fee status for those units. If the change occurs after these census dates, their fee status will not be affected until the following teaching period.
- 3.3.2. The key date to determine the change in status is the date of the visa grant as indicated on the visa label affixed to the passport or on the visa grant letter. In cases where a visa has been granted electronically, students may be asked to present a copy of the email confirming the grant.
- 3.3.3. For students who change residency to become permanent residents or citizens of Australia, there is no guarantee that a CSP will be available or granted.
- 3.3.4. Change of Residency notification forms are available from Monash Connect (website or hard copy). These forms must be lodged with Monash Connect or campus equivalent.
- 3.3.5. Holders of an Australian Permanent Resident Visa who obtain Australian citizenship should notify the University to request an update to their student record by showing proof of Australian citizenship to Monash Connect. Students enrolled at Monash University Malaysia campus or Monash South Africa who change their country of residency status should notify the University to request an update to their student record by showing proof to Student Services.

Responsibility

Student

3.4. Student identification number

- 3.4.1. The student identification (ID) number is allocated in the student management system at the point at which an application for a place in a course is generated.
- 3.4.2. The student ID number should be quoted in all correspondence with the University, and is retained by students for any enrolment into courses or units subsequent to their current enrolment.

Responsibility

Student
Student and Education Business Services

Monash University Procedure

3.5. Eligibility and how to receive a student ID card

- 3.5.1. Students are entitled to receive a student identification (ID) card once enrolled into units.
- 3.5.2. Student ID cards will be issued to new enrolling students on presentation of a student ID number and proof of identity including government-issued photo identification, eg. passport, driver's licence.
- 3.5.3. Student ID cards are the property of the University and are not transferable. Student ID cards have a standard format and are the same across all campuses. Student ID cards contain the student name, photo and unique ID number.
- 3.5.4. Student ID cards issued are valid for the duration of the student's enrolment (to a maximum of 5 years), as derived from the Nominated Completion Year field of the course into which the student has been enrolled in the student management system. Student ID cards are set to expire by 31 March of the year following the expected course completion date. Students at Monash University Malaysia campus may have a different expiry date set if they are expected to complete their course mid-year or in a shorter period of time than its standard duration.
- 3.5.5. Off-campus students can obtain a student ID card by sending a photo and certified copy of photo identification. Off-campus students are sent their ID card by mail to their postal address.
- 3.5.6. While student ID cards can be issued or reissued at Monash Connect on any campus, commencing students at Monash University Malaysia campus and students on exchange to Monash University Malaysia campus from any institution other than Monash University Australia will have their student ID cards issued by Monash University Malaysia campus only. Students from Monash University Australian campuses on exchange to Monash University Malaysia campus are entitled to use their original student ID cards as issued at Monash University Australia.
- 3.5.7. Monash University Malaysia campus and Monash South Africa students on intercampus exchange to Australian campuses will be issued with a new student ID card at Monash Connect on any Australian campus, which is valid for use while they are on exchange at Australian campuses.

Responsibility

Student
Monash Connect
Student Services, Monash South Africa
Student Services, Monash University Malaysia campus

3.6. Student ID card photographs for students with religious headwear

- 3.6.1. Staff can organise for students who wear a head covering for religious reasons to be photographed by an appropriate staff member in an appropriate location. Students can wear the religious headwear covering their hair for the photograph but facial features from bottom of chin to the top of forehead and both edges of the student's face must be showing.
- 3.6.2. Non-religious head or face coverings must be taken off for student ID card photos.

Responsibility

Student
Monash Connect
Student Services, Monash South Africa
Student Services, Monash University Malaysia campus

Monash University Procedure

3.7. Use of student ID cards

- 3.7.1. Students are required to show their student ID card upon request by Monash University staff members.
- 3.7.2. Student ID cards must be used for:
- Gaining entry to an examination room;
 - Borrowing books from the University and campus libraries;
 - Borrowing University equipment;
 - Proving identity as a student of the University with current entitlement and access to, and use of, the University's facilities, equipment and amenities.
- 3.7.3. For examinations, students must possess and provide upon request their student ID card or other form of photographic identification approved for the purpose of proof of identity by the Associate Director, Examinations or nominee/equivalent.
- 3.7.4. Misuse of a student ID card may constitute general misconduct under Monash University (Council) Regulations Part 7, Violation of the terms of use under the Monash University Malaysia campus Student ID Card Business Rule may constitute general misconduct under the Monash University Malaysia campus Student Discipline Policy.

