

ENROLMENT PROCEDURE

SCOPE

This procedure applies to:

- all students;
- all staff;
- all courses and units; and
- all teaching locations.

This procedure excludes 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](#).

TABLE OF CONTENTS

1. Study load and general enrolment requirements	1
2. Studying at other institutions, locations or courses and single units	3
3. Collection of information	6
4. Changes to enrolment	7
5. Restrictions on unit enrolment	9
6. Intermission and leave – coursework students	10
7. Leave provisions – graduate research students	11
8. Discontinuation, suspension and cancellation of enrolment	12
9. Course completion	13

PROCEDURE STATEMENT

1. Study load and general enrolment requirements

Basic requirements

- 1.1 Students must complete their enrolment tasks and pay all prescribed fees, levies and/or charges by the dates set by Monash University (the University), as stated in the course agreement, offer letter and other University correspondence.
- 1.2 Students must provide accurate and current personal information and ensure their enrolment details are correct. Any changes to this information must be made in a timely manner.

Communication with students

- 1.3 The University provides students with a Monash University email account, and access to the [my.monash](#) portal.
- 1.4 Students should check their Monash University email account regularly (e.g. twice a week) to ensure they receive information in a timely manner. Students agree to this in the student acknowledgement, agreement and consent statement when they enrol or re-enrol.
- 1.5 When emailing the University, students must use their Monash University email account to ensure their identity and information is secure.

- 1.6 All staff, including adjuncts who teach or supervise students, must use the Monash University email account for correspondence, even when responding to a student enquiry from an external email account. The only exceptions are when the student no longer has access to the Monash University email account or where the student has informed the University of known country restrictions affecting their email access.

Study load – coursework students

- 1.7 Enrolment in units totalling 48 credit points per year represents 1.0 Equivalent Full-Time Student Load (EFTSL) (100 percent load) with respect to student statistics, fee structures and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration. In Australia, the full-time load is also used with respect to Commonwealth Supported Places (CSP) and the calculation of course duration as specified in the Confirmation of Enrolment (CoE).
- 1.8 Full-time students are expected to enrol in 48 credit points per calendar year at the time of enrolment or re-enrolment, unless otherwise approved by the University. Part-time students are expected to enrol in 24 credit points per calendar year. Students who have fewer credit points to complete their course are expected to enrol in the remaining number of credit points.
- 1.9 The University deems a student to be a part-time student if they are enrolled in less than 36 credit points for the calendar year, or equivalent for students who are not studying a full year. A student enrolled in 36 credit points or more for the calendar year, or equivalent for students who are not studying a full year, is deemed to be a full-time student.
- 1.10 Part-time enrolment is not permitted in some courses, as indicated in the Handbook.
- 1.11 The study load requirements for students may be subject to the regulations and rules of the country where they are enrolled:
- 1.11.1 At Australian locations, International students subject to ESOS requirements must enrol in a pattern of units that aligns with the expected course duration as specified on their CoE, unless otherwise approved by the University.
 - 1.11.2 At Monash University Malaysia, international students must enrol in a standard full-time load of 48 credit points per calendar year, unless otherwise approved by the Vice-President (Academic) or Registrar. International students with a student pass are not permitted to study part-time unless approved by the Vice-President (Academic).
 - 1.11.3 At the former Monash South Africa campus, part-time study is not available to international students.
- 1.12 Students must [seek permission](#) to enrol in an increased study load, i.e. more than 48 credit points per calendar year. This is limited to students who have completed at least 48 credit points of study and who have achieved a credit average or higher in the most recent twelve months of study. Students must not take more than 72 credit points per twelve-month period, 30 credit points in semesters 1 or 2, or 24 credit points in any other teaching period. Exceptions may be made for:
- 1.12.1 students enrolled in courses approved to be offered on the basis of more than 48 credit points in a calendar year; or
- 1.13 Students may not be allowed an increased study load in some courses due to professional accreditation or clinical requirements.

Study load – graduate research students

- 1.14 Full-time students are required to devote the equivalent of at least four days each week to their study program between Monday and Friday, during normal business hours.
- 1.15 Part-time students are required to devote the equivalent of at least two days each week to their study program, where one of these days is between Monday and Friday, during normal business hours, so that a student may attend the University to meet with the supervisors or attend seminars, workshops or other academic activities (including coursework or training at different stages of enrolment or research).

New enrolments – coursework students

- 1.16 Commencing domestic students at Australian locations must enrol in units by the offer lapse date in their letter of offer. Students who are unable to enrol in units by this date must seek permission from the managing faculty to enrol late.
- 1.17 Commencing international students at Australian locations must enrol in units and register their arrival at their location of study by the close of business three days before their first teaching period commences, unless a different timeframe applies as per section 1.17.4 or the student has been granted permission to enrol and arrive late as per section 1.17.1:
- 1.17.1 Students who are unable to enrol by this date must seek permission to enrol late.
 - 1.17.2 Requests by students to enrol after this date but before the end of the first teaching week may be granted by Student Recruitment and Admissions.

- 1.17.3 Requests by students to enrol after the end of the first teaching week will only be granted in exceptional circumstances, in which case the managing faculty is responsible for deciding.
- 1.17.4 Managing faculties must have approval from the Provost for different timelines for a particular course.
- 1.18 Commencing students at Monash University Malaysia must enrol in units prior to the start of the first teaching week. Students who are unable to enrol in units by this date must seek permission to enrol late from the managing school.
- 1.19 Commencing domestic students at Monash University Indonesia must enrol in units by the date advised by the University. Students who are unable to enrol in units by this date must seek permission to enrol late from the Pro Vice-Chancellor, Monash University Indonesia.

