This procedure is in effect from 30 April 2024. Prior to 30 April 2024, refer to the Graduate Research Re-admission Procedure, Chapter 2 of the Graduate Research Handbooks and the additional graduate research policy suites.

SCOPE
This procedure applies to all applicants for admission to Monash University graduate research courses, including joint doctoral and research master’s courses.

For the purpose of this procedure:
- references to ‘the University’ includes activities of Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, and Monash Suzhou Research Institute, unless indicated otherwise;
- references to ‘graduate research students’ and ‘students’ have the same meaning unless specified otherwise; and
- ‘re-admission’ to a course is where a student is no longer enrolled in a course as a result of withdrawal, or discontinuation in good standing, but with candidature time remaining in the course from which the student has withdrawn or discontinued.

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.

PROCEDURE STATEMENT
This procedure sets out the University’s requirements for admission and re-admission to a graduate research course (‘course’).

1. Admission to graduate research courses

   Eligibility
   1.1 To be eligible for admission to a course, an applicant must meet the University’s minimum entry requirements in the proposed area of study, consisting of:
      - academic entry requirements;
      - demonstrated capacity to carry out independent research in the proposed area of study; and
      - English language proficiency.
   1.2 To be eligible for admission to a course, the applicant must also meet any course-specific admission requirements as detailed in the University Handbook.
   1.3 Selection is a competitive process and admission into a course is not guaranteed.
   1.4 In addition to the eligibility requirements outlined at clauses 1.1 and 1.2, admission to a graduate research course is subject to the availability of appropriately qualified supervisors with the necessary supervisory expertise and capacity, research facilities and other resources required for the research project.
   1.5 Applicants for a joint doctoral or joint research master’s course must also satisfy the entry requirements of the partner university.
   1.6 In exercising its authority to admit applicants, the University Graduate Research Committee (GRC) (or delegate) must be satisfied that:
      1.6.1 the applicant has the necessary prior training, demonstrated ability to carry out independent research and academic ability to complete the proposed research project within three to four years equivalent full-time (EFT) for doctoral students, or within the standard course duration for research master’s students; and
1.6.2 there are no known constraints that could prevent the applicant from completing the proposed research project or any other requirement of the course, such as regional regulatory or sanctions restrictions. Applications received from an applicant who is a citizen of a sanctioned country must be assessed in accordance with the Defence Export Controls and Sanctions Compliance Policy and the Sanctions Compliance Procedure.

1.7 Persons whose enrolment has been terminated under regulation 54(1) of the Monash University (Academic Board) Regulations cannot apply to be reinstated into the course from which the person was terminated. The person is also ineligible for admission to another graduate research course at the University.

Academic entry requirements

1.8 The minimum qualifications for admission into a doctoral course are:

1.8.1 a bachelor's degree of at least four years in a relevant discipline, which includes a research thesis or project, with a minimum overall average grade of an honours degree equivalent to the Second Class Honours Division A; or

1.8.2 a master's degree in a relevant discipline which includes a research thesis or project equivalent to at least 25 percent of one year of full-time study, with a minimum overall average grade of honours equivalent to the Second Class Honours Division A; or

1.8.3 a qualification, or combination of qualifications and relevant professional experience, deemed equivalent by the GRC (or delegate).

1.9 The minimum qualifications for admission into a research master's course are:

1.9.1 a bachelor's degree of at least four years in a relevant discipline, which includes a research thesis or project, with a minimum overall average grade of an honours degree equivalent to the Second Class Honours Division B with mark of 65 or above; or

1.9.2 a master's degree in a relevant discipline which includes a research thesis or project equivalent to at least 25 percent of one year of full-time study, with a minimum overall average grade of an honours degree equivalent to the Second Class Honours Division B with mark of 65 or above; or

1.9.3 a qualification, or combination of qualifications and relevant professional experience, deemed equivalent by the GRC (or delegate).

1.10 In making its assessment under clauses 1.8 and 1.9, or where an applicant's qualifications are issued by an international institution, the GRC (or delegate) will consider a combination of factors, including but not limited to an applicant's:

1.10.1 academic record, including overall grade or GPA, and the mark or grade and extent of any research component completed as part of a study program; thesis examiner reports (where available); coursework unit results; and the extent to which units relate to the acquisition of research skills;

1.10.2 research outputs, e.g. books, journal articles, conference proceedings or exhibitions, authored or co-authored by the applicant; and/or

1.10.3 relevant professional, research or clinical experience.

English language requirements

1.11 Full documentary evidence in support of English Language Proficiency (ELP) must be submitted with applications for admission and scholarship. The University reserves the right to seek further documentary evidence of ELP.

1.12 Where an applicant's first language is not English, the minimum ELP requirements for entry to graduate research courses may be met if the applicant demonstrates satisfaction of:

1.12.1 successful completion of a tertiary course of a study with a minimum duration of two years full-time and in accordance with any requirements specified on the University website;

1.12.2 achievement of minimum scores on a recognised English test as specified on the University website. The English test must be completed within two years prior to the proposed course commencement date and remain valid up to and including the actual enrolment date; or

1.12.3 completion of the Monash English Program to the level required by faculty specific requirements, and the program must be completed within two years prior to the proposed course commencement date. The Faculty of Arts and Faculty of Law do not accept completion of this program as satisfaction of the minimum English language requirements.