Responsibility

Student

3.8. Damaged, lost or stolen ID cards

- 3.8.1. Monash Connect/Student Services can replace a lost or damaged student ID card for a fee upon presentation of photo identification. Student Services at Monash University Malaysia campus and Monash South Africa issue replacement student ID cards respectively for Monash University Malaysia campus or Monash South Africa students and exchange students only.
- 3.8.2. Students on Australian campuses or at Monash South Africa whose ID card was in property that was stolen, and can produce a police victim's report stating this, can receive a replacement student ID card and the replacement fee will be waived.
- 3.8.3. Off-campus students should contact Monash Connect about replacing a lost student ID card.
- 3.8.4. Students who lose their ID card should report the loss to the University/campus library to prevent anyone else borrowing books under their name, and to Security and Traffic (or campus equivalent) if the card is used to access computer or laboratory rooms.

Responsibility

Student

Monash Connect

Student Services, Monash South Africa

Student Services, Monash University Malaysia campus

3.9. Change of name - student ID cards

Students who officially change their name can receive an updated student ID card, free of charge, upon provision of a [Variation to Personal Details](#) form with the appropriate documentary evidence (eg. marriage certificate) to Monash Connect/Student Services.

Responsibility

Student

Monash Connect

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Student Services, Monash South Africa
Student Services, Monash University Malaysia campus

3.10. **Expired ID cards**

For students whose ID card expires before they complete their course, Monash Connect/Student Services can issue a new card with an extended expiry date, free of charge, on return of the expired card, dependent on the students' expected course completion date having been adjusted in the student management system.

Responsibility

Student
Monash Connect
Student Services, Monash South Africa
Student Services, Monash University Malaysia campus

Section 4

Enrolled students may amend their enrolment for the current academic year in certain circumstances and in accordance with University course and award regulations and legal compliance requirements.

4.1. **Adding and discontinuing units**

- 4.1.1. Students can add or discontinue their enrolment in most units via the online enrolment system.
- 4.1.2. Students can add units to their enrolment up to the end of the second week of semesters 1 and 2.
- 4.1.3. Students may discontinue units at any time until the end of a teaching period. However, academic and financial penalties may apply depending on when the discontinuation occurs.
- 4.1.4. A unit cannot normally be added or discontinued (without penalty) after the census date unless it results from demonstrated University administrative error. Units added (with faculty approval) after the census date cannot be Commonwealth Supported - they are available on a full fee paying, non-award basis only. Units that are discontinued after the census date will not be backdated prior to the census date, or any other academic penalty date, unless University error can be demonstrated.
- 4.1.5. A unit cannot be added or discontinued after the end of the relevant teaching period unless it results from a demonstrated University administrative error that could not be brought to the attention of the University earlier due to extenuating circumstances.

Responsibility

Student

4.2. **Changes to study load and mode**

- 4.2.1. Students may request to transfer between attendance type (full-time to part-time or part-time to full-time) and mode (on/off campus). Students should seek advice from their course managing faculty before requesting a change as some faculties have restrictions placed on attendance type and mode transfers.
- 4.2.2. Where students have changed their study load or mode, the course managing faculty will update their record in the student management system accordingly.
- 4.2.3. Sections 4.2.1 - 4.2.2 above do not apply to Monash South Africa, where part-time and off-campus offerings are not available. Off-campus offerings are also not available at Monash University Malaysia campus.

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- 4.2.4. International students who are subject to ESOS regulations are permitted to study up to but not more than 25 percent of their total course through online or off-campus learning, but in each standard study period (semester) the student must be studying at least one unit that is not by online or off-campus learning.

Responsibility

Student
Managing faculty

4.3. Reduced enrolment load for international students

- 4.3.1. International students who are subject to ESOS regulations (student visa holders) should complete their course by their CoE end date.
- 4.3.2. International (ESOS) students may be allowed to underload, ie. in fewer than 24 credit points per semester, in the following exceptional circumstances:
- compassionate or compelling circumstances (students facing illness or exceptional personal circumstances);
 - where students are unable to enrol in units with a value of 24 credit points due to course structure, progression rules or unit availability;
 - implementation of intervention strategy to assist students at risk of unsatisfactory academic progress due to academic or learning difficulty, or faculty enrolment load conditions.
- 4.3.3. Where there is a variation in an international (ESOS) student's enrolment load which may affect the student's expected duration of study, the variation and the reasons for it will be recorded on the student file in the University's electronic filing system. Where the variation leads to an extension of the expected duration of study, the student must be reported via the Provider Registration and International Students Management System (PRISMS) and by issuing a new CoE.