New enrolments – graduate research students

- 1.20 Graduate research students must complete the enrolment steps outlined on the [University website](#) by the date in their letter of offer.
- 1.21 Students who are unable to commence by the date specified in their letter of offer, must apply for a [change of commencement date](#).

Re-enrolment

- 1.22 Current students must re-enrol by the dates specified on the [University website](#) if they:
- plan to continue their study in the following year; or
 - are currently on intermission, suspension, leave of absence, study away or leave and will return to study in the following year.
- 1.23 Coursework students must clear any encumbrance (e.g. payment of outstanding debts) before they re-enrol or apply for intermission. Late resolution of an encumbrance will not be considered a reason for waiving any late re-enrolment fee.
- 1.24 The University will publish the re-enrolment dates on the [University website](#) at least six months before commencement of the re-enrolment period.

Late re-enrolment

- 1.25 Students who fail to re-enrol by the date on the [University website](#), can re-enrol during the 'late re-enrolment' period or, if they are coursework students, apply for intermission. Re-enrolment during the late re-enrolment period will incur a late fee.
- 1.26 Coursework students who have not re-enrolled by the last date of the 'late re-enrolment' period, and have not applied for intermission, will have their enrolment discontinued with a reason of 'failed to re-enrol'. Students will be deemed to have forfeited their place in the course, and will no longer be students of the University. Graduate research students may be subject to separate termination processes outlined in the [Graduate Research Termination Procedures](#).
- 1.27 Coursework students who fail to re-enrol but wish to continue their course may apply to have their enrolment reinstated within three months of the end of the late enrolment period. Students must apply to their managing faculty with supporting documentation outlining the reasons for failing to re-enrol. The managing faculty will determine whether a student's enrolment should be reinstated and on what basis. Reinstatement of enrolment is not guaranteed.

Student computer requirements

- 1.28 All students who commence their course or are re-admitted in or after 2020 are required to have access to a device that meets the [minimum specifications specified on the University's website](#).
- 1.29 For courses and units that require specialist software programs, the University enables students to access programs on their own device through an online platform.
- 1.30 Students will be notified in the learning management system if they are required to bring a device to scheduled learning activities or final assessments.
- 1.31 Financial support to obtain a device is available to eligible students.
- 1.32 Students may be able to borrow a device from the University, subject to availability.

2. Studying at other institutions, locations or courses and single units

External study – Monash University coursework students studying at other institutions

- 2.1 Students may undertake study at other institutions which contributes to the completion of their Monash University course, provided they seek prior approval from their managing faculty. This may be through:

- complementary study; or
 - exchange or study abroad at an overseas institution.
- 2.2 Complementary study may be approved when the unit is not available at the University, or is not offered within a reasonable timeframe.
- 2.3 Students who have been approved to complete external studies as part of their Monash University course must be enrolled into the faculty exchange, study abroad or complementary study unit codes.
- 2.4 Students approved to study at an offshore institution, or who undertake international travel for study purposes, must remain enrolled at Monash University and ensure their unit enrolment at the University is kept up to date in line with the [published enrolment dates](#). The host institution will also have specific requirements and dates for enrolment that students must follow.
- 2.5 After completing external study, students must submit a certified statement of results from the host institution to their managing faculty to finalise the unit grades. Students who do not provide this statement within the timeframe specified by the faculty will have a fail grade recorded for the unit/s.
- 2.6 International students subject to ESOS requirements who undertake external study must be enrolled in a sufficient study load to be able to complete their course within the duration specified on their CoE or student pass (as set out in 1.11).

External study – students from other institutions studying at Monash University

- 2.7 Students from other institutions may apply to study at Monash University on a non-award basis through:
- cross-institutional enrolment – students from other institutions in the same country;
 - exchange or study abroad – students from institutions in another country; or
 - single-unit enrolment.
- 2.8 Incoming students taking part in a University approved non-award program, study abroad, exchange or cross-institutional enrolment can enrol in a maximum study load of 48 credit points per year, or equivalent for students who are not studying a full year.

Single-unit enrolments

- 2.9 Persons who are not enrolled in a course at Monash University may apply to enrol in single units as non-award study. Students enrolled in a course at the University may also apply to enrol into single units as non-award study outside their course, subject to the rules for increased study load set out in 1.12-1.13.
- 2.10 The teaching faculty or school determines whether to make places available for single-unit enrolment. Persons applying for single unit enrolment must meet the admission requirements set out in the [Admission to Coursework Courses and Units of Study Procedure](#), including any unit prerequisites. Places are granted for specific units for a specific teaching period, unless the unit is delivered across a full year.
- 2.11 Students may enrol in a maximum of 12 credit points of single units in any teaching period, unless the enrolment is part of a University-approved non-award program, study abroad, exchange or cross-institutional enrolment. The dean (or delegate) of the faculty with responsibility for the student may grant exceptions to this rule.

