

Faculty of Science Guidelines

Guidelines Title	Period of candidature and enrolment
Parent Policy/Procedure	
Date Effective	
Review Date	
Guidelines Owner	Associate Dean (Education)
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	sci-education@monash.edu
Scope	
Purpose	
GUIDELINES STATEMENT	

1. The Science Honours Program is normally completed as a one-year (two-semester) full-time program requiring the completion of a total of 48 credit-points. Enrolment can commence in Semester 1 in all areas of specialisation or in Semester 2 for most areas. Full-time enrolment in the Honours Program is normally undertaken over either both first and second semester ('full-year') or both second and first semester ('Semester 2-Semester 1').
2. In some areas of specialisation a part-time enrolment is permitted, with an enrolment of 12 credit points per semester over four consecutive semesters. After four weeks from the commencement of the project unit, students will not normally be permitted to convert from full-time to part-time candidature, and then only with the permission of Associate Dean (Education) and upon the recommendation of the School/Department Honours Coordinator and the relevant Head of School/Department.
3. Students are not normally permitted to undertake part-time, or full-time, Honours studies concurrently with any other studies, including any other requirements towards a double-degree program.
4. In exceptional circumstances students may be granted intermission, or 'leave of absence', during their Honours Program provided they have completed some portion of their coursework and/or project. The maximum period of intermission for full-time candidates is six months and part-time twelve months, providing it is within the maximum period of candidature and intermission available for the course. An application to intermit Honours studies must be endorsed by the Head of School/Department and submitted through the School/Department Honours Coordinator to the Associate Dean (Education) for approval. The application must outline the reasons for the request, include full details of the assessment components completed by the student and outline the anticipated timelines for the completion of the remaining components of the program following the period of intermission. Intermission is not normally granted to allow students to pursue other studies during their course. The results for any enrolled assessable units that are completed prior to the intermission must be submitted to the faculty in the normal manner.
5. The maximum period of candidature for the Science Honours Program is therefore three years, including any approved intermission. Students may only exceed the maximum period of candidature in exceptional and unforeseen circumstances, with the permission of both the Associate Dean (Education) and upon the recommendation of both the School/Department Honours Coordinator and

Faculty of Science Guidelines

the relevant Head of School/Department. Upon termination of the enrolment in the Honours Program prior to completion of all requirements, the school/department must return marks and grades for all assessable units in which the student was enrolled at that time.

Responsibility for implementation	Associate Dean (Education) Honours Coordinators Honours and Postgraduate Coordinator
Status	New
Approval Body	Name: Meeting: Date: Agenda item:
Endorsement Body	Name: Meeting: Date: Agenda item:
Definitions	
Related Policies	
Related Documents	