Responsibility

Student
Managing faculty
Monash Connect

4.4. Internal campus transfer

- 4.4.1. Students may apply to their course managing faculty if they wish to enrol in units towards completion of their course at another Monash campus. Campus offerings are clearly identified in the University Handbook.
- 4.4.2. Students wishing to transfer to another Monash campus (to continue the course in which they are enrolled) must check with their course managing faculty to determine any eligibility requirements with regard to their course progression.
- 4.4.3. Students seeking to transfer to an overseas campus should consult the relevant section of the Student Fees Policy for advice on how payment of fees is affected by transferring between Australian and overseas campuses. Refer also to section 2.3 Intercampus exchange program.
- 4.4.4. For internal course transfers, students should refer to the Admission to Coursework Courses and Units of Study Procedures.

Responsibility

Student
Managing faculty

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Section 5

The University may amend a student's enrolment or course of study in certain circumstances, to meet University and/or legal compliance requirements.

5.1. Prerequisites and core units

- 5.1.1. Normally, students must successfully complete any prerequisites before commencing a unit of study. Students seeking to enrol in units for which they have not achieved the relevant prerequisite must contact the unit teaching faculty for approval. The University can cancel a student's enrolment in a unit if the prerequisites or co-requisites have not been met.
- 5.1.2. In accordance with the Unit Quota procedures, notwithstanding any imposed quota, all students for whom a unit is a core requirement must be able to enrol in that unit without impediment, subject to meeting any relevant progress constraints.

Responsibility

Student
Managing faculty
Teaching faculty

5.2. Unit Quotas

- 5.2.1. In some instances, there may be restrictions on the number of students that may enrol in a unit or at a specific delivery location or mode of study within a unit of study (see section 10.2.3 of [Admission to Coursework Courses and Units procedures](#)).
- 5.2.2. Where a unit quota has been imposed, the number of places available and the criteria for selecting students into the unit must be published and made available to students as soon as possible.
- 5.2.3. Students attempting to enrol in a quota-limited unit will be notified of the outcome of their enrolment attempt at least one week prior to the commencement of that unit, or one week prior to the last day to add off-campus learning units in the case of off-campus learning.
- 5.2.4. Students will be notified via their Monash student email account of the outcome of their attempt to enrol in a unit.

Responsibility

Unit Teaching Faculty

5.3. Enforced change to study mode

Students may be required to transfer from a full-time to a part-time enrolment as a condition of enrolment set by a faculty Academic Progress Committee.

Responsibility

Student
Managing faculty

5.4. Credit points in excess of minimum award requirements

- 5.4.1. Students must complete course requirements as detailed in the relevant award regulations and University Handbook to receive the course award, and normally not exceed the specified number of credit points.
- 5.4.2. Approval may be granted by the degree faculty for students to enrol in more than the prescribed number of credit points in situations such as changing a major or minor within a course. For example, when a student enrolled in a three-year undergraduate course changes a major, not all of the previous units may be granted credit, and hence

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to complete the new major the student will show as having a load greater than 144 credit points for his/her course.

- 5.4.3. Approval to undertake credit points in excess of award requirements will not be given to students for the purpose of personal interest or professional recognition.
- 5.4.4. Other than in exceptional circumstances, approval to undertake credit points in excess of award completion requirements will only be granted for enrolment on a full fee, non-award basis, and with due consideration to any student visa and/or course completion time limit implications.
- 5.4.5. Exceptional circumstances may exist where students have achieved the normal maximum credit points for the course, but require additional units for course completion. The additional unit/s may be made available on a Commonwealth Supported Place basis to domestic students on Australian campuses.

Responsibility

Student
Managing faculty
Degree faculty

5.5. Backdated enrolment changes

The University will not backdate changes to students' enrolments to allow them to avoid fees, student contribution amounts or academic penalties. Changes will only be made where it is demonstrated that the University has made an error.

Responsibility

Student and Education Business Services
Managing faculty

Section 6

Enrolled students may apply for leave from study in accordance with criteria established by the University.