Monash University overseas intercampus exchange program – coursework students

- 2.12 Students approved for an overseas intercampus exchange:
- must have their study plan approved by their managing faculty (in consultation with their partner degree faculty for double degree students) prior to commencing the program;
 - remain enrolled at their home Monash University campus and pay the course fees of the home campus;
 - will only receive credit for their overseas study towards their Monash University degree based on the approved study plan; and
 - are responsible for seeking approval from their managing faculty at their home campus for any changes to their enrolment while overseas.
- 2.13 International students subject to ESOS requirements who have been approved to undertake an intercampus exchange must enrol in the equivalent of 48 credit points per calendar year at the overseas host campus in order to complete their course within the standard duration, or in the time specified in their CoE or student pass.
- 2.14 International students enrolled at Monash University Malaysia who have been approved to partake in an intercampus exchange must enrol in the equivalent of 48 credit points for the calendar year at the overseas host campus in order to complete their course within the standard duration.

External (off-campus) enrolment – graduate research students

- 2.15 External enrolment can only be approved by the GRC (or delegate), upon receiving endorsement from the academic unit, and the faculty where the application is received at admission into the course, confirming the following requirements are met:
- The course has been approved to offer external enrolment;
 - The course allows for external enrolment at the student's stage of enrolment in the course (refer to the [University Handbook](#) for course specific requirements relating to external enrolment);
 - The student will have access to the research facilities and resources required to successfully undertake their research project, including supervisory arrangements, for the full duration of their external enrolment; and
 - Where the student's research involves a third party:
 - The student will be provided with the supervision necessary for their project to be conducted safely and without health risks, as far as reasonably practicable; and
 - The student is provided with training in relevant emergency, safety and evacuation procedures where required, and has access to counselling and other appropriate ancillary support services; and
 - An agreement is in place prior to the student commencing at their place of external enrolment.
- 2.16 External enrolment will not be approved in the following circumstances:
- The intended off-campus research location is within daily commuting distance of the campus of enrolment, other than in exceptional circumstances.
 - For international students studying in Australia on an Australian student visa, other than in exceptional circumstances.
 - For students at Monash University Malaysia.
 - The course does not permit external enrolment (refer to the [University Handbook](#) for course specific information).
 - Students who are in receipt of a scholarship that falls within the scope of the RTP Scholarship Procedures will only be approved to enrol via external mode under limited circumstances (refer to the [RTP Scholarship Procedures](#) for details).
- 2.17 In the event that an international student in Australia on an Australian student visa is approved to enrol via external enrolment mode, their CoE will be cancelled by Monash University. As a consequence, their student visa may be cancelled by the Department of Home Affairs and they must not remain in Australia from the date their external enrolment comes into effect.

Study away – graduate research students

- 2.18 The responsibility for assessing and approving an application for study away resides with the GRC (or delegate).
- 2.19 Students who have been approved for study away must maintain their Monash University enrolment.
- 2.20 Students must confirm their return from study away once their approved period has ended.

Writing-up away (relocation) – graduate research students

- 2.21 A student may only apply for writing-up away (relocation) in the final stages of their enrolment to facilitate relocation:
- interstate, for domestic students; and
 - to their home country, for international students.
- 2.22 Applications for writing-up away (relocation) will only be considered where the student has:
- sufficient enrolment remaining;
 - successfully completed their pre-submission seminar or final review and all mandatory coursework and professional development training;
 - completed all research and experimental work, and has a satisfactory first full draft of their thesis; and
 - their main supervisor and head of the academic unit (or delegate) certifies in writing that the student has completed all the requirements stated above.
- 2.23 Writing-up away (relocation) will only be approved for an initial period of three months equivalent full time (EFT), with a possible extension of up to three months EFT in exceptional circumstances only.
- 2.24 Students who have been approved for writing-up away (relocation) must maintain their Monash University enrolment.
- 2.25 Students who have not submitted their thesis by the end of their writing up away (relocation) period may have their enrolment discontinued under the [Graduate Research Progress Management Procedures](#).

Concurrent enrolment

- 2.26 Coursework students enrolled in more than one course at Monash University, or at Monash University and another University, are not permitted to enrol in a total study load exceeding full-time, unless the arrangement has been approved by the managing faculty/faculties.
- 2.27 A graduate research student must not be concurrently admitted to another course of study or enrolled in another unit of study at the University or any other educational institution unless authorised by the GRC (or delegate) in circumstances it regards as exceptional. An application for concurrent enrolment will only be considered with the support of the student's supervisors and head of academic unit.

3. Collection of information

Initial enrolment information

- 3.1 Students have a responsibility to ensure that all information provided as part of the enrolment process is complete and correct. Students can maintain their enrolment details in the online enrolment system.
- 3.2 All students must complete the enrolment questionnaire. Some students may be required to complete additional enrolment tasks, for example:
- CSP students complete a 'Request for Commonwealth support and HECS-HELP' form for payment of the Student Contribution Amount;
 - compliance with other statutory requirements, e.g. proof of citizenship and identity; or
 - intellectual property and ethics form (graduate research students only).
- 3.3 Students in Australia must complete the compulsory Respect at Monash online module and all coursework students must complete the compulsory Academic Integrity online module. Students who do not complete the modules within the required timeframe will have an encumbrance placed on their student record. Students who have already completed the modules through a previous enrolment are exempt.
- 3.4 Students must check their enrolment details and notify Monash Connect or the Monash Graduate Research Office (for graduate research students) of any errors prior to the census date of the relevant teaching period. Academic and financial penalties will apply to changes made to enrolment after the census date, unless it is due to a University error.