1.13 The GRC (or delegate) may accept an alternative measure, or combination of measures, that demonstrates that an applicant has an equivalent level of ELP.
2. **Application and enrolment**

2.1 Applicants to graduate research courses must submit their applications according to the process, timeline, and format, and inclusive of the supporting documentation, as specified on the University website.

2.2 When directed, applicants must submit a preliminary research proposal, including a plan that demonstrates that the project can be completed within the standard course duration.

**Prior candidature**

2.3 The course duration may be reduced for applicants who have previously been enrolled in a graduate research course for the same, or substantially similar, research project. Prior candidature will not apply in circumstances where the prior and proposed research project substantially differs.

2.4 The period of prior candidature deducted from the standard course duration will be equal to the total period of enrolment in the previous degree, minus any periods of approved leave.

2.5 Progress management milestone dates and the Thesis Submission Date will be scheduled to reflect any change to course duration resulting from the deduction of prior candidature.

**Offer of admission**

2.6 An offer of admission may be issued where the faculty has reviewed the application and supporting documentation and determined that the availability of appropriately qualified supervisors with the necessary supervisory expertise and capacity, research facilities and other resources are available to support the research project and applicant; and where the faculty and the GRC (or delegate) are satisfied that an applicant meets all eligibility and academic entry requirements. Only those staff members with a formal delegation from GRC can issue offers of admission to a graduate research course.

2.7 Conditions may be applied to an offer in circumstances deemed appropriate. The specified condition(s) must be met at the relevant point as outlined in the offer of admission. An offer will be withdrawn if the condition(s) is not met.

**Offer response and enrolment**

2.8 Applicants must respond to an offer in accordance with the information provided in the offer letter and published on the University website.

2.9 International students enrolling as an on-campus/internal student at an Australian campus will be issued a Confirmation of Enrolment (CoE) in order to apply for a student visa. A CoE will be issued once an offer has been accepted by signing the International Student Course Agreement (ISCA), and the applicant has provided any additional information, has met any required minimum payment obligations, or any other condition(s) as outlined in the ISCA.

2.10 International students based at a campus or teaching location outside Australia are required to comply with the visa requirements as specified in the offer of admission.

2.11 Applicants must commence their course by the date specified in the offer of admission, and follow the instructions published on the University enrolment website.

2.11.1 Applicants who are unable to commence their course by the date specified in the offer of admission are required to submit a change of course commencement date request in accordance with clauses 2.14 - 2.17.

2.12 If an applicant does not enrol or request to change their commencement date by the date specified in the offer of admission, the offer will expire.

2.13 An expired offer cannot be reinstated unless an administrative error has occurred.

**Change of course commencement date**

2.14 Applicants may apply to change their course commencement date on the condition that the request form is submitted prior to the course commencement date specified in the offer of admission.

2.15 The GRC (or delegate) is responsible for approving requests to change the course commencement date, following advice from the relevant faculty or institute. The GRC (or delegate) may refuse a change in commencement date request if:

- the student is seeking to defer commencement for the purpose of studying elsewhere;
- a change of commencement date would impact on a scholarship held by, or offered to, the applicant;
- the University would be unable to provide adequate supervision or research facilities due to a change of commencement date; or
- the maximum deferral period will be exceeded.

2.16 The maximum deferral period of the course commencement date is 12 months.
2.17 A revised offer of admission will be issued when a change of course commencement date is approved, which supersedes the earlier offer of admission.

Rejection of application, cancellation of offer or enrolment

2.18 The GRC (or delegate) may reject an application, or cancel an offer of admission or a student's enrolment if:

- the applicant has not satisfactorily demonstrated the eligibility requirements under section 1 of this procedure;
- the applicant has previously been suspended or excluded from the University or another educational institution;
- admitting or enrolling the applicant may place the University in breach of a law or other legal requirement;
- the applicant is found to have falsified information that would otherwise have led to their application being rejected;
- the applicant failed to disclose information that would have led to their application being rejected;
- the applicant fails to respond, or commence, in accordance with the offer in which case the offer will be lapsed and withdrawn, and such offers will not be reinstated; or
- the faculty advises that it does not have sufficient resources or supervisory expertise to support the student's proposed research project to completion.

3. Transferring between graduate research courses

Transfer between Monash University courses

3.1 Students currently enrolled in a graduate research course may apply to transfer to another University graduate research course. Such a transfer will also involve a transfer of the current research project and any prior candidature provisions.

3.2 Students transferring between graduate research courses must meet all course requirements for their new course of enrolment, unless credit or recognition of prior learning has been granted in accordance with the Credit Procedure.

3.3 Additional minimum eligibility for course transfers includes:

3.3.1 admission requirements for the new course must be met;
3.3.2 an applicant is demonstrating satisfactory progress in the current course; and
3.3.3 an applicant has sufficient candidature remaining to achieve a minimum of 12 months EFT enrolment in the new course.