6.1. Intermission

- 6.1.1. Domestic students or international students not on a student visa in Australia who have commenced their course and wish to take one or more semesters away from study for any reason, or on the advice of their faculty, may apply for intermission (leave of absence) from their course.
- 6.1.2. The managing faculty of the course in which students are enrolled will assess applications for intermission. Intermission is normally granted in standard semester blocks, and is normally for a period of no more than 12 months (ie. two standard semesters).
- 6.1.3. Periods of intermission will count as part of the maximum time limit to complete a course.
- 6.1.4. For applications made before commencement of the teaching period, the start date of the intermission will be the first day of the teaching period from which it is to take effect. For applications made after the commencement of the teaching period, the start date will be the date of application, so that the appropriate academic and financial penalties (if any) are applied.
- 6.1.5. Students can apply for intermission up to the census date of the semester in which they wish to commence intermission without penalty. Applying for intermission after the census date may incur a Withdrawn grade and financial debts for all units in which the student is enrolled.

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- 6.1.6. Those students who intermit their course prior to census date (when they would have been eligible to defer) may be contacted by their course managing faculty to confirm that this was their true intention and that they understand their decision.
- 6.1.7. Different criteria apply to intermission applications for international students in Australia on student visas (ESOS students). These students can apply for intermission for a period of up to 12 months, but only in compassionate or compelling circumstances which are generally beyond the control of the student and which have an impact upon the student's course progress or wellbeing.

Responsibility

Student
Managing faculty

6.2. Re-enrolment after intermission

- 6.2.1. The course managing faculty will reserve a place in the course in the teaching period of return for students on intermission.
- 6.2.2. Students who are on intermission must re-enrol for the following academic year by the same date as actively enrolled Monash students. Students on intermission continue to be students of the University for the period of their intermission and must keep their personal details up to date.
- 6.2.3. International students in Australia on student visas (ESOS students) must apply for a new electronic Confirmation of Enrolment form with a revised course completion date, upon their return from intermission. For international students enrolled at Monash University Malaysia campus or Monash South Africa, if their international student pass, student visa or study permit expires during the intermission period, students are required to re-apply for a new student pass, student visa or study permit before they return from intermission.
- 6.2.4. Failure of students to re-enrol after a period of intermission will lead to cancellation of their enrolment by the census date of their approved teaching period of return.

Responsibility

Student
Managing faculty

6.3. Extension of intermission

- 6.3.1. Where personal circumstances prevent students resuming study after 12 months of intermission, an extension of intermission may be granted at the discretion of the course managing faculty upon presentation of appropriate supporting documentation. Applications for extension of intermission will be considered on a case by case basis.
- 6.3.2. In cases where students experiencing difficulties based on medical grounds have applied for an extension of intermission, the course managing faculty may make its decision after considering advice from support services such as Disability Support Services (or offshore campus equivalent, eg. Student Development, Monash South Africa).
- 6.3.3. Students who have met the maximum period of intermission set by the faculty but who cannot return to their course due to personal circumstances may reapply for a place in the course when they are ready to return to study.
- 6.3.4. On returning to study from an extended period of intermission, students may be advised to repeat units that they had completed at an earlier stage of the course, or be transferred to a different course, depending on faculty recency requirements and the state of change in discipline knowledge practices as determined by the relevant faculty board, or if the course has been disestablished.

Monash University Procedure

Responsibility

Student
Managing faculty

6.4. Parental or primary carer's leave

- 6.4.1. Coursework domestic or international students not on a student visa in Australia who have parental or primary carer responsibilities may apply to their course managing faculty to take leave from their course for a period of up to 12 months per child/birth/adoption/etc for the purpose of fulfilling those responsibilities, on presentation of relevant supporting documentation, eg. medical certificate, birth certificate, where the period covers the point of birth/adoption/commencement of primary care responsibility.
- 6.4.2. Parental or primary carer's leave for coursework students is a separate leave entitlement and does not remove students' entitlement to apply for intermission.
- 6.4.3. Parental or primary carer's leave will not be counted towards the maximum time limit to complete the course in which students are enrolled.
- 6.4.4. An extension of parental or primary carer's leave beyond 12 months may be granted at the discretion of the course managing faculty upon presentation of appropriate supporting documentation. Applications for extension of parental or primary carer's leave will be considered on a case by case basis.
- 6.4.5. On returning to study from an extended period of parental or primary carer's leave, students may be advised to repeat units that they had completed at an earlier stage of the course, or be transferred to a different course, depending on faculty recency requirements and the state of change in discipline knowledge practices as determined by the relevant faculty board, or if the course has been disestablished.
- 6.4.6. International students on a student visa in Australia who are required to take on parental or primary carer responsibilities may apply for a leave of absence under the compassionate or compelling circumstances for 'suspension of enrolment' of the ESOS National Code.

