

ENROLMENT AND TIMETABLE POLICY

This policy applies to teaching periods starting on or after 1 January 2020. For the previous version please refer to:

- [Enrolment policy \(version 1.3\)](#)
- [Scheduling policy \(version 1.0\)](#)
- [Academic calendars and semesters policy \(version 1.0\)](#)
- [ESOS student under age 18 policy \(version 3.1\)](#)
- [International student transfer between registered providers policy \(version 3.0\)](#)

SCOPE

This policy applies to:

- all students;
- all staff;
- all courses and units;
- all teaching locations; and
- Monash College (for the *International student under age 18 procedure* and *International student transfer between providers procedure* only)

This policy does not apply to professional development\ education programs.

Students at the former Monash South Africa campus are included in the scope of this policy for the duration of the teach-out period.

For students at Monash University Indonesia, this policy has been translated into the Indonesian language (Bahasa) and can be accessed on the [University's Policy Bank](#).

POLICY STATEMENT

1. Enrolment

Requirements

1.1 Enrolment at Monash University (the University) is bound by the following requirements:

- all students must observe the Statute, Regulations, policies, procedures and schedules of the University, as amended from time to time;
- students agree to pay all prescribed fees, levies and/or charges directly arising from their enrolment;
- international students must comply with any visa conditions to be enrolled at the University;
- students consent to the use of their information in accordance with the [Data Protection and Privacy Procedure](#) or the Data Protection and Privacy Schedule - Monash University Indonesia. All students are, therefore, required to provide and maintain accurate and current information about themselves during their enrolment;
- the University handles all personal data, in accordance with the [Data Protection and Privacy Procedure](#) and the Data Protection and Privacy Schedule - Monash University Indonesia;
- all students must have a unique student identifier; and
- all students are subject to the University's ability to impose an encumbrance or vary their enrolment in certain circumstances, including to suspend, invalidate, cancel or discontinue enrolment if the student has breached or failed to meet certain specified requirements.

Entitlements

1.2 Enrolment at the University grants students the following entitlements:

- all enrolled students receive a final grade for completed units or theses, and may be eligible to receive a Monash University award on completion of a course;
- enrolled students are able to access educational and support services. For students engaged in research, this includes research training and supervision;
- students may amend their enrolment in certain circumstances and in accordance with the University's course requirements and legal compliance requirements; and
- all students may apply for leave from study in accordance with criteria established by the University.

2. Student timetable

Students

- 2.1 The primary purpose of timetabling is to create a timetable that promotes student attendance and effective participation.
- 2.2 Timetabling prioritises the learning needs of students over other activities occurring in the University, reflecting the University's primary objective of providing quality education and research training enhancing the student experience and supporting students to achieve their learning outcomes.
- 2.3 The University attempts to accommodate student timetabling preferences, where practicable.
- 2.4 Timetabling aims to be:
- **Timely:** enrolled students may access their timetable at least four weeks before the teaching period commences;
 - **Stable:** the timetable minimises clashes for students who follow a standard course progression. Minimum changes are made after the timetable is published to students;
 - **Flexible:** based on the available unit offerings and where practicable, the timetable provides options to students for class times without large gaps or multiple campus locations on the same day;
 - **Inclusive:** the timetable supports equity and diversity, including reasonable accommodations for family responsibilities, religious beliefs and disabilities, where practicable; and
 - **Safe and reasonable:** the timetable meets the University's occupational health and safety obligations.
- 2.5 Each faculty is responsible for allocating teaching duties. Teaching duties are allocated in accordance with the faculty's academic workload model and the University's obligations set out in the current [Monash University Enterprise Agreement](#) or the equivalent agreement or contracts in place for staff at international locations.

Space

- 2.6 The timetable optimises the efficient use of existing facilities and resources and prioritises teaching, learning and research over other uses of teaching spaces.

DEFINITIONS

Cancellation of enrolment	Where the University ceases the student's enrolment in a course or unit.
Clash	When students are allocated two or more teaching activities that overlap
Domestic student	A student enrolled at: <ul style="list-style-type: none">• an Australian location who is an Australian or New Zealand citizen, or who holds an Australian permanent resident visa or Australian permanent humanitarian visa; or• Monash University Indonesia who is an Indonesian citizen or permanent resident (holder of KITAP / Kartu Izin Tinggal Tetap / permanent stay permit); or• Monash University Malaysia who is a Malaysian citizen or holder of Malaysian permanent residency status; or• another Monash location outside Australia, who is considered a domestic student according to criteria set by the government of that country.
Encumbrance	A block placed on a student's access to university services as a result of unpaid fees, fines, loan payments, missing information (e.g. tax file number) unreturned resources (e.g. library item), disciplinary proceedings, or incomplete administrative requirements.

ESOS requirements	The requirements stemming from the Education Services for Overseas Students (ESOS) legislative framework .
International student	A student who is not a domestic student.
Invalidate	The cancellation of a student's enrolment due to non-payment of fees.
Student	<p>A person who:</p> <ol style="list-style-type: none"> is admitted to a course of study at the University; 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; 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; 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; has completed a course of study but on or to whom the relevant degree or award has not been conferred or awarded; has deferred, or has intermitted, or has been suspended from, a course of study; is enrolled in a course of study or one or more units of study offered by the University through another educational institution; or has consented in writing to be bound as a student by the University statutes and University regulations. <p>The following terms are used to identify groups of students that are subject to different requirements (as defined below):</p> <ul style="list-style-type: none"> domestic student; international student; and international student subject to Education and Services for Overseas Students (ESOS) requirements.

GOVERNANCE

Supporting procedures	Enrolment Procedure Teaching Periods Procedure Timetable Procedure International Students Under Age 18 Procedure International Student Transfer Between Providers Procedure
Supporting schedules	N/A
Associated policies	Sanctions Compliance Policy Graduate Research Progress Management Policy Data Protection and Privacy Procedure Data Protection and Privacy Schedule - Monash University Indonesia Student Fees Policy
Policy owner	Deputy Vice-Chancellor (Education)
Legislation mandating compliance	Education Services for Overseas Students Act 2000 (Cth) Education Support Act (2003) (Cth) Higher Education Standards Framework (Threshold Standards) 2015 (Cth) Higher Education Support (Transitional Provisions and Consequential Amendments) Act 2003 (Cth) Migration Regulations 1994 (Cth) Monash University (Council) Regulations – Part 7 Monash University (Vice Chancellor) Regulations – Part 3 Monash University Enterprise Agreement Occupational Health and Safety Act 2004 (Vic) Privacy and Data Protection Act 2014 (Vic)

Category	Operational
Approval	Vice-Chancellor's Executive Committee 6 August 2019 Meeting 9/2019
Endorsement	Deputy Vice-Chancellor (Education)
Date effective	1 January 2020
Review date	1 January 2023
Version	1.2 (<i>Administrative amendments effective 19 March 2021</i>)
Content enquiries	policy-education@monash.edu