Personal details

- 3.5 Enrolled students must keep their personal and contact details up-to-date. This includes during any periods of intermission or leave of absence.
- 3.6 In addition to contacting the student via their Monash University email account, the University may use a student's postal addresses for correspondence, for example in relation to supplementary or deferred assessments, unsatisfactory academic progress and exclusion, discipline, or cancellation of enrolment due to the non-payment of fees. The University uses the postal address recorded in the online enrolment system and does not accept responsibility if any communication fails to reach the student due to incorrect postal details.
- 3.7 Students must notify the University of the following within seven days, using the correct form and including the appropriate evidence:
- change of name – by completing a [variation of personal details form](#) and providing evidence in the form of government issued documentation (e.g. birth certificate, passport, marriage certificate);
 - change of address (postal or home) – in the online enrolment system; and/or
 - change of residency or citizenship status – by completing a [change of residency status form](#) and/or government issued documentation (see also sections 3.9 to 3.13).
- 3.8 Students at Australian locations can notify the University of a change of gender using the [variation of personal details form](#).

Change of residency

- 3.9 Changes to citizenship or residency status prior to the unit census date may affect the fees charged for the current teaching period. If the change is after the census date, the fees will not be affected until the following teaching period.
- 3.10 Monash Connect, in consultation with the managing faculty or the Monash Graduate Research Office (for graduate research students) determines changes to the fee type following a change in residency status.

- 3.11 The date for the change in residency status is the visa grant date.
- 3.12 For students at Australian locations who change residency status to become Australian permanent residents or citizens, there is no guarantee that a CSP will be available or granted.
- 3.13 Students enrolled at Monash University Indonesia, Monash University Malaysia or the former Monash South Africa campus who change their country of residency status can request an update to their student record by providing evidence to Student Services, or equivalent.

Student identification number

- 3.14 The University issues each student with a unique student identifier that must be used throughout the enrolment.
- 3.15 The University retains student ID numbers of former students for any future enrolment into courses or units.
- 3.16 The student ID number should be quoted in all correspondence with the University.

Eligibility for a student ID card

- 3.17 Students are entitled to receive a student ID card once they are enrolled in units.
- 3.18 Commencing students order their student ID cards via the online enrolment system. To obtain the student ID card, students are required to present proof of identity in the form of government-issued photo identification, e.g. passport, driver's licence, proof of age card, working with children check or Australia Post Keypass.
- 3.19 The University may charge a fee to replace a lost or damaged student ID card. The fee may be waived if the card was stolen and the student provides appropriate evidence e.g. a police report.

Student ID card photographs for students with religious headwear

- 3.20 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 the bottom of the chin to the top of the forehead and both edges of the student's face must be showing.
- 3.21 Non-religious head or face coverings must be removed for student ID card photos.

Use of student ID cards

- 3.22 Students are required to show their student ID card upon request by Monash University staff members. Students may also be required to present their student ID card in other situations such as during placements, exchange, study tours or fieldwork.
- 3.23 Students must present their student ID card at final assessments. The Senior Director of Student Education and Business Services (or delegate) or equivalent at overseas locations, can approve other forms of photo identification to be used for this purpose.
- 3.24 Students must use their student ID cards when:
- borrowing books and other resources from University libraries;
 - borrowing University equipment; and
 - proving their identity as a student of the University with current entitlements and access to the University's facilities, equipment and amenities.

4. Changes to enrolment

Adding and discontinuing units – coursework students

- 4.1 Students must use the online enrolment system to [add or discontinue their unit enrolment](#) where online enrolment is available.
- 4.2 Students can add units to their enrolment until the end of the second week of semesters 1 and 2, or equivalent for other teaching periods, provided it is within their approved study load. Units can be added after the census date with approval of the managing faculty on a full fee paying basis only.
- 4.3 Students can discontinue units at any time during the teaching period. [Academic and financial penalties](#) can apply depending on the date of discontinuation.
- 4.4 A unit cannot normally be added or discontinued without penalty after the census date unless it is due to a University error.
- 4.5 A unit cannot be added or discontinued after the end of the relevant teaching period unless it is due to a University error that could not be brought to the attention of the University earlier due to exceptional circumstances.

Adding and discontinuing units – graduate research students

- 4.6 Graduate research students can add or discontinue units using the [relevant form](#).
- 4.7 Requirements for enrolling in coursework units are outlined on the [University website](#).

Changes to study load and mode – coursework students

- 4.8 Students may request to transfer between attendance type (e.g. full-time to part-time) and mode (e.g. on campus to off campus). Students should seek advice from their managing faculty before requesting a change as some faculties and campuses have restrictions on attendance type and mode transfers.
- 4.9 Domestic students manage changes to their study load or mode in the online enrolment system. For international students, the managing faculty will update their record in the student management system accordingly.
- 4.10 International students subject to ESOS requirements are permitted to study up to one third of their total course through online or off-campus learning. In each teaching period the student must be studying at least one unit that is not in online or off-campus mode, unless the unit is the last unit of their course.

Reduced enrolment load for International students subject to ESOS requirements

- 4.11 Coursework International students subject to ESOS requirements and international students with a student pass at Monash University Malaysia can be approved to enrol in fewer than 24 credit points per semester (or half-year equivalent, for students in courses that use non-semester teaching periods) when:
 - compassionate or compelling circumstances are deemed to apply;
 - the student is unable to enrol in 24 credit points due to course structure, progression rules and/or unit availability;
 - an intervention strategy has been implemented to assist the student at risk of unsatisfactory academic progress due to academic or learning difficulty reasons, or faculty enrolment conditions.
- 4.12 Where there is a variation in the enrolment load of an International student subject to ESOS requirements and the enrolment load will affect the student's expected duration of study, the variation and the reasons will be recorded on the student file.
- 4.13 Where the variation leads to an extension of the expected duration of study, the student must apply for a new CoE via the online enrolment system.