Responsibility

Student
Managing faculty

Section 7

The enrolment of a student may be discontinued, suspended or cancelled under certain conditions established by the University, at the instigation of either the University or the student.

7.1. Discontinuing a course

- 7.1.1. The University recognises that, for a variety of reasons, some students will wish to discontinue from a course prior to its completion. The process for students to discontinue will include referral to support services to assist with any issues contributing to the students' decisions. Students are advised to contact their course managing faculty to discuss options other than discontinuation that could be considered.
- 7.1.2. Students may discontinue from their course upon notification to their course managing faculty via the online enrolment system (Australian domestic coursework students only) or the 'Application for Course Discontinuation' form.
- 7.1.3. Students applying to discontinue from their course are advised to do so before the census date of the current semester, in order to avoid financial and academic penalties.

Monash University Procedure

- 7.1.4. Students who stop attending classes, completing assessment tasks, etc but fail to discontinue from their course remain liable for financial and academic penalties.
- 7.1.5. Students wishing to discontinue from all units but retain their place in a course are required to apply for intermission.
- 7.1.6. Students who voluntarily discontinue from a course and who wish to be readmitted at a later stage must reapply for entry through the relevant processes of admission and selection.

Responsibility

Student

7.2. Suspension of enrolment

- 7.2.1. Students may be suspended by the University from their course of study where such a decision has been taken under the relevant University regulation.
- 7.2.2. Students who have been suspended from the University are not permitted to enrol in any Monash University course or unit, and are not entitled to use the services provided to enrolled students, during the period of their suspension. Students who are suspended from a course of study do however remain students of the University.
- 7.2.3. At the conclusion of the specified period of suspension from the University, students may resume their studies in the same course they were studying when suspended, subject to the availability of the course or its equivalent at the time of re-enrolment, and to meeting any conditions of re-enrolment which have been imposed by the University.
- 7.2.4. Periods of suspension will count as part of the maximum time limit to complete a course.

Responsibility

Student

Managing faculty

7.3. Cancellation of enrolment

- 7.3.1. A student's enrolment may be cancelled:
 - a. under Monash University (Council) Regulations Part 7, for academic and/or general misconduct;
 - b. under Monash University (Vice-Chancellor) Regulations Part 3, Section 13 – Enrolment, re-enrolment, and cancellation of enrolment, for failure to maintain enrolment in accordance with faculty requirements, or for falsification of, failure to disclose or omission of details which would have led to the student's application for admission to the University to be rejected;
 - c. under Monash University (Vice-Chancellor) Regulations Part 3, Section 14 - Refusal and cancellation of admission and enrolment
 - d. under Monash University (Vice-Chancellor) Regulations Part 6
 - e. under Monash University (Vice-Chancellor) Regulations Part 3, Sections 11 and 12, for non-payment of fees by the due date;
 - f. for failure to complete all requirements of initial enrolment;
 - g. in the case of an international student studying at any campus on a student visa, student pass or study permit, for failure to comply with visa, student pass or study permit conditions;

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- h. if, in the reasonable opinion of the University, the student remaining as a student of the University may place it in breach of any applicable law, including a law that implements United Nations sanctions.
- 7.3.2. International students whose enrolment is cancelled may be required to return to their home country.
- 7.3.3. In accordance with the Monash University (Vice-Chancellor) Regulations, Section 16(3), for a course which has been approved for disestablishment and is in 'teach-out' mode, the Vice-Chancellor must determine the period during which the course will continue to be taught for the purpose of providing the students admitted to it with an opportunity to complete it.
- 7.3.4. A faculty may consider a request to reinstate students' enrolment. The process will vary depending on the reasons for cancellation of the enrolment, as outlined in the Student Fees Policy.
- 7.3.5. Re-admission and enrolment after a period of exclusion are not automatic. Excluded students have ceased to be students of the University and must apply for re-admission after a period of exclusion by the University under the relevant admission procedures in competition with other applicants.

Responsibility

Student
Managing faculty

Section 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 by yet to complete a course of study).

