

Faculty of Science Guidelines

Guidelines Title	Repeating units for Honours admission
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. Students may apply to repeat a unit that they have already passed for Honours admission purposes because their first attempt at the unit had been adversely affected by personal, financial or health reasons. The application should be made to the Associate Dean (Education), who will consult with the relevant school/department before making a decision.
2. A unit repeated for the purposes of improving their result in support of their application for Honours purposes is above degree requirements and must be done on a non-award basis.
3. Schools/departments will have in place procedures, which will ensure that a student who has attempted a unit for the first time will have precedence over a repeating student where both students have achieved the same result for the unit, or where the student has achieved the same average mark in their relevant level-three studies used to determine eligibility for admission to the Science Honours Program. In order to achieve this end, the marks over the two attempts will be averaged, provided that such averaging will not result in a reduction of the second mark by more than 10 points (out of 100); if the difference is larger than 10 points, then the penalty applied on the mark resulted from repeating the unit will be 10 points (out of 100).
4. The above process will not affect the mark and grade recorded on the student's academic transcript for the second attempt at the unit – the averaging of the marks only applies to the averaging process used to determine eligibility for admission to Honours.

Responsibility for implementation	Associate Dean (Education) Honours Coordinators Honours and Postgraduate Coordinator
Status	New
Approval Body	Name: Meeting:

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	Date: Agenda item:
Endorsement Body	Name: Meeting: Date: Agenda item:
Definitions	
Related Policies	
Related Documents	