Attendance variation – graduate research students

- 4.14 Students who wish to transfer from full-time enrolment to part-time enrolment must consider the impact on meeting the requirements of their course, including coursework units, professional development activities and progress milestones. Students must apply on the [relevant form](#).
- 4.15 International students subject to ESOS requirements may be approved to convert to part-time enrolment when:
 - compassionate or compelling circumstances are deemed to apply; and/or
 - an intervention strategy has been implemented to assist the student at risk of unsatisfactory progress due to academic or learning difficulty reasons.
- 4.16 Part-time enrolment may not be available for some courses and cohorts of students.

Internal course or campus transfer – coursework students

- 4.17 Students who have applied to [transfer to another Monash University course](#) must remain enrolled in their current course until they have been advised of the outcome of their application.
- 4.18 Students applying for a course transfer will be notified of the outcome by the managing faculty. If the application was successful, the notification will include:
 - information about credit transfer (if applicable);
 - how to accept the offer and enrol; and
 - advice that by accepting the offer the student will be discontinued from their previous course.
- 4.19 Students wishing to transfer to another Monash University campus must check with their managing faculty to determine any eligibility requirements relating to course progression. Student fees will be impacted if the campus transfer is across country borders, such as from Monash University Australia to Monash University Malaysia.

- 4.19.1 When transferring across country borders it is the student's responsibility to be aware of and meet any applicable visa requirements.
- 4.19.2 Where an international student subject to ESOS requirements changes course or campus, the University will issue a new or updated CoE.

Backdated enrolment changes

- 4.20 A student's enrolment will only be backdated when it is due to a University error.

5. Restrictions on unit enrolment

- 5.1 Students can not repeat a unit that they have previously completed successfully within their current course attempt.

Prerequisites and co-requisites

- 5.2 Students must successfully complete any prerequisites before commencing a unit of study. Students who do not have the relevant prerequisites and wish to seek an exemption must contact the teaching faculty for approval. The University can cancel a student's enrolment in a unit if the prerequisites have not been met.
- 5.3 For units that have co-requisites, students must enrol in the co-requisite at the same time or complete the unit prior to being permitted to enrol in the other unit. Exemptions can be approved by the teaching faculty. The University can cancel a student's enrolment in a unit if the co-requisite unit requirement is not met.

Unit quotas

- 5.4 Units can have a quota limit on the number of students that can enrol in the unit or in a specific location or mode. Unit offerings with quotas will be indicated in the Handbook.
- 5.5 Students attempting to enrol in quota-limited units will be notified whether they have been allocated a place via their Monash University email account at least one week prior to the commencement of the unit.

Enforced change to enrolment - coursework students

- 5.6 Students can be required to change their enrolment as a condition set by a dean (or delegate) or by the Academic Progress Committee due to unsatisfactory academic progress or concern that the student is at risk of not being able to complete the course within the maximum duration. The powers to impose conditions are set out in [Monash University \(Academic Board\) Regulations](#) 30 and 32.

Credit points in excess of course requirements – coursework students

- 5.7 Students cannot enrol in units exceeding the number of credit points required to complete the course, as specified in the year of entry in the Handbook. The degree faculty can approve exemptions in certain situations. Approval will not be given for the purpose of personal interest or professional recognition and any student visa and course completion time limit implications will be taken into consideration.
- 5.8 Where a faculty has approved a student to undertake credit points in excess of course requirements, enrolment will be on a full fee basis. In exceptional circumstances, domestic students at Australian locations can undertake additional unit/s on a CSP basis. Exceptional circumstances can exist where students have achieved the normal maximum credit points for the course but require additional units for course completion (e.g. due to a previously approved change of major or specialisation).

Cancellation of unit offerings

- 5.9 The dean (or delegate) of the teaching faculty can cancel a unit offering taught by the faculty under the following circumstances:
- the unit is offered in multiple locations or modes in the same teaching period, as long as one offering of the unit or an equivalent unit remains;
 - low enrolment numbers make the offering unviable; or
 - in serious unforeseeable circumstances e.g. sudden unavailability of a teaching staff member.
- 5.10 Before cancelling a unit offering, the dean (or delegate) of the teaching faculty must:
- consult with the unit owning faculty and make every effort to resolve the problem, e.g. recruit alternative teaching staff with relevant expertise in the case of sudden unavailability of a teaching staff member;
 - attempt to identify an alternative unit that will not disadvantage students;
 - consult with the enrolled students' degree-awarding faculties; and

- consider how student progression will be affected by the cancellation and, if applicable, the impact on students' ability to obtain professional accreditation.

5.11 The deadline for cancelling a unit offering and notifying students is one week before the start of the teaching period.

5.12 The teaching faculty, in consultation with the managing faculty must advise affected students of the cancellation reason and the options available to them, such as taking the unit in a different mode or location, or enrolling in an alternative unit.

5.13 The unit-owning faculty will ensure the cancellation is recorded in the student management system and Handbook.

6. Intermission and leave – coursework students

Intermission for coursework students

6.1 Students who have commenced their course and wish to take one or more teaching periods away from study can apply for intermission.