3.4 Prior to submitting any application to transfer, the intention must be discussed with the supervisory team and the faculty graduate research office (existing and proposed new faculty), as appropriate resources must be available to support the student project to completion following any transfer.

3.5 Doctoral students seeking to transfer to a research master's course must be able to complete within the standard course duration of the new course.

3.6 Any decision to approve a student's transfer from a research master's course to a University doctoral course resides with the GRC (or delegate), and in accordance with this procedure.

3.7 In certain circumstances, students may apply to transfer into a doctoral program as part of their research master's Confirmation milestone. In this scenario, the Milestone Review Panel must make a recommendation on whether the student should or should not be transferred into the doctoral program.

3.8 Where a transfer from a doctoral course to a research master's course is a confirmed outcome of a Milestone Review Panel, under clause 6.5.2 of the Graduate Research Progress Management Procedure, the requirements under clauses 3.3.2 and 3.3.3 may be exempted.

3.9 A student who has previously transferred to a research master's from a doctoral course is required to complete the research master's course before applying for a new admission to the doctoral program.

Transfer from other institutions

3.10 Currently enrolled graduate research students at other institutions may apply to transfer to an equivalent University course. Applicants will only be accepted to transfer into a Monash University graduate research course if they have sufficient candidature remaining and where the minimum of 12 months enrolment EFT is available in the remaining course duration.

3.11 Applicants should discuss the course requirements with their proposed Monash University supervisor and/or graduate research coordinator before commencing the course transfer process.

3.12 Applicants seeking to transfer to a Monash University graduate research course must meet the admission requirements set out in section 1 of this procedure and may be required to provide:

3.12.1 evidence that they are performing at an appropriate level in their current graduate research course; and
3.12.2 documents that confirm their current enrolment status, thesis title, course duration, start and end dates, former and current supervisors and any approved leave.
3.13 A student transferring into a University graduate research course agrees to undertake the course requirements of the course they are transferring into, unless credit or recognition of prior learning has been granted toward coursework or professional development training.

3.14 A student can only transfer to the same Australian Qualifications Framework level course and a transfer will only be approved where the student is actively enrolled at the institution that they are transferring from, i.e. they have not submitted their thesis for examination or completed degree requirements.

4. **Re-admission of former Monash University graduate research students**

4.1 Former Monash University enrolled graduate research students who have withdrawn from their course will be considered for re-admission where they have candidature remaining and are seeking to resume their prior research project in the same graduate research course.

4.2 Re-admission is only available up to four years after the date the withdrawal was effective.

4.3 Applicants seeking to resume their candidature must:

4.3.1 meet the course admission requirements in place at the time of the re-admission to their studies and, if re-admitted, will be required to complete all course requirements in place at the time of their re-admission; and

4.3.2 contact their faculty/School/Department and ensure the viability of resuming their project, including the availability of appropriately qualified supervisors with the necessary supervisory expertise, research facilities, and other resources required, prior to applying for re-admission.

4.4 Prior candidate provisions outlined in clauses 2.3 - 2.5 will apply.

4.5 Former graduate research students whose course duration and extension provisions have been fully utilised may be considered for re-admission to their original course, where available, for the purpose of finalising their thesis for examination.

4.5.1 In this circumstance, and where the faculty confirms supervision and appropriate resources are available, the GRC will specify conditions of the re-admission including, but not limited to, the maximum duration of enrolment, and any outstanding course, program or milestone requirements to be met.

5. **Higher doctorates**

5.1 A Higher Doctorate is awarded for work that makes an original, substantial and distinguished contribution to knowledge within a field, and provides an applicant authoritative standing and the right to general recognition of this standing by scholars.

5.2 In order to qualify for admission, a Higher Doctorate applicant must:

5.2.1 have qualified, not less than seven years previously, for a Monash University degree; or

5.2.2 have qualified, not less than seven years previously, for a degree of another educational institution and have had a close research association with Monash University for no less than six years.

5.3 Eligibility and work submission requirements for candidates of a higher doctorate degree are outlined on the University website. Applications are to be made directly to the relevant faculty or institute for initial assessment.

**DEFINITIONS**

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<th>Prior Candidature</th>
<th>The total period of full-time equivalent research within the prior degree where an applicant transfers from one graduate research course to another within the same area of research.</th>
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| Standard Course Duration | Except where specified in the Course Handbook:  
  ● Doctoral courses: the standard course duration is 3 - 4 years EFT with a research project expected to be achievable in 3.5 years.  
  ● Research Master’s: the standard course duration is 2 years EFT. |
| Student | A person who:  
  a) is admitted to a course of study at the University;  
  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;  
  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;  
  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;  
  e) has completed a course of study but on or to whom the relevant degree or award has not been conferred or awarded;  
  f) has deferred, or has intermitted, or has been suspended from, a course of study; |
g) is enrolled in a course of study or one or more units of study offered by the University through another educational institution; or
h) has consented in writing to be bound as a student by the University statute and University regulations.

The following terms are used to identify groups of students that are subject to different requirements (as defined below):

- domestic student;
- international student; and
- international student subject to Education and Services for Overseas Students (ESOS) requirements.

GOVERNANCE

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<td>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)</td>
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