

Monash University Procedure

Procedure Title	Graduate Research Re-admission Procedures (effective 1 January 2015)
Parent Policy	No parent policy
Date Effective	01-January-2015
Review Date	01-January-2018
Procedure Owner	Vice-Provost (Graduate Education)
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	policy-mrgs@monash.edu
Scope	
Purpose	
PROCEDURE STATEMENT	

Purpose of Procedure

1. This procedure provides a clear statement of the University's requirements for re-admission to a higher degree by research where a student is no longer enrolled as a result of:
 - Failure to re-enrol; or
 - Has allowed their enrolment to lapse between 1 January 2011 and 31 December 2014; or
 - Has withdrawn in good standing; or
 - Has been discontinued in good standing.
2. The procedures are based on the University's re-admission requirements as outlined in Part 5 of the [Monash University \(Academic Board\) Regulations](#).
3. Persons whose enrolment lapsed prior to 1 January 2011 and who wish to submit their thesis will be dealt with on a case-by-case basis.

Structure of these Procedures

4. These procedures comprise the following sections:
 - Section 1:** Re-admission following failure to re-enrol in a course of study or withdrawal / discontinuation in good standing
 - Section 2:** Reduced minimum period of enrolment
 - Section 3:** Thesis submission for former students who lapsed 1 January 2013 to 31 December 2014
 - Section 4:** Re-admission for former students who lapsed 1 January 2011 to 31 December 2012

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Section 1. Re-admission following failure to re-enrol in a course of study or withdrawal/discontinuation in good standing

Application process

5. A person seeking re-admission following being a student who has failed to re-enrol, or who has been discontinued in good standing or who has withdrawn in good standing, must:
 - Make the request in writing by completing the *Request for Re-Admission* form;
 - Have the written support of their Head of Academic Unit (or delegate) that re-admission is recommended and that supervisory and resource support remains available;
 - Make payment of any outstanding fees, including late enrolment fees;
 - Submit the application within 4 years of the date of discontinuation or withdrawal.

Where the application for re-admission relates to the same course of study from which the person was previously discontinued or withdrawn, consideration may be given to a shortened period of enrolment in accordance with **Section 2** of these procedures.

Step 2. Reduced minimum period of enrolment

6. Under regulation 38 (3) and (4) of the [Monash University \(Academic Board\) Regulations](#), a minimum enrolment period of 36 months EFT applies for doctoral degrees and 12 months EFT for master's degrees by research. The Graduate Research Committee (GRC) may, however, approve a shortened minimum period of enrolment.
7. A shortened minimum period of enrolment may be approved on the basis of work previously completed towards the Monash University higher degree by research into which the student seeks to be re-admitted, provided that the work:
 - Has not been counted towards a completed course;
 - Was, in the opinion of the GRC, appropriately conducted and monitored;
 - Is of a nature and quality appropriate to the program for which re-admission is being sought.

Step 3. Thesis submission for former students who lapsed 1 January 2013 to 31 December 2014

8. According to practice in existence prior to 1 January 2015, the GRC may allow a person with a lapsed enrolment between 1 January 2013 and 31 December 2014 to submit their thesis for examination without requiring a minimum period of re-admission. In order for the thesis to be accepted for examination, clear evidence must be provided of continued contact between the person and supervisor over the period of lapsed enrolment, along with a certification by the main supervisor that the work meets the necessary submission requirements.
9. Applications to submit as a person with a lapsed enrolment, supported by the person's main supervisor and Head of Academic Unit (or delegate), should be submitted to Monash Graduate Education on the *Application to Submit Doctoral/Research Master's Thesis Under Lapse of Enrolment* form.
10. However, a minimum period of re-admission may apply where the GRC determines that the thesis is not ready for submission and the person requires a period of enrolment in order to progress the thesis to submission. Any such cases for re-admission will only be considered where the person:
 - Makes a request for re-admission in writing by completing the *Request for Re-Admission* form;

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- Has the written support of the Head of Academic Unit (or delegate) stating that re-admission is recommended and that supervisory and resource support remains available;
- Pays any outstanding fees (if applicable);
- Submits the application within 4 years of the date of lapsed enrolment.

Step 4. Re-admission for former students who lapsed 1 January 2011 to 31 December 2012

11. The GRC may allow a person with a lapsed enrolment between 1 January 2011 and 31 December 2012 to submit their thesis for examination. However, a minimum period of re-admission of 3 months EFT will be required and a Final Review must be undertaken.
12. In such cases, a person seeking re-admission must:
 - Make a request for re-admission in writing by completing the *Request for Re-Admission* form;
 - Have the written support of the Head of Academic Unit (or delegate) stating that re-admission is recommended and that supervisory and resource support remains available;
 - Pay any outstanding fees (if applicable);
 - Submit the application within 4 years of the date of lapsed enrolment.

Responsibility for implementation	Monash Graduate Education
Status	New
Approval Body	Name: Meeting: Date: Agenda item:
Definitions	<p>Academic Unit: As defined by the Monash University (Academic Board) Regulations, includes a sub-faculty, school, department, centre, institute or other unit into which a faculty is divided; or a school, department, centre or institute established as a separate entity from a faculty. Typically, is the organisational unit in which the student is enrolled.</p> <p>EFT: Equivalent full-time enrolment.</p> <p>GRC: Graduate Research Committee.</p> <p>HDR: Higher Degree by Research. A research masters or doctoral degree of the University. Interchangeable with graduate research degree.</p> <p>Lapsed Enrolment: Previously enrolled Monash higher degree by research student who has been discontinued following failure to submit a thesis (or its equivalent) at the end of any approved periods of extension to their thesis submission date.</p> <p>MGE: Monash Graduate Education</p> <p>Re-admission: Process by which a person who has a lapsed enrolment, been withdrawn or been discontinued in good standing or failed to re-enrol</p>

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	<p>may apply to be re-admitted into a higher degree by research degree in which they were previously enrolled at Monash.</p> <p>Student: As per the Monash University (Council) Regulations, 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.
Legislation Mandating Compliance	
Related Policies	
Related Documents	