6.2 Intermission is approved by Monash Connect and normally granted for whole teaching periods up to a maximum of 12 months for the course.

6.3 The start date of the intermission will be the date of the application. Students who apply after the census date will incur financial and academic penalties for all units in that teaching period.

6.4 Any intermission applications from students who are in their first teaching period and who apply before census date will be processed as applications to defer, see [Admission to Coursework Courses and Units of Study Procedures](#).

6.5 International students subject to ESOS requirements and international students with a student pass at Monash University Malaysia, will only be granted intermission in compassionate or compelling circumstances.

Re-enrolment after intermission for coursework students

6.6 The managing faculty will reserve a place in the course for students returning from intermission.

6.7 Students on intermission must re-enrol for the following year by the re-enrolment dates published on the [University website](#).

6.8 International students subject to ESOS requirements must investigate if they need apply for a new CoE with a revised course completion date when they return from intermission.

6.9 International students at Monash University Malaysia must cancel (shorten) their student pass during intermission. Students must re-apply for a student pass before they return from intermission.

6.10 International students enrolled at the former Monash South Africa campus whose international student pass, student visa or study permit expires during the intermission period, must re-apply for a new student pass, student visa or study permit before they return from intermission.

6.11 Students who have been on intermission and fail to re-enrol for the approved teaching period by the last date of the re-enrolment period, will be discontinued with a reason of 'failed to re-enrol'.

Extension of intermission for coursework students

6.12 Students who are prevented from returning after intermission due to personal circumstances, for example family responsibilities, health, or family violence, may apply for an extension of intermission. Extensions may be granted by the managing faculty.

6.13 For students experiencing difficulties related to medical and mental health conditions, advice from support services, such as Disability Support Services or the equivalent service for international locations, will be considered when making the decision to extend the intermission period.

6.14 Students returning after an extended period of intermission may be required to repeat units or transfer to a different course, depending on faculty requirements, the rate of change in discipline knowledge or practice or if the course has been disestablished.

6.15 Students who have reached the maximum period of approved intermission and cannot return to their course due to personal circumstances, can apply for admission to the course, in competition with other applicants, when they are ready to return to study.

Parental or primary carer's leave for coursework students

6.16 Coursework domestic or international students not on a student visa in Australia, who have parental or primary carer responsibilities, can apply to Monash Connect to take leave from their course for a period of up to 12 months per child, for birth, adoption or similar,

for the purpose of fulfilling those responsibilities. Applications must include supporting documentation showing that the leave period covers the point of birth, adoption or commencement of primary care responsibility.

- 6.17 Parental or primary carer's leave for coursework students is in addition to students' entitlement to apply for intermission.
- 6.18 An extension of parental or primary carer's leave beyond 12 months can be granted at the discretion of the managing faculty.
- 6.19 Students returning after an extended period of parental or primary carer's leave may be required to repeat units or transfer to a different course, depending on faculty requirements, the rate of change in discipline knowledge or practice, or if the course has been disestablished.
- 6.20 International students subject to ESOS requirements, who take on parental or primary carer responsibilities, can apply to suspend their enrolment on the grounds of compassionate or compelling circumstances.

Maximum period of enrolment – coursework students

- 6.21 Students must complete the requirements of their course within the maximum duration specified in the University Handbook.
- 6.22 For coursework students:
 - Periods of intermission and suspension from the University will count towards the maximum period of enrolment in a course.
 - Parental or primary carer's leave will not be counted towards the maximum time limit to complete the course.
- 6.23 The dean of the degree faculty (or delegate) may extend the maximum period of enrolment for students in exceptional circumstances.

7. Leave provisions – graduate research students

Annual leave for graduate research students

- 7.1 Full time students are entitled to a maximum of 20 working days of annual leave per year. Part-time students are entitled to a maximum of 10 working days of annual leave per year.
- 7.2 Students must make arrangements for annual leave with their main supervisor.

Leave of absence

- 7.3 Students can apply for leave of absence via the [relevant form](#) during their course for a period of 10 working days or more at any one time for:
 - leave for personal and professional commitments;
 - sick leave or carer's leave;
 - defence reserve service leave;
 - jury service (for a period longer than 5 working days);
 - firefighting and emergency assistance; and
 - family violence leave.
- 7.4 Leave of absence must not exceed a cumulative amount of 12 months (or equivalent) during the course, unless in exceptional circumstances.
- 7.5 Students must consider the impact the planned leave will have on their ability to meet milestones and other requirements of their course, and any academic and financial penalties related to coursework units.
- 7.6 If the student is also a Monash University staff member, they must apply separately for staff leave in the employee system.

Restrictions on taking leave of absence

- 7.7 Leave of absence is not permitted in the first or last six months of enrolment in a course, unless there are exceptional circumstances. Exceptional circumstances can include: a family violence situation, illness or incapacity which affects the student's capacity to meet their obligations as a student of the University; or illness, injury or an unexpected emergency affecting a family member that requires the student to take carer's leave.
- 7.8 International students subject to ESOS requirements and international students with a student pass at Monash University Malaysia, can only be granted leave of absence in compassionate or compelling circumstances.

Parental, maternity and adoption leave for graduate research students

- 7.9 In addition to the leave of absence entitlements in section 7.3, students can apply for:

- up to 12 months leave to cover maternity leave, parental leave (spouse/domestic partner leave), or adoption leave where they are the primary carer of the child; or
- additional parental, maternity or adoption leave of up to 12 months where they are the primary carer of any subsequent child.