8.1. Course completion

- 8.1.1. Students are course-completed by their course managing faculty after the official release of results for their final semester of study provided that:
 - a. they have met all the requirements of the course; and
 - b. results have been returned for all units; and
 - c. there is no encumbrance on their record.
- 8.1.2. Course completion (qualification) occurs upon confirmation by the relevant faculty that all requirements of the course or unit of study have been met.
- 8.1.3. After the course completion has been processed, students' academic transcripts will reflect that they have completed the course.

Responsibility

Managing faculty
Teaching faculty

8.2. Maintenance of enrolled status

Students' enrolment must be maintained as current until such time as any University appeal period in relation to the suspension or cancellation of their enrolment has expired or until the outcome of a University appeal is known.

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Responsibility

Managing faculty

8.3. End of enrolled status

8.3.1. Under the definition of 'student' provided in University -regulations, a person is an enrolled student of the University until such time as he/she has:

- a. qualified for an award or has completed the unit;
- b. been excluded from the University;
- c. had his/her enrolment cancelled;
- d. not re-enrolled by the due date; or
- e. applied to discontinue his/her course.

8.3.2. Students who have qualified for an award (via course completion) and are waiting on conferral of the award are not considered to be enrolled students of the University.

Responsibility

Student

Responsibility for implementation	Faculties Student Services Division Graduate Research Committee Monash Graduate Education
Status	Revised
Approval Body	Name: Academic Board Meeting: 7/2012 Date: 28-November-2012 Agenda item: 16.1
Definitions	<p>Accelerated Study: Undertaking more than the prescribed number of units of study or credit points in a teaching period or academic year.</p> <p>Census date: The date on which a student's enrolment is taken to be finalised.</p> <p>Change of Residency - domestic to international: When domestic students change their visa status to any temporary visa status (including a student visa).</p> <p>Change of Residency - international to domestic: A change of visa status from any temporary visa (including a student visa) to a permanent resident visa.</p> <p>CoE: Confirmation of Enrolment. A document provided electronically, which is issued by the registered provider to intending international students and which must accompany their application for a student visa.</p> <p>Complementary study: Enrolment in single units at another approved higher education institution by a student enrolled in a course of study at Monash University.</p> <p>Co-requisite: A unit that must be undertaken at the same time as OR completed prior to another unit before a student is permitted to commence</p>