7.10 Any requests for parental, maternity or adoption leave beyond the maximum entitlement will only be considered by the GRC (or delegate) in exceptional circumstances.

7.11 Parental, maternity or adoption leave entitlements are in addition to leave of absence and annual leave entitlements.

Approved leave conditions

7.12 While on approved leave, a student is not permitted to:

- continue research or work towards their thesis; or
- undertake any other activities that form part of their course, including undertaking coursework units or professional development training.

Returning from approved leave

7.13 Students on approved leave must confirm their return to study once the leave period has ended.

7.14 International students subject to ESOS requirements will be issued with a new CoE once their return to study has been processed.

Thesis submission date

7.15 Graduate research students are expected to submit their thesis by the thesis submission date.

7.16 An extension to the thesis submission date will be considered in accordance with the [Graduate Research Progress Management Procedures](#).

8. Encumbrance and discontinuation, suspension and cancellation of enrolment

Discontinuing from a course

8.1 Coursework students can discontinue from their course using the [required form](#) on the website.

8.2 Graduate research students apply to withdraw in good standing via the [relevant form](#).

8.3 Students applying to discontinue after the census date of the current teaching period will incur financial and academic penalties.

8.4 Students who stop attending classes, completing assessment tasks, etc. but fail to discontinue from their course remain liable for financial and academic penalties.

8.5 Students who discontinue forfeit their place in the course. Students can apply for admission to the same course, or a new course in competition with other applicants.

Encumbrance of access to student record

8.6 The University may place an encumbrance on a student's access to Monash services where a student has failed to comply with a requirement set by the University, for example, in relation to unpaid fees, fines, loan payments, missing information, unreturned resources, disciplinary proceedings or incomplete administrative requirements.

8.7 Where access to a student's record is encumbered, a student will not be able to enrol in units.

8.8 An encumbrance may result in:

- loss of access to library borrowing and other library services;
- loss of access to the University's computer systems, including Internet, learning management system and eAssessment platforms;
- loss of access to enrolment, final results for a unit and/or academic transcripts; and/or,
- the inability to graduate until the encumbrance is cleared.

Suspension of enrolment

8.9 The University can suspend a student from study, for example in relation to a discipline offence (see [Student General Conduct Policy](#)) or for failing to complete the compulsory Respect at Monash or Academic Integrity online modules (see section 3.3). Suspended students are not permitted to enrol in any Monash University course or unit. Suspended students remain students of the University but are not entitled to use the services provided to enrolled students.

8.10 After the period of suspension, students can resume their studies in the same course, subject to the availability of places, and any conditions imposed by the University.

8.11 Periods of suspension will count as part of the maximum time limit to complete a course.

Cancellation of enrolment

8.12 The University can cancel a student's enrolment in certain circumstances:

8.12.1 For having falsified or failed to disclose information that would have led to the student's application for admission being rejected. See section 13 of the Monash University (Vice-Chancellor) Regulations.

8.12.2 For failing to complete all requirements of initial enrolment. See sections 3.1 to 3.4.

8.12.3 For failing to enrol or maintaining enrolment. See section 13 of the Monash University (Vice-Chancellor) Regulations.

8.12.4 For failing to comply with a condition or conditions of enrolment in a graduate research course. See section 54(2) of the Monash University (Academic Board) Regulations.

8.12.5 For not paying fees by the due date. See [Student Fees Policy](#) and associated [Procedure](#) and Schedules

8.12.6 For general, academic or research misconduct. See part 7 of the Monash University (Council) Regulations.

8.12.7 For unsatisfactory academic progress or inability to progress in a coursework course. See part 4 of the Monash University (Academic Board) Regulations.

8.12.8 For failure to meet the requirements of a milestone, unsatisfactory academic progress or inability to progress in a graduate research course. See section 54(1) of the Monash University (Academic Board) Regulations.

8.12.9 For reasons of unsatisfactory academic progress, health and safety, or discipline, at the University or another educational institution. See section 14 of the Monash University (Vice-Chancellor) Regulations.

8.12.10 For failing to meet any obligations related to intellectual property. See section 24 of the Monash University (Vice-Chancellor) Regulations.

8.12.11 For failing to comply with a condition of an international student visa, student pass or study permit.

8.12.12 If the University withdraws permission for the student to be on University property to protect persons or property, abate a nuisance or prevent misconduct or criminal conduct. See part 6 of the Monash University (Vice-Chancellor) Regulations.

8.12.13 If the student's enrolment places the University in breach of law, including a law that implements United Nations, Security Council Sanctions and/or Australian Autonomous Sanctions.

8.13 A student who has had their enrolment cancelled and wishes to apply for admission to the same course or a new course does so in competition with other applicants. Students who have had their enrolment cancelled as a result of non-payment of fees should refer to 2.7-2.11 of the [Student Fees Procedure](#) or the relevant Schedule for Monash University Indonesia or Monash University Malaysia.

8.14 A graduate research student whose enrolment has been terminated under Monash University (Academic Board) regulation 54(1) is ineligible for admission into a Monash University graduate research course.

Maintenance of enrolled status during an appeal

8.15 In the case of suspension or cancellation of enrolment, a student's enrolment must be maintained until any relevant University appeal period has expired. If an appeal has been lodged, the enrolment must be maintained until the outcome is known.

9. Course completion

9.1 After the official release of results for the teaching period, the managing faculty will record that a coursework student has completed their course if:

- the student has met all the course requirements; and
- results have been finalised for all units.

9.2 The Monash Graduate Research Office will record that a graduate research student has completed their course, once they have:

- met all the requirements of the course; and
- there is no encumbrance on their record.

DEFINITIONS

Cancellation of enrolment	Where the University ceases the student's enrolment in a course or unit.
----------------------------------	--

Census date	The date when the University finalises student enrolments for a teaching period.
Change of residency status	A change of visa status from any temporary visa to a permanent visa or citizenship, or vice versa.
Commonwealth Supported Place (CSP)	A higher education place for a domestic student for which the Australian Government subsidises the cost of tuition fees.
Complementary study	A unit or units that a Monash University student undertakes at another institution for credit toward their Monash University course.
Compassionate and compelling circumstances	Personal circumstances that are involuntary and outside the student's control such as medical, family, wellbeing, or enrolment reasons (such as unit enrolment sequencing). These circumstances present a student with limited or no choice but to vary their enrolment or intermit their studies.
Confirmation of Enrolment (CoE)	A document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.
Co-requisite	A unit that must be undertaken in the same teaching period as, or prior to, another unit.
Course, course of study	A coherent sequence of units, usually leading to a degree or other award.
Credit points	The measure of student workload in coursework study.
Cross-institutional enrolment	Enrolment in single units at Monash University by a student enrolled at another higher education institution
Degree faculty	The faculty specified in the Handbook as being responsible for the degree or other award for the year for which the Handbook is published. Double degree courses may have two degree faculties, listed in the Handbook as managing faculty and partner faculty for the course.
Discontinuation	Formal withdrawal from a unit or course.
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.
Equivalent Full-Time Student Load (EFTSL)	A measure of the annual study load of a student undertaking a course of study on a full time basis.
ESOS requirements	The requirements stemming from the Education Services for Overseas Students (ESOS) legislative framework .
Exchange program	A formal exchange program arranged between Monash University and a non-Australian overseas higher education provider. The student pays fees to their home institution, not to the host institution.
Handbook	A Handbook published annually by the university specifying courses of study and units of study to or in which students may be admitted or enrolled during the year for which it is published.
Home campus	The Monash University campus or location of the course into which a student is admitted.
Host institution	An institution at which a student is undertaking exchange study, study abroad or complementary study.
Intermission	An approved break in studies that reserves the students place in the course providing that the student re-enrols during the designated period.
International student	A student who is not a domestic student.
Invalidation	The cancellation of a student's enrolment due to non-payment of fees.
Managing faculty	The faculty specified in the Handbook as being responsible for the administration of a course for the year

	for which the Handbook is published.
Prerequisite	A requirement which must be satisfied before a student is permitted to commence undertaking a unit.
Provider Registration and International Students Management System (PRISMS)	A system operated by the Australian government that provides education providers with CoE facilities required for compliance with the ESOS legislation.
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.
Student pass	A visa issued by the Malaysian Immigration Department to international students studying in Malaysia
Study Abroad	Non-award study taken either at Monash University (incoming) or at a host overseas higher education institution (outgoing) that normally counts as credit towards the undergraduate or postgraduate coursework degree in which the student is enrolled at the home higher education provider. These students typically pay fees to Monash University or the host.
Study away	An approved period of study away from the University, either interstate or overseas, for a student to undertake research as part of their graduate research course, for example to undertake fieldwork or attend a conference.
Suspension	A period during which a student may not attend teaching activities, submit work, or gain any credit towards a course or unit.
Teaching faculty	The faculty responsible for teaching the unit or, where teaching is shared among faculties, the faculty with the greatest percentage of teaching responsibility.
Unit	A component of a course represented by a unit code that is taught as a discrete entity but is not a thesis for a graduate research degree.
Withdrawal	The formal discontinuation in a unit or a course prior to completing it.
Working Day	A day other than a Saturday or Sunday, a public holiday under the Public Holidays Act 1993 (Vic), or university holiday. In Malaysia, working day means a day other than a Saturday, Sunday or a public holiday in the relevant state in Malaysia.
Writing-up away (relocation)	The term given to graduate research students who have been approved to relocate away from campus in the final stages of their enrolment to finalise their thesis.

GOVERNANCE

Parent policy	Enrolment and Timetable Policy
Supporting schedules	N/A

Associated procedures	Admission to Coursework Courses and Units Procedure Graduate Research Progress Management Procedure Graduate Research Termination Procedure Sanctions Compliance: Admission and Enrolment of students and provision of education and research training procedure Student Fees Procedure Student Fees – Refunds Procedure
Legislation mandating compliance	Education Services for Overseas Students (ESOS) Act 2000 (Cth) Higher 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 Act 1958 (Cth) and Migration Regulations 1994 (Cth) Monash University Act 2009 (Vic) Monash University (Academic Board) Regulations – Part 2 Monash University (Council) Regulations – Parts 4 and 7 Monash University (Vice Chancellor) Regulations – Parts 3, 5 and 6
Category	Operational
Approval	Deputy Vice-Chancellor (Education) 19 September 2019
Endorsement	Senior Director, Student and Education Business Services
Procedure owner	Deputy Vice-Chancellor (Education)
Date effective	1 January 2021
Review date	1 January 2023
Version	1.6 (<i>Minor amendments effective 10 May 2021</i>)
Content enquiries	policy-education@monash.edu