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	<p>undertaking the other unit.</p> <p>Course (of Study): means a number of units of study extending over a period of time leading to a degree or other award.</p> <p>Credit points: means the number of credit points allocated to a unit of study and required for completion of a course of study.</p> <p>CRICOS: The Commonwealth Register of Institutions and Courses for Overseas Students lists all providers registered to offer courses to people studying in Australia on student visas and the courses that are approved for offer.</p> <p>Cross Institutional enrolment: Enrolment in single units at Monash University by a student enrolled at another higher education institution.</p> <p>CSP: Commonwealth Supported Place - a higher education place for which the Australian Government subsidises the cost of tuition fees for a domestic coursework student.</p> <p>Degree faculty: in relation to a degree or other award means the faculty specified in the handbook as being responsible for the degree or other award for the year for which the handbook is published.</p> <p>Domestic student: A person enrolled at an Australian campus who is an Australian or New Zealand citizen, or who holds an Australian Permanent Resident Visa or Australian Permanent Humanitarian Visa; or a Malaysian citizen or holder of Malaysian Permanent Residency Status at Monash University Malaysia campus; or a South African citizen at Monash South Africa.</p> <p>Encumbrance: A block placed on a student's access to University services.</p> <p>Enrolment: The process that extends from the acceptance of an offer in a place at the University through submission of all required documentation to payment of all required fees by the student.</p> <p>EFTSL: Equivalent Full-Time Student Load - a measure of the study load, for a year, of a student undertaking a course of study on a full time basis.</p> <p>ESOS: Education Services for Overseas Students - regulates the education and training of overseas students studying in Australia on student visas through the ESOS Act and associated legislation which protects the interests of these students by providing tuition and financial assurance.</p> <p>Exchange program: A formal exchange program arranged between the University and a non-Australian overseas higher education provider. The student pays fees to the home institution, not to the host institution.</p> <p>Handbook: The annual compendium of Monash University undergraduate and graduate/postgraduate, and higher degree research courses and units provided as the official statement of approved study offerings for that year.</p> <p>Home campus: The Monash University location of the course into which a student enrolls.</p> <p>Home institution: The institution at which the student is enrolled for the majority of their course.</p> <p>Host institution: The partner institution at which a student is undertaking some part of an exchange, study abroad or cross-institutional program.</p> <p>Intermission: A break in studies that when granted reserves a place in the course for a student when the intermission has ended providing that the</p>
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	<p>student re-enrols during the designated periods.</p> <p>International student: A person enrolled who is not a citizen of Australia or New Zealand and who does not hold Permanent Residency status in Australia; a person who is not a citizen of Malaysia and who does not hold Permanent Residency status in Malaysia at Monash University Malaysia campus; or a non-South African citizen at Monash South Africa.</p> <p>Invalidation: The cancellation of a student's enrolment due to the non-payment of fees.</p> <p>Managing faculty: in relation to a student undertaking a double degree course, means the faculty specified in the University handbook as being responsible for the administration of that double degree for the year for which the handbook is published.</p> <p>Maximum period of enrolment: the period fixed by the University as the maximum time during which a course of study must be completed.</p> <p>Mode of study: On-campus or off-campus learning.</p> <p>Monash Account: the primary means for users to access Monash University computing services. It consists of a username and a password and provides access to restricted pages on the Monash University website and other University resources which are protected by a password.</p> <p>Prerequisite: A requirement which must be satisfied before a student is permitted to commence undertaking a unit.</p> <p>Prohibition: Prevention of a student enrolling into a unit which has been determined as being equivalent or similar in academic content, learning objectives and assessment regime to another unit.</p> <p>Student: Means a person who:</p> <ul style="list-style-type: none"> (a) is admitted to a course of study at the University; or (b) is enrolled at the University in a non-award study or one or more units of study on an assessed or non-assessed basis and without admission to a course of study; or (c) is pursuing a course of study or unit of study at the University through an exchange or study program or other arrangement between the University and another educational institution; or (d) is engaged in a student mobility program involving the University, whether or not the program is credited towards a course of study or unit of study; or (e) has completed a course of study but on or to whom the relevant degree or award has not been conferred or awarded; or (f) is on an intermission or has been suspended from, or has deferred enrolment in, a course of study; or (g) is enrolled in a course of study or one or more units of study offered by the University through Open Universities Australia or another educational institution; or (h) has consented in writing to be bound as a student by the University statutes and University regulations; <p>Study abroad: An approved program of study at a host overseas higher education institution that counts as credit towards a course enrolled in with the home higher education provider. These students are not covered by an</p>
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	<p>agreement between institutions and will typically pay fees set by the overseas institution while studying overseas.</p> <p>Suspension of enrolment: Discontinuation of a student from courses with an administrative encumbrance which cuts access to University services for a period determined by the relevant faculty.</p> <p>Teaching faculty: in relation to a unit of study, means the faculty specified in a University handbook as being responsible for the teaching of that unit for the year for which the handbook is published.</p> <p>Underload: Approved arrangement whereby a coursework student enrolls in less than the standard full-time study load.</p> <p>Unit: means a component of a course of study that is taught and examined as a discrete entity but does not include a thesis for a higher degree by research.</p> <p>Withdrawal/Discontinuation: The formal discontinuation of a unit or course prior to its completion.</p>
Legislation Mandating Compliance	
Related Policies	
Related Documents	<p>Coursework enrolment-related forms*:</p> <ul style="list-style-type: none"> • Application for eCOE (International students on student visas) [WES] • Application for course discontinuation • Application for release letter - International Students • Application for remission of debt in special circumstances • Application for Replacement Testamur form • Application to transfer units from a Commonwealth Supported Place (CSP) to Full Fees • Application to underload - International Students • Change of residency status notification form (From International to Domestic Status) • Change of residency status notification form (From Domestic to International Status) • Complementary study application form (Monash students applying to study at other tertiary institutions) • Course Transfer application form • Credit Application form (formerly known as Advanced Standing) • Cross-institutional study application form (non-Monash students) • Deferment application form • Enrolment Amendment form • Enrolment Questionnaire [WES] • Intermission application form

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	<ul style="list-style-type: none">• Late re-enrolment application (Australian campuses)• Request for Commonwealth Support and HECS-HELP form• Request for FEE-HELP assistance form• Request for SA-HELP assistance form• Single unit application form (non-Monash students, Australian campuses)• Student Identity Card request form (off-campus students)• Variation to personal details <p>* Note that some campus-specific variations to forms exist for Monash University Malaysia Campus</p>
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